

## Appendix 2

<p><b>Overview and Scrutiny Draft Work Programme 2020/21</b></p> <p>Corporate Overview and Scrutiny Management Board (COSMB)</p> <p>Lead officer: Jenny Haworth</p> <p>Key service contact: Jeff Garfoot</p> <ul style="list-style-type: none"> <li>• More and better jobs</li> <li>• People live long and independent lives</li> <li>• Connected communities</li> <li>• Excellent council</li> </ul>	<p>Note:</p> <p>Overview and Scrutiny Review – A systematic six monthly review of progress against recommendations/action plan</p> <p>Scrutiny/Working Group – In-depth review/light touch review</p> <p>Overview/progress – Information on an issue; opportunity to comment, shape, influence, progress with a scrutiny review</p> <p>Performance/Budget – Ongoing quarterly monitoring performance reports/budgets</p>
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	When	Who	Outcome	Comment
<b>O/S Review</b>				
<b>Scrutiny/Working Group (light touch/in-depth review)</b>				
Budget and MTFP process	18 Sept 2020 17 Dec 2020 22 January 2021 11 Feb 2021	Jeff Garfoot/ Jenny Haworth	To enable scrutiny members to comment and feed into the MTFP and budget setting process.	To look at any issues and or reviews linked to achieving savings within the MTFP  Update reports considered by COSMB

	When	Who	Outcome	Comment
<b>Overview/Progress</b>				
Transformation Programme, including: <ul style="list-style-type: none"> <li>• Transformation and ICT               <ul style="list-style-type: none"> <li>○ Smarter HR</li> <li>○ Smarter ICT</li> </ul> </li> <li>• Business support services</li> <li>• Digital transformation update – services</li> <li>• Organisational Development</li> </ul>	Six monthly updates  18 September 2020  15 October 2020  19 March 2021	<ul style="list-style-type: none"> <li>• Andy Palmer/Alan Patrickson/Alison Lazazzera</li> <li>• Andy Palmer</li> <li>• Alan Patrickson</li> <li>• Alison Lazazzera/Andy Palmer</li> </ul>	To update members on the Transformation Programme.	Members' information
Regulation of Investigatory Powers quarterly report	2019/20 Quarter 4 19 June 2020  2020/21 Quarter 1 15 October 2020  Quarter 2 17 Dec 2020  Quarter 3	Kamila Coulson-Patel	To inform members of the Council's use of powers under the Regulation of Investigatory Powers Act 2000 (RIPA) on a quarterly basis.	Members' information

	When	Who	Outcome	Comment
	11 Feb 2021			
Regulation of Investigatory Powers annual report	15 October 2020	Kamila Coulson-Patel	To inform members of the Council's use of powers under the Regulation of Investigatory Powers Act 2000 (RIPA).	Members' information
Customer Feedback – Compliments, Complaints and Suggestions quarterly report	2019/20 Q4 19 June 2020  2020/21 Q1 18 Sept 2020  Q2 17 Dec 2020  Q3 19 March 2021	Vicki Murray	To inform Members of the Customer Feedback report on a quarterly basis. To present key messages in relation to the management and handling of statutory representations for Children and Adults Social Services.	Members' information
Customer Services – First Point of Contact	19 June 2020	Vicki Murray	To update members on progress with First Point of Contact project.	Members' information

	<b>When</b>	<b>Who</b>	<b>Outcome</b>	<b>Comment</b>
Overview and Scrutiny Annual Report	19 June 2020	Jenny Haworth	Members to sign off the Overview and Scrutiny Annual Report before submission to Council.	Members' information, and circulated widely
Notice of Key Decisions	At each COSMB	Jackie Graham	To keep members informed of any additions or amendments.	Members' information
MTFP delivery updates	Cabinet report Quarterly	Andy Palmer	To provide members with an update on the delivery of the MTFP.	Members' information
<b>Performance/Budget</b>				
<b>Performance</b> Quarterly reporting	2019/20 Q4 19 June 2020 2020/21  Q1 18 Sept 2020  Q2 17 Dec 2020  Q3 19 March 2021	Jenny Haworth/Tom Gorman	To provide members with progress towards achieving the key outcomes of the council's corporate performance framework.	Standing item
<b>Budget Outturn Report</b> Quarterly reporting - Resources	Q4 2019/20 and Q1 2020/21 18 Sept 2020  Q2 17 Dec 2020  Q3 19 March 2021	Ian Herberson/Michael Grogan	To provide Members with details of the forecast outturn budget position for service groupings.	Standing item
<b>Regular updates</b>				

	<b>When</b>	<b>Who</b>	<b>Outcome</b>	<b>Comment</b>
Implications of government policy programme	Cabinet report	Jenny Haworth	To keep members informed of the implications of relevant government policies.	As and when
Welfare reform and poverty action plan updates	Cabinet report	Andy Palmer/Emma Gardner	To keep members informed of the progress being made by the council and its partners in addressing welfare reform and the wider poverty issues in the county.	For information
County Durham Partnership update	Cabinet report	Julie Bradbrook	To keep members informed of issues being addressed by the County Durham Partnership and other key initiatives being carried out in partnership across the county.	For information
Chairs' updates	At each COSMB	Chair	To keep members informed of scrutiny activity.	For information
Petitions updates Quarterly	19 June 2020 18 September 2020 17 December 2020 19 March 2021	Jackie Graham	To keep members informed of the status of petitions received by the Authority.	For information
NECA and JTC Overview and Scrutiny work programmes and minutes of meetings	(meetings dates tbc. 2019 dates 14 March, 18 July, 19 Sept and 19 Dec)	Jenny Haworth	To keep members informed of work ongoing by the NECA O&S and JTC O&S committees.	For information