

**North East Derbyshire District Council**

**Cabinet**

**5 September 2019**

**Proposed Overview and Scrutiny Work Programme for 2019/20**

**Report of the Chairs of Scrutiny**

This report is public

**Purpose of the Report**

- To inform Cabinet of the future work programme of Scrutiny for 2019/20.

**1 Report Details**

- 1.1 To build on the successful scrutiny previously undertaken at North East Derbyshire and respond proactively to external reviews and new legislation, a Scrutiny Development Plan was developed. The Plan was endorsed and supported by Cabinet (Executive) on 5 December 2007 and the Overview and Scrutiny (O&S) Board on 21 December 2007.
- 1.2 As part of the Development Plan, the need to develop an annual work programme for overview and scrutiny was identified. A process for developing the overview and scrutiny work programme was agreed. This includes informing Cabinet of the proposed programme.
- 1.3 All of the Scrutiny Committees have considered their work programme for 2019/20. The Monitoring Officer has been provided with a copy for consideration. A proposed work programme is attached at **Appendix 1**. However, work programmes are live documents that may change during the year as issues arise.
- 1.4 It is important that the work programme remains realistic and manageable. There needs to be capacity to respond to new issues and developments throughout the year. It is therefore suggested that each committee undertakes no more than one in depth piece of review work during the year.

**2 Conclusions and Reasons for Recommendation**

- 2.1 Scrutiny is required by the Development Plan to keep Cabinet informed of its work programme and communicate their work to other members of the Council.

**3 Consultation and Equality Impact**

- 3.1 Not applicable.

#### 4 Alternative Options and Reasons for Rejection

4.1 None at this stage.

#### 5 Implications

##### 5.1 Finance and Risk Implications

5.1.1 None at this stage.

##### 5.2 Legal Implications including Data Protection

5.2.1 None at this stage.

##### 5.3 Human Resources Implications

5.3.1 None at this stage.

#### 6 Recommendations

6.1 That Cabinet support the attached Overview and Scrutiny Work Programmes for 2019/20.

#### 7 Decision Information

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>Has the relevant Portfolio Holder been informed</b>	Yes
<b>District Wards Affected</b>	N/A
<b>Links to Corporate Plan priorities or Policy Framework</b>	N/A

**8 Document Information**

Appendix No	Title
1	Proposed Work Programmes
<p><b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	
Report Author	Contact Number
Sue Veerman Overview & Scrutiny Manager	(01246) 217060

AGIN 4 (CAB 0905) Scrutiny Work Programmes/AJD

## AUDIT AND CORPORATE GOVERNANCE SCRUTINY COMMITTEE: PROPOSED WORK PROGRAMME 2019/2020

<u>DATE OF MEETING</u>	<u>ITEM</u>
25 July 2019	<ul style="list-style-type: none"><li>• Report of Those Charged with Governance ISA260</li><li>• NEDDC Statement of Accounts 2018/19</li><li>• Financial Outturn 2018/19</li><li>• Quarter 1 Financial Monitoring 2019/20</li><li>• Performance Management Quarter 1 2019/20</li><li>• Internal Audit Charter</li><li>• Summary of Progress on the Annual Internal Audit Plan 2019/20</li></ul>
11 September 2019	<ul style="list-style-type: none"><li>• Annual Audit letter 2018/19 (External Auditor)</li><li>• Presentation by Arlingclose – Treasury Management and Investment Opportunities</li><li>• Strategic Risk Register and Partnership Arrangements</li><li>• Work Programme</li><li>• Role of the Head of Internal Audit</li></ul>
28 November 2019	<ul style="list-style-type: none"><li>• Summary of Internal Audit Reports 2019/20</li><li>• Revised Budget 2019/20</li><li>• Fighting Fraud and Corruption Locally</li><li>• Monitoring the Implementation of Internal Audit Recommendations</li><li>• Evaluate the Effectiveness of the Audit and Corporate Governance Committee</li><li>• Performance Management Q2 2019/20</li><li>• Quarter 2 Financial Monitoring 2019/20</li><li>• Strategic Risk Register and Partnership Arrangements</li><li>• Corporate Debt – Quarter 2</li><li>• Review of Terms of Reference</li><li>• Work Programme</li></ul>
30 January 2020	<ul style="list-style-type: none"><li>• Medium Term Financial Plan 2020/21 – 2023/24</li><li>• Treasury Management Strategies 2020/21 – 2023/24</li><li>• Proposed Accounting Policies 2019/20</li><li>• Summary of Progress on the Annual Internal Audit Plan 2019/20</li><li>• Performance Management Q3 2019/20</li><li>• Corporate Debt Q3</li><li>• Financial Procedures within Constitution Review</li><li>• Work Programme</li></ul>

