

Meeting Date: 1 November 2022

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Report on the reasons for the cost increases in the Castle Farm Leisure Centre and Abbey Fields Swimming Pool projects	Request from P Herlihy to bring a report before O&S	Written report with confidential appendices	Padraig Herlihy		
Regulatory Services Software Replacement Project – Review & Termination of Supplier Contract	O&S – September 2022	Written Confidential Report	David Elkington		
Task & Finish Group – Equality & Diversity – Phase 2	O&S 6 July 2021	Verbal update	Councillor Kaur Mangat	Every meeting until completed	
Park Exercise Permits – annual review of the scheme	August 2020	Verbal update – response received following the request to chase progress made at September 2022 meeting.	Ann Hill		
HEART Shared Service update		This has been postponed to December’s 2022 meeting because a report will be going to Cabinet which O&S can call in for scrutiny.	Lisa Barker		

Meeting Date: 6 December 2022

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
HEART Shared Service update including the implementation of the new IT system, progress/improvements made and if needed, the options available to Council to change the service.	April 2022	Call in the report going to Cabinet.	Lisa Barker		
Environmental Enforcement Update subsequent to the report made in March '22	March 2022, O&S	Written report	Zoe Court		
Noise Nuisance Investigations: Review of the Policy and the service area's performance in respect of all forms of noise nuisance more generally	9 August 2022	Written report	Lorna Hudson		
Climate Emergency Action Plan update from previous period and giving progress against carbon emissions and what is coming forward.	May 2022 O&S	Written report	Dave Barber	May 2023	Every 6 months

Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
<p>To provide options for financing climate change action programme projects as promised at O&S 24 May 2022.</p> <p>To give a RAG risk status at the start of the report showing the summary of risks and stage reached to achieving the Council’s ambitions without carbon offsetting becoming necessary.</p>					

Meeting Date: 7 February 2023

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Digital Strategy Update	O&S November 2021	Written report	David Elkington	August 2023	Every six months
Task & Finish Group – Equality & Diversity Phase 2 report for approval to submit to Cabinet in March		Written report	Councillor Kaur Mangat	Report on Cabinet decision following its March meeting.	

Meeting Date 7 March 2023

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Summary of the role, responsibilities and performance of the SWCSP	This is a mandatory report.	Written report	Liz Young / Marianne Rolfe.	March 2024.	This is an annual report.
Annual update from Shakespeare's England, looking back over the previous year's activity and forward to next year.	April 2022	Written report	Martin O'Neill and Councillor Bartlett	March 2024.	This is an annual report.
Development Management and Enforcement Performance Update subsequent to reports made to O&S in March 2022 and September 2022	March 2022 O&S September 2022 O&S	Written Report	HoS Development / Gary Fisher	TBA	

Meeting Date 18 April 2023

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Overview & Scrutiny End of Term report.	Standing Annual Item.	Written report.	Committee Services Officer.	April 2023.	This is an annual report.

Briefing Notes to All Councillors – April 2023: Not for O&S Agenda, but to be emailed to all WDC Cllrs

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Children’s and Adults’ Safeguarding Champions: End of Term Report.	Standing Annual Item.	Briefing note	Marianne Rolfe.	April 2024.	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 2024	This is a briefing note to all Councillors.

Meeting Date: To Be Advised

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
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.	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	Written Report	Lisa Barker		A review was requested once the scheme had been operation for 12 months. Covid affected the process.