

**ORGANISATION WORK PROGRAMME 2020/21
TUESDAY AT 10:00 AM**

Chair: Cllr Angelique Foster Vice Chair Cllr Mo Potts

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
23rd June, 2020	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	Committee members

			<ul style="list-style-type: none"> • Consider stakeholders who we want to see 	
	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
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Forward Plan of Executive Decisions 	Sue Veerman- Overview and Scrutiny Manager
4th August, 2020	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	Review	<ul style="list-style-type: none"> ➤ Scoping of Review including scene setting 	Lead Officer Committee
	Previous Scrutiny Review	Scrutiny Review	<ul style="list-style-type: none"> ➤ To consider the interim draft report 	Committee

	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive 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
29th September, 2020	Impact of Pandemic Update	Monitor and challenge	<ul style="list-style-type: none"> To consider an update on the impact of Covid 19, including Health and Well being 	Sara Gordon – HR Manager
	Scrutiny Review		<ul style="list-style-type: none"> Approval of Project Plan Approval of timetable for the review Documentation: <ul style="list-style-type: none"> ➤ Working From Home Policy ➤ Temporary Working Arrangements 	

			➤ Selection of Bulletins to staff	
			Interviews 10:45 am Health and Safety 11:30 am Director of Environment and Enforcement including presentation	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive 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
3rd November, 2020	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> Interviews <ul style="list-style-type: none"> ➤ 10:00 am Director of Corporate Services and Head of Transformation and Partnership 	Committee Lee Hickin

			<ul style="list-style-type: none"> ➤ 10:30 am Managers ➤ 11:15 am Staff working from home during the Pandemic 	
	Scrutiny Review	Monitor and challenge	<ul style="list-style-type: none"> • To consider the Home Working Survey 	Deferred to next meeting
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Forward Plan of Executive 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
2nd February, 2021	Scrutiny Review	Review	<ul style="list-style-type: none"> • To consider the Home Working Policy 	HR Manager – Sara Gordon

	Scrutiny Review	Review	<ul style="list-style-type: none"> To consider the Home Working Survey 	Committee
	Transformation Programme update	Monitor and challenge	<ul style="list-style-type: none"> To consider progress against the action Plan (including WFH project and impacts of Pandemic) 	Lee Hickin –Director Matt Broughton – HOS
	Scrutiny Review	Review	<ul style="list-style-type: none"> Discussion with Leader of the Council 	Councillor A Dale
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive 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
2nd March, 2021	Scrutiny Review	Review	<ul style="list-style-type: none"> Triangulation of evidence – Scrutiny Review 	Committee Members
	List of Key Decisions	Consultee,	<ul style="list-style-type: none"> To consider the Forward Plan of 	Sue Veerman - Overview

		monitor and challenge	Executive Decisions	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
11th May, 2021	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> To agree the draft report for Scrutiny Review 	
			<ul style="list-style-type: none"> Item to be identified by Committee 	
			<ul style="list-style-type: none"> Item to be identified by Committee 	
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> To monitor the implementation of previous committee and review recommendations 	Sue Veerman - Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive Decisions 	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and	<ul style="list-style-type: none"> To consider whether the Committees' work programme has been completed 	Sue Veerman - Overview and Scrutiny Manager

		challenge	at year end	
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