<p>30 April 2020</p>	<ul style="list-style-type: none"> <li>• Annual Review of Effectiveness of Internal Audit</li> <li>• Report of the External Auditor – Audit Plan 2020/21</li> <li>• Report of the External Auditor – Progress report and Technical Update</li> <li>• Internal Audit Plan</li> <li>• Corporate Plan – Quarter 4</li> <li>• Performance Management Quarter 4 2019/20</li> <li>• Strategic Risk Register and Partnership Arrangements</li> <li>• Performance Management Quarter 4 - 2019/20</li> <li>• Annual Governance Statement</li> <li>• Work Programme</li> </ul>
<p>28 May 2020</p>	<ul style="list-style-type: none"> <li>• Internal Audit Consortium: Annual Report 2017/2018</li> <li>• Summary of Internal Audit Reports Issued 2017/2018</li> <li>• Annual governance Statement 2017/18</li> <li>• Strategic Risk Register and Partnership arrangements</li> <li>• Performance Management Quarter 4 2017/18</li> <li>• Monitoring of implementation of internal audit recommendations</li> </ul>

### 5.3 Scrutiny Committees

- (a) Within their themed areas, all *Scrutiny Committees* will:-
- (i) review decisions made by and the performance of the *Council Meeting*, the *Cabinet*, committees and *Officers* both in relation to individual decisions and over time (but not including *Regulatory Decisions*)
  - (ii) review the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas
  - (iii) question members of the *Cabinet* and *Officers* about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions (but not including *Regulatory Decisions*)
  - (iv) make recommendations to the *Council Meeting* and/or *Cabinet* arising from work undertaken by a *Scrutiny Committee*
  - (v) review the performance of other public bodies in the area and invite reports from them by asking them to address the *Scrutiny Committee* about their activities and performance
  - (vi) question and gather evidence from any person with their consent
  - (vii) collaborate with other *Scrutiny Committees* and other bodies carrying out similar functions outside the Council
  - (viii) report to the Council meeting annually on the scrutiny function and their work
  - (ix) exercise functions relating to call in and Councillor Call for Action.
- (e) Audit and Corporate Governance Scrutiny Committee

The committee will:-

- (i) consider the Internal Audit annual report and opinion, and a summary of Internal Audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements
- (ii) consider summaries of specific Internal Audit reports as requested
- (iii) consider reports dealing with the management and performance of the providers of Internal Audit Services

- (iv) consider a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale
- (v) consider the External Auditor's Management Letter, relevant reports, and the report to those charged with governance
- (vi) consider specific reports as agreed with the External Auditor
- (vii) comment on the scope and depth of external audit work to ensure it gives value for money
- (viii) liaise with the Audit Commission over the appointment of the Council's external auditor
- (ix) commission work from Internal and External Audit as necessary
- (x) maintain an overview of the *Contract Rules*, and *Finance Rules*
- (xi) review any issue referred to it by the *Chief Executive*, a *Director*, the *Monitoring Officer*, the Chief Finance Officer or the *Council Meeting*, a committee or the *Cabinet*
- (xii) monitor the effective development and operation of risk management and corporate governance in the Council
- (xiii) monitor the Council's anti fraud and corruption strategy
- (xiv) oversee the production of the Council's Statement on Internal Control and recommend its adoption
- (xv) oversee the Council's arrangements for corporate governance and agree necessary actions to ensure compliance with best practice
- (xvi) oversee the Council's compliance with its own and other published standards and control
- (xvii) approve the Council's audited Annual Statement of Accounts
- (xviii) review the annual statement of accounts, specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the *Council Meeting*
- (xix) consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts

**COMMUNITIES SCRUTINY WORK PROGRAMME 2019/20**

Friday at 10:00 am  
(except 7<sup>th</sup> June, 2019 meeting which is at 2:00pm)

Chair: Cllr Kevin Tait    Vice Chair: Cllr Oscar Gomez-Reaney

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
7 <sup>th</sup> June, 2019	Remit of the Committee		<ul style="list-style-type: none"> <li>• Briefing on Scrutiny :               <ul style="list-style-type: none"> <li>- setting the scene</li> <li>- the terms of reference for the Committee</li> <li>- How the Committee operates, ways of working– Discussion</li> </ul> </li> </ul>	Sue Veerman -Overview and Scrutiny Manager/Committee Members
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> <li>• To consider the Committees topic for a Scrutiny review</li> <li>• Consider what we want to look at</li> <li>• Consider stakeholders who we want to see</li> </ul>	Committee Members <ul style="list-style-type: none"> <li>• Decision at Council on resident car parking review topic Officers to be present to provide background</li> </ul> Further topic for discussion <ul style="list-style-type: none"> <li>• Health &amp; Wellbeing and Child Obesity Officers to be present to provide background</li> </ul>



	Draft Work Programme		<ul style="list-style-type: none"> <li>To consider the draft work programme for the year and any suggested items for inclusion</li> </ul>	Committee Members/ Sue Veerman - Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman- Overview and Scrutiny Manager
<b>12<sup>th</sup> July, 2019</b>	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>Scene setting for Review</li> </ul>	Niall Clarke - Director of Property and Development – Rykneld Homes
	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>Approval of Project Plan and timetable</li> <li>Drafting of questions</li> <li>Documentation</li> </ul>	Committee Committee
	Animal Welfare Policy	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the draft Animal Welfare Policy</li> </ul>	Victoria Dawson – Team Manager (Legal)  Environmental Health representative will be in attendance
	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>Discussion with Head of Service – Planning on residential parking provision</li> </ul>	Richard Purcell – HOS - Planning
	List of key decisions	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager

	Scrutiny Work Programme	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>	Sue Veerman Overview and Scrutiny Manager
<b>13<sup>th</sup> September, 2019</b>	Scrutiny Review	Review	<b>Interview</b> <ul style="list-style-type: none"> <li>10:00 am - Head of Service –Street scene</li> </ul>	Discussion with Steve Brunt – HOS Street scene
	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>Consideration of additional documentation received and discussion on the next steps of the review</li> </ul>	Committee/ Overview and Scrutiny Manager
	Anti-Social Behaviour Policy	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the draft Anti-Social Behaviour Policy</li> </ul>	Victoria Dawson – Team Manager (Legal)
	CCTV	monitor and challenge	<ul style="list-style-type: none"> <li>Further discussion</li> </ul>	No attendees requested
	Health and Wellbeing Partnership		<ul style="list-style-type: none"> <li>Appointment of representative</li> </ul>	
<b>To be confirmed</b>	Action plan – lead officer response	Monitor	<ul style="list-style-type: none"> <li>To consider progress against the action plan – Scrutiny Review of Domestic Abuse</li> </ul>	Karen Hanson – Strategic Director Place
<b>To be confirmed</b>	Previous Scrutiny Review	Monitor	<ul style="list-style-type: none"> <li>To consider Cabinets response to the Scrutiny Review of Homelessness – action plan</li> </ul>	Karl Apps- Acting Head of Service
	List of key decisions	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>	Sue Veerman -Overview and Scrutiny Manager

