

**8 August 2023\***  
**(Cabinet meeting this cycle)**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Follow-up to whether the Committee's suggestion that a member of O&S sit on the SW Crime Safety Partnership Board should be put forward.	O&S min 92, April 2023	To discuss at the Chair's Pre-meeting briefing when Graham Leach is in attendance and the Chair to report to Members	The Chair, O&S		
Scrutiny Arrangements	O&S 7 March 2023	Written Report	Graham Leach		
Q1 Budget Update 2023/24		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins	Q4 Budget Update 2022/23 – 19 September 2023	Quarterly budget updates are standing items for call-in from the Cabinet agenda

*NB – The Final Accounts 2021/22 report on the Cabinet agenda originally scheduled for August has been moved back until September.*

**19 September 2023\***  
**(Cabinet meeting this cycle)**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Development Management and Enforcement Performance Update subsequent to report made to O&S in March 2023. This report should focus on enforcement.	March 2022 O&S September 2022 O&S	Written Report	HoS Development / Gary Fisher	TBA	
Q4 Budget Update 2022/23 from the Cabinet Agenda		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins	Q2 Budget Update 2023/24 – 5 December 2023	Quarterly budget updates are standing items for call-in from the Cabinet agenda
Final Accounts 2021/22		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins		Final Account reports are standing items for call-in from the Cabinet agenda
Final Accounts Draft Outturn		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins		Final Account reports are standing items for call-in from the Cabinet agenda

**3 October 2023**  
**(No Cabinet meeting this cycle)**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
A 12-month review of the new waste and recycling contract and lessons learned from the renewal particularly with the focus on events over the Easter 2023 period.	O&S 19 April 2023	Report	Zoe Court		
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.	March 2022, O&S	Written report	Zoë Court	TBA	
"No Mow May" review. What happened and how to avoid problems in the future. Understand the real	4 July 2023 O&S	Written report	Zoë Court	TBA	<ul style="list-style-type: none"> <li>- How the decision was made;</li> <li>- The rationale;</li> <li>- Measuring the impact;</li> </ul>

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<p>impact, benefits and how such initiatives are communicated to the residents in future. How to execute in the right way. Seek professional advice, eg Warwickshire Wildlife Trust.</p> <p><i>See the "notes" section</i></p>					<ul style="list-style-type: none"> <li>- Planning and recovery management;</li> <li>- Lessons learnt;</li> <li>- Members asked for the opportunity to feed from the comments they received from residents;</li> <li>- Communication with towns / parishes;</li> <li>- Info regarding flood risks to provide reassurance</li> </ul>
<p>Digital Strategy Update <i>(note that a report is currently scheduled on the Forward Plan for September 2023)</i></p>	O&S November 2021	Report	David Elkington	April 2024	Every six months
<p>Future High Streets Fund update – the Committee asked for amendments to the Risk Register see confidential minutes 4 July 2023.</p>	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	Martin O’Neill	23 January 2024	Every 3 months until further notice

Appendix 1 – Overview & Scrutiny Committee Work Programme

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
		called in instead if it deals with all the projects.			

**31 October 2023  
(Cabinet meeting this cycle)**

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

**5 December 2023  
(Cabinet meeting this cycle)**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
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		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins	TBA	Quarterly budget updates are standing items for call-in from the Cabinet agenda

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

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

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

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

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

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
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	This is a mandatory report.	Written report	Liz Young / Marianne Rolfe.	March 2025.	This is an annual report.

**26 March 2024  
(No Cabinet meeting this cycle)**

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**9 April 2024**  
**(Cabinet meeting this cycle)**

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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**

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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**

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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 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**

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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	Written report	Ann Hill		

Appendix 1 – Overview & Scrutiny Committee Work Programme

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	<p>that the current permit scheme is not working 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.)</p>				
Climate Change Action Programme Update	O&S 20 July 2023	Written report	Dave Barber		<ol style="list-style-type: none"> <li>1. Offsetting and any potential for getting involved in early policy development;</li> <li>2. Issue of adaptation;</li> <li>3. Data tracking and how this can be most efficient.</li> </ol>