

| Criteria for Items on the work plan  | Scheduled Meeting dates   |
|--|---|
| <b>1.</b> High Risk<br><b>2.</b> High Value<br><b>3.</b> Major Project<br><b>4.</b> Decreasing Performance<br><b>5.</b> Statutory/Constitution requirement | 4/6/2024<br>8/7/2024<br>30/7/2024 (NC)<br>3/9/2024<br>24/9/2024 (NC)<br>15/10/2024<br>13/11/24 (NC)<br>3/12/2024<br>21/1/2025 (NC)<br>4/2/2025<br>18/2/2025 (NC)<br>18/3/2025<br>*NC = No Cabinet meeting |

Agenda Item 7

Appendix 1 – Overview & Scrutiny Committee Work Programme

| Title   | Lead Officer / Councillor                     | Meeting Date   | Where did item originate from       | Notes   | Continue?                        |
|---|---|--|-------------------------------------|---|----------------------------------|
| To appoint Labour members to the Budget Review Group    |   | 8/7/2024   | Previous meeting (4/06/2024)        |   | 5                                |
| Appoint Children's and Adults' Safeguarding Champion    |   | 8/7/2024   | Previous meeting (4/06/2024)        |   | 5                                |
| Quarterly Budget Update                                 | Steven Leathley<br>Councillor Chilvers        | TBC  |                                     |   | 1 & 2                            |
| Risk Management Policy & Significant Risk Register      | Chris Elliott, Ian Davy<br>Councillor Davison | <del>8/7/2024 &amp; Cabinet</del><br><del>10/07/2024</del><br><br>Has to be approved by Cabinet on 10 <sup>th</sup> July | Forward Plan ref 1374               |   | Yes to identify themes and risks |
| Leisure Services Provider 2017 – contract ref WDC0108   | Marianne Rolfe<br>Councillor Sinnott          | 8/7/2024   | O&S Feb 2024 and also 26 March 2024 | See minutes of 26 March 2024 meeting for content the Committee wish to see covered in the report. | 2                                |
| General housing repairs & voids<br>Contract ref WDC0007 | Steve Partner                                 | 30/7/2024  | O&S Feb 2024                        | List of points that should  |                                  |

## Appendix 1 – Overview &amp; Scrutiny Committee Work Programme

| <b>Title</b>  | <b>Lead Officer / Councillor</b>  | <b>Meeting Date</b> | <b>Where did item originate from</b> | <b>Notes</b>  | <b>Continue?</b> |
|---|-----------------------------------|---------------------|--------------------------------------|---|------------------|
|   | Councillor Wightman               |                     |                                      | be covered in the report are in the minutes of 6 Feb meeting.<br>On 12 March 2024, the CSO advised the two Heads of Service (SP and LB) that the report was required for July meeting. A reminder will be sent nearer the time. |                  |
| Change Programme – Case for Change – a specific update on Change Programme progress following the Programme Board meeting scheduled in June 2024.   | Darren Knight                     | 30/7/2024           | O&S 5 March 2024                     |   |                  |
| Future High Streets Fund update – if everything is on track, the Committee will accept a short report to this effect following liaison with the O&S Chair.  | Martin O'Neill                    | 30/7/2024           | O&S February 2023                    | Every 3 months until further notice   | 1, 2, and 3      |
| Climate Change Action Programme Update (and discussion paper on how best to focus and scrutinise the five themes below)<br>1. Offsetting and any potential for getting involved in early policy development;<br>2. Issue of adaptation; | Dave Barber<br>Councillor Davison | 30/7/2024           | O&S Jan 2024                         |   | 2&3              |

## Appendix 1 – Overview &amp; Scrutiny Committee Work Programme

| <b>Title</b>  | <b>Lead Officer / Councillor</b>  | <b>Meeting Date</b>     | <b>Where did item originate from</b>     | <b>Notes</b> | <b>Continue?</b> |
|---|---|-------------------------|--|--------------|------------------|
| 3. Data tracking (including carbon emissions) and how this can be most efficient.<br>4. Biodiversity Action Plan<br>5. Residents Engagement & Communication   |   |                         |  |              |                  |
| Homelessness - Committee to discuss and formulate a brief for a report to be considered (date for the meeting when the report will be considered TBC).  | Discussion lead by the Chair.   | 30/7/2024               | O&S 5 March 2024                         |              |                  |
| Joint Cabinet called in items   | Discussion lead by the Chair  | 30/07/2024              | Joint Cabinet meeting called on 1 August |              |                  |
| Quarterly Budget Updates  | Steven Leathley<br>Councillor Chilvers                                    | 3/9/2024 (Cab report)   |  |              | 1 & 2            |
| Six-month post opening update on the "Relocation of Office Accommodation and the Provision of Public Facing Access to Council Services, including, financial cost of each aspect, savings, communication and residents feedback | Steve Partner<br>Dave Elkington<br>Tracy Dolphin<br>Councillor J Harrison | 15/10/2024              |  |              | 3                |
| Quarterly Budget Updates  | Steven Leathley<br>Councillor Chilvers                                    | 15/10/2024 (Cab report) |  |              | 1 & 2            |

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| Title  | Lead Officer / Councillor           | Meeting Date  | Where did item originate from                       | Notes | Continue? |
|--|-------------------------------------|---|---|-------|-----------|
| Park Exercise Permit<br>Report on how the scheme has performed along with some data, including date on how much of officers' time is being spent with the implementation and governance of the scheme  | Ann Hill /<br>Councillor Sinnott    | 15/10/2024  | Cabinet 10<br>April 2024<br>and O&S 9<br>April 2024 |       |           |
| Corporate Strategy -<br>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<br><br><i>"In response to the request from the Overview &amp; 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 &amp; Scrutiny Committee in November 2024".</i> | Chris Elliott<br>Councillor Davison | 13/11/2024 (NC)   | O&S 3<br>October<br>2023                            |       | 3         |
| Council's Performance Data – to help shape the data in a positive and constructive way   | Graham Leach<br>Councillor Davison  | 13/11/2024 –<br>subject to Review<br>with Chair & Vice<br>Chair of<br>Committee, in |   |       | 3 & 4     |