<b>22<sup>nd</sup> November, 2019</b>	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>➤ <b>Interviews</b></li> <li>➤ 10:00 am -</li> <li>➤ 10:30 am -</li> <li>➤ 11:00am -</li> </ul>	
	Sex Establishments		<ul style="list-style-type: none"> <li>• To consider the draft Policy</li> </ul>	Victoria Dawson – Team Manager (Legal)
	List of key decisions	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committees' work programme</li> </ul>	Sue Veerman Overview and Scrutiny Manager
<b>17<sup>th</sup> January, 2020</b>	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>➤ <b>Interviews:</b></li> <li>➤ 10:00 am -</li> <li>➤ 10:30 am -</li> <li>➤ 11:00am -</li> <li>➤ 11:30 am -</li> </ul>	
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committee's Work Programme</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
<b>28<sup>th</sup> February, 2019</b>	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>• Triangulation of evidence – Scrutiny Review</li> </ul>	Members

	Financial Inclusion Activities	monitor and challenge	<ul style="list-style-type: none"> <li>Update from the Partnership Team on their work in support of Financial Inclusion</li> </ul>	Steve Lee -Partnership Co-Ordinator
	Healthy North East Derbyshire	monitor and challenge	<ul style="list-style-type: none"> <li>To consider progress on the Healthy North East Derbyshire Approach</li> </ul>	Tris Burdett Partnership Officer
	Previous Scrutiny Review	monitor	<ul style="list-style-type: none"> <li>To consider progress against the action plan – Scrutiny Review of Homelessness</li> </ul>	Lee Pepper – Housing Options Team Leader – Sign Off
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider whether the Committees' work programme has been completed at year end</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
<b>1st May, 2020</b>	Community Safety Partnership	Review	<ul style="list-style-type: none"> <li>To consider the work of the Partnership for the year against the partnership plan</li> </ul>	Faye Green – Community Safety Partnership Manager
	Street scene	monitor and challenge	<ul style="list-style-type: none"> <li>To consider the services performance including recycling</li> </ul>	Steve Brunt, HOS - Street scene
	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> <li>To agree the draft report for Scrutiny Review</li> </ul>	Committee Members
	Action plan - lead officer response	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider progress against the action plan -Scrutiny Review of Domestic Abuse</li> </ul>	Karen Hanson – Strategic Director Place – sign off

	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> <li>To monitor the implementation of previous committee and review recommendations</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committee's Work Programme</li> </ul>	Sue Veerman - Overview and Scrutiny Manager

**Consultation:**

- Various Licensing Policies currently being reviewed – Chair wishes to see all policies except civic permits in draft format to come back to Committee – Solicitor (VD) advised and asked for timetable

**GROWTH SCRUTINY WORK PROGRAMME 2019/20  
THURSDAY AT 1:00 PM**

**Chair Cllr Carolyn Renwick    Vice Chair Cllr Anthony Hutchinson**

<b>MEETING DATE</b>	<b>AGENDA ITEM</b>	<b>SCRUTINY ACTIVITY</b>	<b>WHAT IT WILL COVER</b>	<b>UPDATE/COMMENTS</b>
<b>13<sup>th</sup> June, 2019</b>	Remit of the Committee		<ul style="list-style-type: none"> <li>• Briefing on Scrutiny:               <ul style="list-style-type: none"> <li>- Scene setting</li> <li>- The terms of reference for the Committee</li> <li>- How the Committee operates, ways of working – Discussion</li> </ul> </li> </ul>	Committee Members / Sue Veerman -Overview and Scrutiny Manager
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> <li>• To consider suggestions for review and select a topic for the Scrutiny Review</li> <li>• Consider what we want to look at</li> <li>• Consider stakeholders who we want to see</li> </ul>	Committee Members
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the draft work programme for the year and any suggested items for inclusion</li> </ul>	Committee Members/ Sue Veerman - Overview and Scrutiny Manager
	Growth Summary 2018/19	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Growth Performance Indicators</li> </ul>	Amar Bashir – Improvement Officer - Performance
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman- Overview and Scrutiny Manager

