

5 December 2023
(Cabinet meeting this cycle)

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Heart Shared Service Update since O&S meeting December 2022	O&S December 2022	Written report	Lisa Barker		
Q2 Budget Update 2023/24 from the Cabinet Agenda		Cabinet Report	Andrew Rollins	TBA	Part of the Committee's finance remit
Significant Business Risk Register		Cabinet Report	Chief Executive / Leader of the Council	TBA	Part of the Committee's finance remit
Postponed to January meeting: Environmental Enforcement Update subsequent to the report made in March 2023 (following recruitment of the new position reported in March 2023). Figures for rural areas to be provided if possible for discussion of measures put in place and what is required. "Heat map" information for the District to be provided. <i>(The Chair will</i>	March 2022, O&S	Written report	Zoë Court	TBA	

Agenda Item 5
Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
<i>update the Committee on why the report has been postponed to January.)</i>					
Postponed: Digital Strategy Update from the Cabinet Agenda. <i>Postponed to early New Year (possibly February?) and will be part of the Change Programme.)</i>	O&S November 2021	Cabinet report	David Elkington	June 2024	Every six months

23 January 2024**(No Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Six-month post opening update on the "Relocation of Office Accommodation and the Provision of Public Facing Access to Council Services	O&S February 2023	Written report	Steve Partner		
Update on Scrutiny Arrangements as per the recommendation made in the report to O&S 8 August 2023	O&S August 2023	Written report	Graham Leach		
A review of the waste and recycling contract, with emphasis on the financial considerations. Help in writing this report should be sought from the Head of Finance. See minutes 3 October, Work Programme item for full details, but Members would like to see if the terms and conditions of the	O&S 19 April 2023	Report	Zoe Court and Steve Partner with help from Andrew Rollins		The request for financial considerations to be added to this report arose from concerns on the figures presented at the 3 October meeting.

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contract agreed 12 months ago are still good for WDC, considerations and implications on the forthcoming budget.					

**6 February 2024
(Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Future High Streets Fund update – the Committee asked for amendments to the Risk Register see confidential minutes 4 July 2023.	O&S February 2023	Written report unless the timing is in proximity to a report to Cabinet, in which case the Cabinet report will be called in instead if it deals with all the projects.	Martin O’Neill	Approx. June 2024 (TBC when mtg dates for 24/25 confirmed)	Every 3 months until further notice

**5 March 2024
(Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Annual update from Shakespeare’s England, looking back over the previous year’s activity and forward to next year.	March 2023	Written report	Martin O’Neill and Councillor Bartlett	March 2025.	This is an annual report.
Summary of the role, responsibilities and performance of the SWCSP. Invite Councillor Falp (non-Exec rep) and the PH Safer Communities to O&S	This is a mandatory report.	Written report	Liz Young / Marianne Rolfe.	March 2025.	This is an annual report.
Review of the Significant Business Risk Register	Forward Plan ref 1374	Cabinet Report	Councillor Ian Davison and Chief Executive		

26 March 2024

(No Cabinet meeting this cycle)

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes

9 April 2024

(Cabinet meeting this cycle)

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
O&S End of Term report.	Standing Annual Item.	Written report.	Committee Services Officer.	April 2025.	Annual report
Noise Nuisance Investigations: Review of the Policy and the service area’s performance in respect of all forms of noise nuisance more generally. Additional data was requested in the next report (see minute 93, 19 April 2023, 4 paragraphs from the end of this minute, and also see the pre-scrutiny questions on the Council’s website for 19 April with the questions posed by Councillor Milton.	9 August 2022, 19 April 2023	Written report	Lorna Hudson		

Briefing Notes to All Councillors – April every year
Not for O&S Agenda, but to be emailed to all WDC Cllrs

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Children's and Adults' Safeguarding Champions: End of Term Report.	Standing Annual Item.	Briefing note	Marianne Rolfe.	April 2025.	This is a briefing note to all Councillors.
Members' Annual Feedback on Outside Appointments / Annual review of membership/participation of Outside Bodies (Includes a short synopsis on Champions)	Standing Annual Items	Briefing note	Andrew Jones	April 2025	This is a briefing note to all Councillors.

