

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer/ Councillor</b>	<b>Date due to cttee</b>	<b>Proposed action</b>
Fuel Poverty Call-in Executive report	26 June 2018	Call in of report going to Executive	Alice Ellis / Marianne Rolfe / Lisa Barker	17 March 2020	Remove from work plan and wait for report to Executive. If it meets criteria call the report in.
Update on plans to improve accessibility to, and the condition/cleanliness of, toilets for people living with disabilities subsequent to presentation of plan at September 2019 O&S	26 September 2019	Briefing Note	Graham Folkes-Skinner	17 March 2020	Append to work plan. With explicit point within work plan covering saying no officer will attend for this item unless there is a request, with pre questions before the meeting
Vision & Strategy for Leamington town centre annual update and progress on Action Plan.	2 April 2019	Written Report	Phillip Clarke	17 March 2020	Briefing note for all Councillors with paragraph explaining if concerns feeling requires scrutiny raise as part of work plan
Members' Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services	21 April 2020	Share via email to all Councillors

Appendix 1 – O& S Work Programme

Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones	21 April 2020	Not to be completed this year as appointments now made., Undertake for next year
Overview and Scrutiny Committee End of Term Report  (At the meeting, O&S Members to confirm how effective the work they have done has been and what could help improve effectiveness)	Standing Annual Item	O&S Report for Executive	Committee Services Officer	21 April 2020	Completed remove
Children's and Adults' Safeguarding Champions: End of Year Report	Standing Annual Item	Written Report	Lisa Barker	21 April 2020	Ask for a short update to be sent to all Councillors in October as mid year report
Update on Health & Community Protection and Finance Systems Replacements if appropriate	O&S 17 December 2019	Written Report	Keith Eales Councillors Hales and Falp	21 April 2020	This procurement and project management assurance. Really a matter for F&A so outline concerns and pass to them to monitor as they feel appropriate.

Update on Council's Brexit Preparations with a focus on "People" e.g.: Risks on the register with "red" status; Hate Crimes and "Prevent"; Issues with Entitlement to settled status. Account for "no trade deal" and "with trade deal" as appropriate.	O&S 17 December 2019	Written Report	Andrew Jones / Marianne Rolfe / Councillor Falp	21 April 2020	Ask for an update to all Councillors via email in October 2020
Progress report on HEART service subsequent to last report 2 April 2019	2 April 2019	Written report	Lisa Barker	7 July 2020	Briefing note for all Councillors with paragraph explaining if concerns feeling requires scrutiny raise as part of work plan. Highlight to officer to also include budget and risk summary as well.
Update on the adoption of a Plastics Policy – progress with the policy and the difference it has made; future plans	9 July 2019	Written report	Alice Ellis	7 July 2020	Suggested part of a wider update on CEAP at either September or November which would link with report on climate change to Executive

Annual Review of Council's Sustainability and Climate Change Approach	9 July 2019	Written report	Alice Ellis	7 July 2020	Suggested part of a wider update on CEAP at either September or November which would link with report on climate change to Executive
Report in respect of decisions made on the role of the Chairman of the Council – Task & Finish Group  and  Review on progress/success of the recommendations from the Task & Finish Group – Role of the District Council Chairman	Executive Minutes 10 July 2019, Minute number 8 – Resolutions, agreed at Council 4 September 2019  2 April 2019	Written report	Chairman of the Council	7 July 2020	Append to work plan. With explicit point within work plan covering saying no officer will attend for this item unless there is a request, with pre questions before the meeting
Update on the Night Noise Service – Marianne Rolfe	20 August 2019	Written report	Marianne Rolfe	18 August 2020	Append to work plan. With explicit point within work plan covering saying no officer will attend for this item unless there is a request, with pre questions before the meeting

Decide if an update is required at the next meeting on the Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – David Guilding/Phil Clarke	26 September 2019	Not applicable	David Guilding / Philip Clarke	18 August 2020	Contact David Guilding for informal update considering impact of Covid19 on this service and agree when an update would be appropriate.
Annual update from Shakespeare’s England <b>to include KPIs for the District Council’s area and what has been done.</b> <i>The Committee does not want a presentation at the meeting; this year it simply would like the report and it will feed back comments at the meeting.</i>	29 August 2018	Written Report	PH Business / Martin O’Neill	29 September 2020	This should come forward as proposed
Shared Environmental Enforcement with Rugby Borough Council update	26 September 2019	Written Report	Head of Neighbourhood Services	29 September 2020	Append to work plan. With explicit point within work plan covering saying no officer will attend for this item unless there is a request, with pre questions before the meeting

Fees and Charges – check with the Shadow Portfolio Holder H & CP to see if the fees and charges pest control are working. If they are not, call in.	26 September 2019		Marianne Rolfe	29 September 2020	Under take this check and provide feedback for work plan report.
Current Arrangements for South Warwickshire Community Safety Partnership	Mandatory	Written report	Marianne Rolfe	10 November 2020	Continues as planned as legal requirement
Focus on the impact of the revised Housing Services Management structure and additional resources approved in November 2019	Service review and restructure report 2019	Briefing report	Lisa Barker	10 November 2020	Append to work plan. With explicit point within work plan covering saying no officer will attend for this item unless there is a request, with pre questions before the meeting
Review of the Health Scrutiny Sub-Committee	17 December 2019	Written report	Marianne Rolfe	8 December 2020	Remove as ceased through revisions to scrutiny
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer	20 April 2021	Last O&S meeting of the Municipal Year - Required so leave as planned

Members' Annual Feedback on Outside Appointments / Annual review of membership / participation of Outside Bodies  (Includes short synopsis on Working Parties and Forums and Champions, excluding Children's and Adults' Safeguarding Champions)	Standing Annual Item	Written Report	Deputy Chief Executive (AJ) and Democratic Services		Briefing note for all Councillors with paragraph explaining if concerns feeling requires scrutiny raise as part of work plan and if any considered to be ceased Deputy Chief Exec to discuss with LCG.
Children's and Adults' Safeguarding Champions: End of Year Report	Standing Annual Item	Written Report	Lisa Barker		Briefing note for all Councillors with paragraph explaining if concerns feeling requires scrutiny raise as part of work plan
Annual Status report - Air Quality Management	Standing Annual Item	Written report	Marianne Rolfe	November 2020	Briefing note for all Councillors with paragraph explaining if concerns feeling requires scrutiny raise as part of work plan

February and March 21 meetings no business allocated.

Title	Where did item originate from	Format	Lead Officer/ Councillor	Next report date if applicable
Reviewing the success of the Rugby trial and the way forward	25 September 2018	Written Report	Head of Neighbourhood	This appears to be duplicate of one highlighted in yellow above
<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>	<p>27 June 2017</p> <p>(June 2019 – Following a request from H&amp;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.)</p>	Written Report	Marianne Rolfe	Leave as TBC pending the publication of the Grenfell report.