<b>18<sup>th</sup> July, 2019</b>	Town Centre Regeneration  New Homes Bonus and , Council Tax on Housing Developments	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider Town Centre Regeneration within the District</li> <li>• To consider New Homes Bonus and Council Tax on Housing Developments</li> </ul>	Bryan Harrison – Senior Regeneration Officer and Urban Designer Karl Apps – Acting Head Of Service Economic Development
	Section 106's	Monitor and challenge	<ul style="list-style-type: none"> <li>• To discuss how Section 106 works within the Authority</li> </ul>	Richard Purcell – Head Of Service Planning
	Business Support	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider what support the Authority provides to Business</li> </ul>	Julian Cosgrove – Economic Development and Growth Manager
	Selection of Scrutiny Review Topic	Review	To consider whether the Committee has identified a Scrutiny Review topic	Committee Members
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committees' work programme</li> </ul>	Sue Veerman Overview and Scrutiny Manager
<b>26<sup>th</sup> September, 2019</b>	Joint Ventures	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider how joint ventures are working within the District</li> </ul>	Grant Galloway – Head Of Service Property and Commercial Services
	The Councils Transformation Agenda	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider how the Transformation Programme is supporting Growth</li> </ul>	Lee Hickin – Strategic Director People
	Leisure Facilities	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider how the Councils Leisure Service is supporting Growth</li> </ul>	Lee Hickin – Strategic Director People

	Scrutiny Review TBC	Monitor and challenge	<ul style="list-style-type: none"> <li>• Scene setting</li> <li>• Approval of Project Plan and timetable</li> <li>• Drafting of questions</li> </ul>	Lead Officer – Committee Committee
	Previous Scrutiny Review tbc	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Cabinets response to the review of Business Centres and Industrial Units</li> </ul>	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committees' work programme</li> </ul>	Sue Veerman Overview and Scrutiny Manager
<b>14<sup>th</sup> November, 2019</b>	Scrutiny Review	Review	<p><b>Interviews:</b></p> <ul style="list-style-type: none"> <li>➤ 1:00 pm</li> <li>➤ 1:30 pm</li> <li>➤ 2:00 pm</li> <li>➤ 2:30 pm</li> </ul>	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committees' work programme</li> </ul>	Sue Veerman Overview and Scrutiny Manager



<b>16<sup>th</sup> January, 2020</b>	Scrutiny Review	Review	<b>Interviews:</b> <ul style="list-style-type: none"> <li>➤ 1:00 pm</li> <li>➤ 1:30 pm</li> <li>➤ 2:00 pm</li> <li>➤ 2:30 pm</li> </ul>	
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committee's Work Programme</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
<b>27<sup>th</sup> February 2020</b>	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>• Triangulation of evidence – Scrutiny Review</li> </ul>	Committee Members
	Partnership Activities in Support of Growth	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider an update on the Partnership team activities in support of growth</li> </ul>	Steve Lee- Strategic Partnership Co-Ordinator
	Previous Scrutiny Review – Business Centres and Industrial Units	monitor and challenge	<ul style="list-style-type: none"> <li>• Scrutiny Review action plan – consider progress</li> </ul>	Grant Galloway – HOS Property and Commercial Services - Sign off?
	Previous Scrutiny Review – Tourism and Growth	monitor and challenge	<ul style="list-style-type: none"> <li>• Scrutiny Review action plan – consider progress</li> </ul>	Karl Apps – Acting HOS Economic Development – Sign off?
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and	<ul style="list-style-type: none"> <li>• To consider the Committee's Work Programme</li> </ul>	Sue Veerman - Overview and Scrutiny Manager

9 <sup>th</sup> April, 2020	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> <li>To agree the draft report for Scrutiny Review</li> </ul>	Committee
	Local Plan Update	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider progress of the Local Plan</li> </ul>	Helen Fairfax – Planning Policy Manager
	Item to be identified by Committee			
	Item to be identified by Committee			
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> <li>To monitor the implementation of previous committee and review recommendations</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider whether the Committees' work programme has been completed at year end</li> </ul>	Sue Veerman - Overview and Scrutiny Manager

