

**Overview and Scrutiny Committee  
Work Programme 2019/2020**

**26 September 2019**

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Neighbourhood Services – Service Area Update	Annual Item	Written Report	Rob Hoof / PH - NS		12 months	Annual Report
The Head of Neighbourhood Services to present a plan of what is achievable to improve accessibility to, and the condition/cleanliness of, toilets for people living with disabilities. This plan should include anticipated timescales so that the O&S Committee can agree a date for a full report.	20 August 2019	Written Plan with an explanatory introduction and summary	Rob Hoof		TBA depending on the Plan, (but a target of 3-4 months' time was mentioned at O&S 20 August)	
Shared Environmental Enforcement with Rugby Borough Council update.	O&S 8 January 2019	Written Report or Briefing Note	Gary Charlton			

<p>Executive Report Call-in Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – Update on how it has gone.</p>	<p>O&amp;S 30 May 2018 &amp; 8 January 2019</p>	<p>Executive Report call-in</p>	<p>David Guilding / Phil Clarke</p>			
<p>Role of the Chairman of the Council – Task and Finish Group – Update as a result of discussions at Council in September 2019.</p>	<p>Executive 10 July 2019</p>	<p>Update in the Work Programme report</p>				

**12 November 2019**

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Development Services - Service Area Update	Annual item	Written Report	Dave Barber / PH Dev. Servs		12 Months	Annual Report

*In respect of Development Services – a request from Cllr Margrave has come in via email (July 2019) asking for more granularity for timings for planning applications, perhaps in a monthly chart over two years, showing time from submission on the planning portal, time to validation, time to approval/rejection.*

Current Arrangements for South Warwickshire Community Safety Partnership	Mandatory	Written Report	Pete Cutts		12 Months	Annual Report
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**17 December 2019**

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Future of Health Scrutiny Sub-Committee – to determine whether the Sub-Committee continues or its work is reabsorbed into Overview & Scrutiny Committee	O&S May 2019	Written Report	Marianne Rolfe			
Environment & Business – Service Area Update	Annual item	Written Report	Dave Barber / PH E & B		12 Months	Annual Report

**11 February 2020**

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Strategic Leadership/Chief Executive – Service Area Update	Annual item	Written Report	Chris Elliott / Leader of the Council		12 months	Annually

**17 March 2020**

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Annual update from Shakespeare's England to include KPIs for the District Council's area and what has been done.	29 August 2018	Written Report	PH Business / Martin O'Neill		12 months	Annual Report
Vision & Strategy for Leamington town centre annual update and progress on Action Plan.	2 April 2019	Written Report	Phillip Clarke		12 months	Annual Report
Culture – Service Area Update	Annual item	Written Report	Rose Winship / PH Culture		12 months	Annual Report

**21 April 2020**

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Members' Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services		Last O&S meeting of the Municipal Year 21/22	Annual Report
Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones		Last O&S meeting of the Municipal Year 21/22	Annual Report
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		Last O&S meeting of the Municipal Year 21/22	Annual Report
Children's and Adults' Safeguarding Champions: End of Year Report	Standing Annual Item	Written Report	Lisa Barker		Last O&S meeting of the Municipal Year 21/22	Annual Report
Health & Community Protection – Service Area Update	Annual item	Written Report	Marianne Rolfe / PH H&CP		12 months	Annual Report

## TBA

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Fuel Poverty	26 June 2018	Written Report	Alice Ellis / Marianne Rolfe / Lisa Barker			
Reviewing the success of the Rugby trial and the way forward	25 September 2018	Written Report	Gary Charlton			
<p>Emergency Planning in light of Grenfell Tower and other major incidents</p> <p>(To include:</p> <ul style="list-style-type: none"> <li>• What this Council has done,</li> <li>• Capacity</li> <li>• Staff Learning)</li> </ul>	27 June 2017 (June 2019 – Following a request from H&CP, the Chairman agreed that this could be moved to TBA since the Council has already implemented fire safety measures and reports have been given on these. When the Grenfell report is published, it will be seen if there are recommendations the Council should still consider.)	Written Report	Marianne Rolfe			

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	Written Report	PH Housing			
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**Municipal Year 2020/2021 onwards**

Arising from O&S Committee meeting 2 April 2019:

- July 2020 – Progress report on HEART service subsequent to last report 2 April 2019
- July 2020 – Review on progress/success of the recommendations from the Task & Finish Group – Role of the District Council Chairman

Arising from O&S Committee meeting 9 July 2019

- July 2020 - Update on the adoption of a Plastics Policy – progress with the policy and the difference it has made; future plans – Alice Ellis
- July 2020 - Annual Review of Council’s Sustainability and Climate Change Approach – Alice Ellis – Annual Report

Arising from Executive meeting 10 July 2019

- July 2020 – Report in respect of decisions made on the role of the Chairman of the Council – Task & Finish Group (Executive Minutes 10 July 2019, Minute number 8 – Resolutions, agreed at Council 4 September 2019)

Arising from O&S Committee meeting 20 August 2019

- August 2020 – Update on the Night Noise Service – Marianne Rolfe

<b>Service Area Update Rota</b>
Finance
Housing & Property
Neighbourhood Services
Development Services
Environment & Business
Chief Executives
Culture
Health & Community Protection