First meeting of the Municipal Year 2024/25

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Appoint Children's and Adults' Safeguarding Champion	Standing Annual Item.	Agenda item			On-going at the first meeting of each Municipal Year
To appoint members to the Budget Review Group (add the Group's remit which is saved to the annex in the Constitution)	Standing Annual Item.	Agenda item			On-going at the first meeting of each Municipal Year
Elect a Chair and Vice Chair if this was not done after Annual Council	Standing Annual Item				On-going at the first meeting of each Municipal Year

Meeting Date: To Be Advised

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Council's Performance Data – to help shape the data in a positive and constructive way	The Committee's comment to Cabinet on the LGA Corporate Challenge Report and Action Plan	TBA	TBA		See O&S minute on Item 7 Cabinet Agenda, Local Gov Assoc Corporate Challenge Report and Action Plan, 31 October 2023
Final Accounts / Q4 Budget Update 2022/23 (Forward Plan ref 1,384)	Forward Plan	Cabinet report	Andrew Rollins / Steven Leathley		Part of the Committee's finance remit
Statement of Accounts 2021/22 (Forward Plan ref 1,312)	Forward Plan	Cabinet report	Andrew Rollins / Steven Leathley		Part of the Committee's finance remit

Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
<p>Review on the Identification and Remediation of Damp and Mould in Council Homes to include:</p> <ul style="list-style-type: none"> • What was happening with the policy; • Was it being put into action; • The impact it has made. 	<p>Committee meeting 8 August 2023</p>	<p>Written report</p>	<p>Steve Partner</p>	<p>Six months after implementation, so December 2023, CSO to chase Steve Partner for the date of implementation and then schedule a report six months following that implementation date.</p>	
<p>Review additional Licensing Scheme to include:</p> <ul style="list-style-type: none"> • How effective it had been. • How many licenses had been issued. • Was there enough resources in place 	<p>Committee meeting 8 August 2023</p>	<p>Written report</p>	<p>Paul Hughes</p>	<p>Six months after implementation, so December 2023, CSO to chase Paul Hughes for the date of implementation and then schedule a report six months following that implementation date.</p>	

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Decide if an update is required on the Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse.	Committee meeting 26 September 2019. (8 November 2022 – an email was sent to David Guilding and Philip Clarke asking for the status.)	Informal update.	Dave Guilding / Philip Clarke.	TBA	
Update - plans to improve accessibility to, and the condition / cleanliness of, toilets for people living with disabilities.	Committee meeting 26 September 2019 and briefing note 8 December 2020.	Written report	Zoë Court	To be advised if applicable.	No officer will attend the Committee meeting unless there is a request.
Minimum Energy Efficiency Standards Enforcement Process – Private Sector Housing	O&S August 2020 (31 October 2022 – Cllr Cullinan sent an email to Lisa Barker asking for a date for the report and the response was sometime spring 2023.)	Written Report	Lisa Barker		A review was requested once the scheme had been in operation for 12 months. Covid affected the process.
Park Exercise Permits – annual review of the scheme	August 2020 (Update November 2022 on status - Ann Hill has advised that the current permit scheme is not working	Written report	Ann Hill		

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	and work needs to be undertaken to find out why that was, be it the rules of the scheme, the eligibility or enforcement. After speaking with Marianne Rolfe, she and Marianne decided to approach the relevant PAB when a revised scheme has been formalised.)				
Climate Change Action Programme Update	O&S 20 July 2023	Written report	Dave Barber		<ol style="list-style-type: none"> 1. Offsetting and any potential for getting involved in early policy development; 2. Issue of adaptation; 3. Data tracking and how this can be most efficient.

July 2024 meeting:

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Update to Carbon Emission Data and Climate Change Measures report	O&S 31 October 2023	Written report	Dave Barber		

September 2024 meeting:

At O&S 19 September 2023 the Committee requested an update on the Resident Engagement Strategy (report to Cabinet August 2023). The Committee is keen to understand a) how is it going? And b) what are we learning? (include some examples of changes that have been made as a result of the consultation.)

The question that sits behind this is as-to whether this is a good use of the Council’s resources. There are benefits to us as a Council from getting resident feedback and what we’d like to get is visibility of those. This is ‘value for money’ in its broadest sense (No need to come with figures and a ROI.)

Housing is one of the biggest ways that we impact residents’ lives and getting a bit more visibility amongst members of some of the good things we do but also some of the challenges residents face will be valuable.

Late October/early November 2024 meeting:

At O&S 3 October 2023, the Committee requested that the Corporate Strategy should be reviewed on a yearly basis, in the same way that the annual governance statement comes through scrutiny to make sure the Council is properly governed. More specifically, the Committee would like to see an annual strategy progress update, looking at the big picture and how the Council is working towards its goals and values. For more details, please see 3 October 2023 minutes.

"In response to the request from the Overview & Scrutiny Committee to provide clarity on the review process on the "who, what, when and how", this would be set out in the first annual report to Overview & Scrutiny Committee in November 2024".