

Digital Transformation Scrutiny Panel Work Programme

Responsible Body	Meeting Date	Item	Scope	Invitees/Officers	Notes
Digital Transformation Scrutiny Panel	Meeting 1 28 February 2022	Report/presentation on current projects	To enable the panel to understand current workstreams To include; current projects, difficulties identified, usage of e-reports pre-Covid and during Covid.	Karey Barnshaw/Aymen Khan	
Digital Transformation Scrutiny Panel	Meeting 1 28 February 2022	Assignment of tasks to panel members	To enable panel members to begin to gather relevant information to inform the panel	Karey Barnshaw	
Digital Transformation Scrutiny Panel	Meeting 2 March 2022	Feedback on Tasks	To enable panel members to highlight findings from tasks assigned		
Digital Transformation Scrutiny Panel	Meeting 2 March 2022	Identify Key Stakeholders	To consider useful contacts to speak to the panel		
Digital Transformation Scrutiny Panel	Meeting 2 March 2022	Paul Ward Head of IT and Digital, Coventry City Council			
Digital Transformation Scrutiny Panel	Meeting 2 March 2022	Planning Applications	To consider the current process involving planning applications and potential ways to improve this	Planning Officer	
Digital Transformation Scrutiny Panel	Meeting 3 27 April 2022	Mike Roberts – Communications Manager	To allow panel to ask questions on marketing and effective communication techniques.		

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Digital Transformation Scrutiny Panel	Meeting 3 27 April 2022	Stakeholders	Stakeholder interviews. To include someone with Marketing background and other councils.		
Digital Transformation Scrutiny Panel	Meeting 3 27 April 2022	Developing Survey	To create a survey for customers. To include what questions should be asked, who should answer the survey, how should the survey be distributed	Karey Barnshaw/Ayman Khan	
Digital Transformation Scrutiny Panel	Meeting 4 30 May 2022	Feedback on Tasks	To enable panel members to highlight findings from tasks assigned		
Digital Transformation Scrutiny Panel	Meeting 4 30 May 2022	Survey Results	To review the results of the survey.		
Digital Transformation Scrutiny Panel	Meeting 5 27 June 2022	Draft Panel Report and Recommendations	To agree final version for submission to the Scrutiny Commission and Cabinet	Karey Barnshaw	