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| Title   | Lead Officer / Councillor              | Meeting Date  | Where did item originate from                  | Notes   | Continue? |
|---|--|---|--|---|-----------|
|   |  | early July, of SAP performance and new Policy, Performance & Complaints Manager in post.                                      |  |   |           |
| Milverton Homes (MH) – the Committee has requested a specific meeting be set up around the time that the Milverton Homes’s AGM is held. There was a suggestion that non-executive directors from MH could be invited to attend. Also see the Summary of Comments from O&S meeting 9 April (confidential version). Graham Leach and Andrew Rollins were advised of the requirements following 9 April meeting. | Andrew Rollins                         | November 2024<br><br>A non-Cabinet meeting to coincide around the time of the Milverton Homes AGM specifically to discuss MH. | O&S 9 April 2024                               |   |           |
| Quarterly Budget Updates  | Steven Leathley<br>Councillor Chilvers | 4/2/2025 (Cab Report)   |  |   | 1 & 2     |
| O&S End of Term report.   | Committee Services Officer.            | 18/3/2025   | Standing Annual Item, Constitution requirement | Annual report - last scheduled O&S meeting in the municipal year. | 5         |

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| <b>Title</b>  | <b>Lead Officer / Councillor</b> | <b>Meeting Date</b> | <b>Where did item originate from</b> | <b>Notes</b>   | <b>Continue?</b> |
|---|----------------------------------|---------------------|--------------------------------------|--|------------------|
| <p>Summary of the role, responsibilities and performance of the SWCSP.</p> <p>Invite Councillor Falp (non-Exec rep) and the PH Safer Communities to O&amp;S<br/>(This report was originally scheduled 2023/24 so the reps for that year were Councillors Sinnott and Falp)</p> <p>See minute 76, 6 February 2024 for details requested in the report.</p> | Liz Young / Marianne Rolfe.      | 18/03/2025          | This is a Statutory requirement      | Annual report next due March 2026                    | 5                |
|   |                                  |                     |                                      |  |                  |
| Elect a Chair and Vice Chair if this was not done after Annual Council  |                                  | May 2025            | Standing Annual Item on the agenda   | On-going at the first meeting of each Municipal Year | 5                |
| To appoint members to the Budget Review Group (add the Group's remit which is saved to the annex in the Constitution)   |                                  | May 2025            | Standing Annual Item on the agenda.  |  | 5                |
| Appoint Children's and Adults' Safeguarding Champion  |                                  | May 2025            | Standing Annual Item on the agenda.  |  | 5                |
|   |                                  |                     |                                      |  |                  |

**Scheduled Briefing Notes to All Councillors requested by the Committee**

| <b>Title</b>   | <b>Lead Officer</b>                                    | <b>Update Due by (end of Month)</b> |
|--|--|-------------------------------------|
| Children's and Adults' Safeguarding Champions: End of Term Report.   | Marianne Rolfe/Jane Rostron                            | April every year                    |
| Members' Annual Feedback on Outside Appointments / Annual review of membership/participation of Outside Bodies (Includes a short synopsis on Champions)  | Graham Leach (report collated by the Scrutiny Officer) | April every year                    |
| Review on the Identification and Remediation of Damp and Mould in Council Homes to include: <ul style="list-style-type: none"> <li>• What was happening with the policy;</li> <li>• Was it being put into action; and</li> <li>• The impact it has made</li> </ul>   | Steve Partner<br>Councillor Wightman                   | April 2024                          |
| Noise Nuisance Investigations:<br>Review of the Policy and the service area's performance in respect of all forms of noise nuisance more generally. – Moved to briefing paper to all Councillors for information setting out performance and append to work plan for comment consideration of further scrutiny | Marianne Rolfe   | April 2024                          |
| Minimum Energy Efficiency Standards Enforcement Process – Private Sector Housing - Briefing for all Councillors of how this process is working.  | Paul Hughes<br>Councillor Wightman                     | June 2024                           |



Agenda Item 7  
Appendix 1 – Overview & Scrutiny Committee Work Programme

| Title  | Lead Officer                          | Update Due by (end of Month) |
|--|---------------------------------------|------------------------------|
| Update - plans to improve accessibility to, and the condition / cleanliness of, toilets and play areas for people living with disabilities. - Update to all Councillors from Officers on the work that has taken place following the meeting at Committee.   | Zoe Court<br>Councillor Roberts       | June 2024                    |
| Review additional Licensing Scheme to include: <ul style="list-style-type: none"> <li>• How effective it had been.</li> <li>• How many licenses had been issued.</li> <li>• Was there enough resources in place</li> </ul>   | Paul Hughes<br>Councillor Wightman    | August 2024                  |
| <p><b>Resident Engagement Strategy</b> (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.) - Change to Councillor Briefing session in first instance covering these areas. Also raised by Asset Compliance Committee as an area that needs to be understood</p> <p>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.)</p> <p>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"</p> | Sally Kelsall/<br>Councillor Wightman | September 2024               |

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| Title   | Lead Officer  | Update Due by (end of Month) |
|---|---------------|------------------------------|
| Revised Arrangements for Destination Management Organisations | Martin O'Neil | Martin please advise         |