**ORGANISATION WORK PROGRAMME 2019/20**

**TUESDAY AT 10:00 AM  
(except 10<sup>th</sup> September, 2019 meeting which has a 2:00pm start)**

**Chair: Cllr Angelique Foster    Vice Chair Cllr Mo Potts**

<b>MEETING DATE</b>	<b>AGENDA ITEM</b>	<b>SCRUTINY ACTIVITY</b>	<b>WHAT IT WILL COVER</b>	<b>UPDATE/COMMENTS</b>
<b>18<sup>th</sup> June, 2019</b>	Remit of the Committee		<ul style="list-style-type: none"> <li>• Briefing on Scrutiny:               <ul style="list-style-type: none"> <li>- Setting the scene</li> <li>- The terms of reference of the Committee</li> <li>- How the Committee operates, ways of working - Discussion</li> </ul> </li> </ul>	Sue Veerman - Overview and Scrutiny Manager/Committee Members
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> <li>• To consider suggestions for review and select a topic for the Scrutiny Review</li> <li>• Consider what we want to look at</li> <li>• Consider stakeholders who we want to see</li> </ul>	Committee members
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the draft work programme for the year and any suggested items for inclusion</li> </ul>	Committee Members/ Sue Veerman - Overview and Scrutiny Manager
	Customer Services Report 2018/19	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the report on Customer Services for 2018/19</li> </ul>	Rachel Pope – Customer Services Operational Manager

	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman- Overview and Scrutiny Manager
<b>10<sup>th</sup> September, 2019</b>  <b>2:00pm start</b>	Scrutiny Review (Part 1)	Monitor and challenge	<ul style="list-style-type: none"> <li>Scene setting by Lead Officer</li> <li>Approval of Project Plan and timetable for the review</li> </ul>	Sara Gordon – Human Resources Manager  Committee
	Annual Report of Human Resources and Organisational Development	Monitor and challenge	<ul style="list-style-type: none"> <li>Organisational Development</li> <li>Apprentices</li> <li>Question and Answer Session</li> </ul>	Human Resources Manager
	Scrutiny Review (Part 2)	Monitor and challenge	<ul style="list-style-type: none"> <li>Consideration of relevant Data and Documentation</li> <li>Drafting of questions for interviews of stakeholders</li> </ul>	Committee  Committee
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>	Sue Veerman Overview and Scrutiny Manager
<b>22<sup>nd</sup> October, 2019</b>	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>Visit around the building at Mill Lane</li> </ul>	Committee

	Scrutiny Review	Monitor	<ul style="list-style-type: none"> <li>To consider Cabinets response to the Scrutiny Review of Communications and Marketing – action plan</li> </ul>	Communications Manager to attend?
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>	Sue Veerman Overview and Scrutiny Manager
Date to be confirmed	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>Visits to Council Depots</li> </ul>	
<b>14th January, 2020</b>	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>Interviews <ul style="list-style-type: none"> <li>➤ 10:00 am</li> <li>➤ 10:30 am</li> <li>➤ 11:00 am</li> <li>➤ 11:30 am</li> </ul> </li> </ul>	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>	Sue Veerman Overview and Scrutiny Manager

<b>24<sup>th</sup> March, 2020</b>	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>• Triangulation of evidence – Scrutiny Review</li> </ul>	Committee Members
	Transformation Programme Update	monitor and challenge	<ul style="list-style-type: none"> <li>• To consider progress against the action plan</li> </ul>	Lee Hickin – Director
	Item to be identified by Committee		<ul style="list-style-type: none"> <li>•</li> </ul>	
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committee’s Work Programme</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
<b>12<sup>th</sup> May, 2020</b>	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> <li>• To agree the draft report for Scrutiny Review</li> </ul>	
	Item to be identified by Committee		<ul style="list-style-type: none"> <li>•</li> </ul>	
	Item to be identified by Committee		<ul style="list-style-type: none"> <li>•</li> </ul>	
	Action plan – previous Scrutiny Review	monitor and challenge	<ul style="list-style-type: none"> <li>• To consider whether the action plan for Communications and Marketing can be signed off</li> </ul>	
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> <li>• To monitor the implementation of previous committee and review recommendations</li> </ul>	Sue Veerman - Overview and Scrutiny Manager

	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider whether the Committees' work programme has been completed at year end</li> </ul>	Sue Veerman - Overview and Scrutiny Manager

Possible Future Item - Children in Care tbc