

Criteria for Items on the work plan	Scheduled Meeting dates
<ol style="list-style-type: none"> 1. High Risk 2. High Value 3. Major Project 4. Decreasing Performance 5. Statutory/Constitution requirement 	<p>4/6/2024 2/7/2024 30/7/2024 (NC) 3/9/2024 24/9/2024 (NC) 15/10/2024 13/11/24 (NC) 3/12/2024 21/1/2025 (NC) 4/2/2025 18/2/2025 (NC) 18/3/2025 *NC = No Cabinet meeting</p>

Agenda Item 6
Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Lead Officer / Councillor	Meeting Date	Where did item originate from	Notes	Continue?
Elect a Chair and Vice Chair if this was not done after Annual Council		4/6/2024	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)		4/6/2024	Standing Annual Item on the agenda.	On-going at the first meeting of each Municipal Year	5
Appoint Children's and Adults' Safeguarding Champion		4/6/2024	Standing Annual Item on the agenda.	On-going at the first meeting of each Municipal Year	5
<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&S (This report was originally scheduled 2023/24 so the reps for that year were Councillors Sinnott and Falp)</p>	Liz Young / Marianne Rolfe.	4/6/2024	This is a Statutory requirement	Annual report next due March 2025 (It should have been given in March 2024 which makes next report March 2025)	5

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See minute 76, 6 February 2024 for details requested in the report.					
Housing Revenue Account Budget and the risks associated with it	Lisa Barker Councillors Chilvers & Wightman	4/6/2024	O&S 23 January 2024		
Quarterly Budget Update	Steven Leathley Councillor Chilvers	TBC			1 & 2
Review of the Significant Business Risk Register	Chris Elliott Councillor Davison	2/7/2024 & Cabinet 3/07/2024	Forward Plan ref 1374		Yes to identify themes and risks
Leisure Services Provider 2017 – contract ref WDC0108	Marianne Rolfe Councillor Sinnott	2/7/2024	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 Contract ref WDC0007	Steve Partner Councillor Wightman	30/7/2024	O&S Feb 2024	List of points that should be covered in	

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				the report are in the minutes of 6 Feb meeting. 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) <ol style="list-style-type: none"> 1. Offsetting and any potential for getting involved in early policy development; 2. Issue of adaptation; 	Dave Barber Councillor Davison	30/7/2024	O&S Jan 2024		2&3

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3. Data tracking (including carbon emissions) and how this can be most efficient. 4. Biodiversity Action Plan 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		
Quarterly Budget Updates	Steven Leathley 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 Dave Elkington Tracy Dolphin Councillor J Harrison	15/10/2024			3
Quarterly Budget Updates	Steven Leathley Councillor Chilvers	15/10/2024 (Cab report)			1 & 2
Park Exercise Permit Report on how the scheme has performed along with some data, including date on how much of officers' time is being spent	Ann Hill / Councillor Sinnott	15/10/2024	Cabinet 10 April 2024 and O&S 9 April 2024		

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with the implementation and governance of the scheme					
<p>Corporate Strategy - 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</p> <p><i>"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".</i></p>	Chris Elliott Councillor Davison	13/11/2024 (NC)	O&S 3 October 2023		3
Council's Performance Data – to help shape the data in a positive and constructive way	Graham Leach Councillor Davison	13/11/2024 – subject to Review with Chair & Vice Chair of Committee, in early July, of SAP performance and new Policy, Performance &			3 & 4

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		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 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 Councillor Chilvers	4/2/2024 (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

Scheduled Briefing Notes to All Councillors requested by the Committee

Title	Lead Officer	Update Due by (end of Month)
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"> • What was happening with the policy; • Was it being put into action; and • The impact it has made 	Steve Partner Councillor Wightman	April 2024
Noise Nuisance Investigations: 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 Councillor Wightman	June 2024
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 Councillor Roberts	June 2024

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Review additional Licensing Scheme to include: <ul style="list-style-type: none"> • How effective it had been. • How many licenses had been issued. • Was there enough resources in place 	Paul Hughes Councillor Wightman	August 2024
<p>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.) - 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/ Councillor Wightman	September 2024
Revised Arrangements for Destination Management Organisations	Martin O'Neil	Martin please advise