

**Overview and Scrutiny Committee  
Work Programme 2016**

**4 January 2017**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
To note the minutes of the Health Scrutiny Sub-Committee meeting 22 November 2016					Following next Health Scrutiny Sub-Committee Meeting	On-going
Interim Update HQ Relocation – outcome of Phase 1	1 June 2016	Briefing Note and verbal report	Bill Hunt /Duncan Elliott			4 January 2017
T&F Groups' Updates		Verbal reports	TBA	T&F Gp – off-street parking charges review – Councillors Quinney (Chairman); Ashford, Boad, Mrs Cain, Day Mrs Stevens.  T&F Gp –HMOs – Councillors Naimo, Mrs Knight, Quinney, Miss Grainger, Thompson, Davison, Mrs Cain	Every Meeting until...	...T&F Group work completed
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		January 2018	Annually
An update on the pre-application charging regime for development proposals	28 June 2016 and 1 November 2016	Call-in Executive Report (O&S 1 Nov 2016)	Gary Fisher / Tracy Darke			

**To be scrutinised when the reports go to the Executive**

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Future of Community Forums	27 September 2016 and 1 November 2016	Call-in when report goes to Executive (O&S 1 November 2016)				
Recommendations from the One Stop Shop Review (Forward Plan Reference 812)	27 September 2016 and 1 November 2016	Call-in Executive Report (O&S 1 Nov 2016)				

## 7 February 2017

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Children's Champion Report	1 November 2016 – check if is ready to report and roll forward if not	Report	Andrew Jones (- see Min 44 29/11/16)			
Letting Boards – Update against the position 12 months ago and the trend	9 February 2016 (changed to verbal update 29 Nov 2016)	Verbal Update / Q & A	Rajinder Lalli			7 February 2017
Waste Collection Update	28 June 2016	Report / Q & A	Gary Charlton			7 February 2017
Waste Container Charging Review – In light of monitoring of figures of numbers of bins/boxes bought / supplied and whether recycling has increased/decreased	9 February 2016 & 28 June 2016	Report / Q & A	Councillor Shilton			7 February 2017
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Shilton		February 2018	Annually
To note the minutes of the Health Scrutiny Sub-Committee meeting 17 January 2017					Following next Health Scrutiny Sub-Committee Meeting	On-going

Revised Call-in Procedure for Warwick District Council	Moved from January 2017	Written Report	Graham Leach			7 February 2017
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**7 March 2017**

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Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2017	September 2019
Follow-up report on the pre-application charging regime for development proposals	28 June 2016	Written Report	Gary Fisher			March 2017
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2018	Annually

**4 April 2017**

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Update from the Leader of the Council on his corporate and strategic leadership	Standing Annual Item	Verbal report followed by Q&A at meeting	Councillor Mobbs		April 2018	Annually

Procurement – 12 month review of the impact of the changes to the Code of Procurement Practice	April 2016	Report	John Roberts			
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	Written Report	Lesley Dury		April 2018	Annually
Children’s Champions – End of Year Report	Standing Annual Item	Written Report	Bill Hunt		April 2018	Annually
To note the minutes of the Health Scrutiny Sub-Committee meeting 15 March 2017						

**TBA**

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Housing Futures – Housing and Homelessness Strategy 2017 (Forward Plan Reference 822 scheduled for 8 March 2017)	27 September 2016	Report	Andrew Jones to speak to Bill Hunt about when this report can be given.		Andrew Jones to speak to Bill Hunt to determine a date for this report.	

Appendix 1 – O&S Work Programme

Phase 2 Leisure Development in Kenilworth	1 June 2016	Verbal Update	Rose Winship		C. Servs to notify when the report can be presented	
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available
Housing Strategy 2014-2017	February 2016		Head of H&PS		TBA once the changes to the Act have been published.	
Council Development Company (Forward Plan Ref 727)	February 2016		Head of H&PS		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber			Quarterly Update once the Local Plan has been agreed.

Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Report	Councillor Coker			
National Association of Councillors Report – and decide if further action required.	November 2015	Report	Councillor Coker			

#### First meeting of each Municipal Year

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Elect an Overview and Scrutiny Committee Chairman					1st meeting of Municipal Year 2017/18	Annually
Heath Scrutiny Sub-Committee – Appoint members and substitutes					1st meeting of Municipal Year 2017/18	Annually

#### August / Early September 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
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Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Cross		Late Aug/Early Sept 2018	Annually
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**Late September / Early October 2017**

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Shakespeare's England	Request from Report Author	Written Report	David Butler		March 2018	September 2019
Holding Portfolio Holders to account - Finance	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Whiting		Late Sept / Early Oct 2018	Annually

**Late October / Early November 2017**

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Holding Portfolio Holders to account – Cultural Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Coker		Late Oct / Early Nov 2018	Annually
Outside Bodies Annual Report	Standing Annual Item	Written Report			Late Oct / Early Nov 2018	Annually

**Late November 2017**

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Holding Portfolio Holders to account – Housing & Property Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Phillips		Late November 2018	Annually
Current Arrangements for South Warwickshire Crime and Disorder Scrutiny	Mandatory	Report	Pete Cutts		Late Nov / Early Dec 2018	Annually

**January 2018**

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Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		January 2019	Annually

**March 2018**

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