

**Overview & Scrutiny (OS) Committee Work Programme 2018/19 – DRAFT**

*[Please note: This is a working document and will be subject to regular amendment]*

<b>Meeting Date</b>	<b>Topic</b>	<b>Lead Officer</b>	<b>Notes</b>
<b>10<sup>th</sup> July</b>  (Deadline for reports 27 June)	Shared Services	Helen Standen (and Isabel Brittain, Su Tarran, Stevenage officers)	Date TBC for a single item meetings to look at shared services. From Member proposals from Cllr Allen and Cllr Pope.

<b>Meeting Date</b>	<b>Topic</b>	<b>Lead Officer</b>	<b>Notes</b>
<b>18 September 2018</b>  (Deadline for reports 5 September)	Exec Member Update	TBC	
	Climate Change Strategy	David Thorogood, Environmental Strategy and Development Manager	To consider draft Climate Change Strategy Doc (arising from work of the Climate Change T&F Group)
	Update on Economic	Ben Wood, Head of	Previous Economic Development

2018)	Development Vision and assessment of Launchpad Pilot.	Communications, Strategy and Policy	updates have gone to OS in the past as the topic was requested by Members in 2017/18 and updates requested.
	Community Transport Strategy	Claire Carter, Service Manager, Community Wellbeing Partnerships	
	Work Programme	Scrutiny Officer	

Meeting Date	Topic	Lead Officer	Notes
<b>6 November 2018</b>  (Deadline for reports 24 October)	Exec Member Update	TBC	
	Work Programme	Scrutiny Officer	

Meeting Date	Topic	Lead Officer	Notes
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<b>18 December 2018</b> <b>Fiona Corcoran</b>  (Deadline for reports 5 December)	Exec Member Update	TBC	
	Work Programme	Scrutiny Officer	

Meeting Date	Topic	Lead Officer	Notes
<b>22 January 2019</b>  (Deadline for reports 9 January 2019)  <b>NB: THIS IS A JOINT SCRUTINY COMMITTEE</b>	Update from Portfolio Holder for Finance & Support Services	Cllr Geoff Williamson; Isabel Brittain, Head of Strategic Finance	<i>to link in with budget report and as joint scrutiny meeting gives opportunity for OS members to have Q&amp;A on this portfolio</i>
	Budget report & Medium Term Financial Plan	Isabel Brittain, Head of Strategic Finance	
	2019/20 Corporate Service Plans	Ben Wood, Head of Communications,	<b><u>All heads of service to be present</u></b>

<b>MEETING (Both OS and PAG Members to attend to scrutinise Budget and service plans)</b>		Strategy and Policy; Nathan Bookbinder, Policy Officer	
	Annual Audit Letter and External Audit Grants Certification Summary	Natalie Clark, Ernst & Young	Email Natalie Clark EY with report deadline details
	Shared Internal Audit Service (SIAS) Update on Audit Plan	Alan Cooper SIAC, HCC	
	Treasury Management Strategy 2018-19	Isabel Brittain, Head of Strategic Finance; External Auditor from Ernst & Young	
	Work Programme	Scrutiny Officer	

Meeting Date	Topic	Lead Officer	Notes
<b>5 February 2019</b>	Update from Executive Member Update	TBC	

(Deadline for reports 23 January 2019)	Work Programme	Scrutiny officer	
<p><b><u>Task and Finish Groups</u></b></p> <p><b>Climate Change</b>  Lead Officer: David Thorogood, Environmental Strategy and Development Manager  Cllrs: Deering (Chair), Freeman, Woodward, Stevenson, Radford, Reed, Pope  Due to meet June/July 2018 – date TBC</p> <p><b>Grounds Maintenance</b>  Lead Officer: Ian Sharratt, Environment Manager – Open Spaces  Cllrs: Goodeve (Chair), Cutting, Reed, Alder, Freeman  Work of the task and finish group concluded at its last meeting on 10 May 2018. Final report to be presented to OS Committee on 19 June.</p>			
<p><b><u>Member Scrutiny Proposals - updates</u></b></p> <ul style="list-style-type: none"> <li>• <b>Impact of Manchester Airports Group (MAG) parking policies on parking in Bishop’s Stortford</b>  As a result of this scrutiny proposal, the Stansted Airport Parking Complaints telephone number is now listed on the East Herts Council website; officers (Head of Communications, Strategy and Policy</li> </ul>			

and Parking Manager) are now included in all circulation of papers for the Stansted Airport Highways Working Group; two Members of the Committee have been invited to attend the Stansted Area Transport Forum on 8<sup>th</sup> March 2018. Officers are engaged with the CEO of MAG in relation to the airport's growth plans and a MAG gave a presentation and Q&A session for Members on 19<sup>th</sup> March 2018.

- **Housing and Vulnerability**

This topic has been considered by officers, who are meeting with the relevant Member Champion on a regular basis to ensure she is updated and to allow discussion of any individual issues arising.

**Other items for 2018/19:**

**Shared Services** – a single item meeting of the committee to be added to the OS work programme to enable the committee to consider this item thoroughly, with officers from Stevenage Borough Council to attend.

**Council Tax support Scheme**– date to be confirmed by S Tarran

**Extra Care Housing** – date to be confirmed by J Geall (as agreed at OS Committee 20 February 2018, Corporate Service Plans item)