

ORGANISATION WORK PROGRAMME 2019/20
TUESDAY AT 10:00 AM
(except 10th September, 2019 meeting which has a 2:00pm start)

Chair: Cllr Angelique Foster Vice Chair Cllr Mo Potts

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
18th June, 2019	Remit of the Committee		<ul style="list-style-type: none"> • Briefing on Scrutiny: <ul style="list-style-type: none"> - Setting the scene - The terms of reference of the Committee - How the Committee operates, ways of working - Discussion 	Sue Veerman - Overview and Scrutiny Manager/ Committee Members
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> • To consider suggestions for review and select a topic for the Scrutiny Review • Consider what we want to look at • Consider stakeholders who we want to see 	Committee members

	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the draft work programme for the year and any suggested items for inclusion 	Committee Members/ Sue Veerman - Overview and Scrutiny Manager
	Customer Services Report 2018/19	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the report on Customer Services for 2018/19 	Rachel Pope – Customer Services Operational Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman- Overview and Scrutiny Manager
10th September, 2019 2:00pm start	Scrutiny Review (Part 1)	Monitor and challenge	<ul style="list-style-type: none"> Scene setting by Lead Officer/ Consideration of relevant Data and Documentation Approval of Project Plan and timetable for the review 	Sara Gordon – Human Resources Manager Committee
	Annual Report of Human Resources and Organisational Development	Monitor and challenge	<ul style="list-style-type: none"> Organisational Development Apprentices Question and Answer Session 	Human Resources Manager
	Scrutiny Review (Part 2)	Monitor and challenge	<ul style="list-style-type: none"> Drafting of questions if any further stakeholder interviews to be arranged 	Committee

			<ul style="list-style-type: none"> • Discussion and preparation for site visits around Mill Lane and depots and consideration of any questions 	Committee
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
22nd October, 2019	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> • Visit around the building at Mill Lane • Appraisal of visit 	Committee
26th November, 2019	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> • Visit to Eckington Depot 	

14th January, 2020	Scrutiny Review	Review	<ul style="list-style-type: none"> • Interviews <ul style="list-style-type: none"> ➤ 10:00 am – Leisure Operations Manager/ Lead Facility Officer ➤ 10:30 am – Estates Manager ➤ 11:00am - Joint Street Scene Waste Services Manager ➤ 11:30 am – Strategic Partnership Co-Ordinator 	Committee
	Previous Scrutiny Review	Review	<ul style="list-style-type: none"> • To consider the previous review – Communications and Marketing 	Committee
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Committees’ work programme 	Sue Veerman Overview and Scrutiny Manager

24th March, 2020	Scrutiny Review	Review	<ul style="list-style-type: none"> • Interview <ul style="list-style-type: none"> ➤ 10:00 am – Union Representative 	Will Hicklin
	Transformation Programme Update	monitor and challenge	<ul style="list-style-type: none"> • To consider progress against the action plan 	Lee Hickin – Director
	Scrutiny Review	Review	<ul style="list-style-type: none"> • Triangulation of evidence – Scrutiny Review 	Committee Members
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Committee’s Work Programme 	Sue Veerman - Overview and Scrutiny Manager
12th May, 2020	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> • To agree the draft report for Scrutiny Review 	
	Action plan – previous Scrutiny Review	monitor and challenge	<p>To consider Cabinets response to the Scrutiny Review of Communications and Marketing – action plan?</p> <ul style="list-style-type: none"> • 	
	Item to be identified by Committee			
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	Monitoring of O&S	Monitor	<ul style="list-style-type: none"> • To monitor the implementation of 	Sue Veerman - Overview

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