

Title	Review of the Work Programme	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Civic and Committee Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	15 April 2014	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval

With regard to officer approval all reports *must* be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).

Officer Approval	Date	Name
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

Consultation Undertaken

n/a

Final Decision?	Yes
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Suggested next steps (if not final decision please set out below)

1. **SUMMARY**
 - 1.1 This report informs the Committee of their work programme for 2014, appendix 1.
2. **RECOMMENDATIONS**
 - 2.1 The report be noted; and
 - 2.2 Any amendments suggested at the meeting, be made accordingly.
3. **REASONS FOR THE RECOMMENDATION**
 - 3.1 The work programme needed to be updated at each meeting to reflect the work load of the Committee.
4. **ALTERNATIVE OPTIONS CONSIDERED**
 - 4.1 There are no alternative options.
5. **BUDGETARY FRAMEWORK**
 - 5.1 All work for the Committee has to be carried out within existing resources.
6. **POLICY FRAMEWORK**
 - 6.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly efficiently and effectively.
7. **BACKGROUND**
 - 7.1 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.
 - 7.2 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.

OVERVIEW AND SCRUTINY COMMITTEE
Work Programme 2014

7 May 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Task & Finish Group SEVs – Progress report	Full Council October 2012	Chairman of T & F Group to give an update on the results of the survey.	Councillor Rhead	Councillors Brookes, Davies, Mrs Knight, Pittarello, Rhead, weed & Wreford-Bush	June 2014	
HARP	O & S 6 August 2013	Report	Amy Carnall			
Health Scrutiny Working Party	O & S 6 August 2013	Verbal report of the meeting 6 May and clarification on the political proportionality on membership of sub-committee in anticipation of June meeting	Councillor Mrs Falp			
Discretionary Housing Payments update following 12 months of operation	O & S 10 December 2013	Written report	Andrea Wyatt			

Annual review of the O & S work programme 2013/2014	Standard annual item.	Written report	Councillor Mrs Blacklock		May 2015	May 2014
To set the O & S Work Programme for 2014/2015	Councillor Mrs Blacklock	Discussion			May 2015	May 2014
Review the Portfolio Holder Update process	Councillor Mrs Blacklock	Discussion				May 2014

10 June 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Housing & Property Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report	Councillor Vincett		Every June & November	
Portfolio Holder Update Community and Corporate Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report	Councillor Mrs Grainger		Every June & November	
To appoint members to a Health Scrutiny Sub-Committee and decide delegated powers and reporting to the O & S Committee	O & S 15 April 2014	Report	Councillor Mrs Falp			June 2014

LEP Update	O & S 11 March 2014		Councillor Mobbs		Every three months	
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1 July 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Cultural Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months and a progress report on the cinema and its future.	O & S October 2013	Report	Councillor Cross		Every June & November	

September 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Neighbourhood Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Shilton		Every September & March	
Portfolio Holder Update Finance – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Mobbs		Every September & March	
LEP Update	O & S 11 March 2014		Councillor Mobbs		Every 3 months	
Review of effectiveness of measures taken by the Police re anti-social behaviour at St Nicholas Park and Myton Fields	O & S February 2014		Councillor Mrs Blacklock			

October 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Development Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Hammon		Every October & April	
Portfolio Holder Update Health & Community Protection – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Coker		Every October & April	

November 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Community & Corporate Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Mrs Grainger		Every November & June	
Portfolio Holder Update Housing & Property Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Vincett		Every November & June	

Portfolio Holder Update Cultural Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Cross		Every November & June	
Outside appointments Report – Annual statement of the work undertaken by the Body (Request to be sent by CSO by 1 October, reminder by 15 October, deadline of 10.00 am on 23 October)	O & S September 2013	Written report	Lesley Dury		Every November	No end date as this is an annual report

December 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
LEP Update	O & S 11 March 2014		Councillor Mobbs		Every 3 months	

Future Items:

TBA:

- Social Value in Procurement – November 2013
- HARP – when it appears on the Executive Agenda (anticipated April or May 2014)

March 2015:

Review of the Volunteering Policy (see minutes 11 March 2014)

Review whether to re-commence a Task & Finish Group for Staff Volunteering (see minutes 11 March 2014)

The Portfolio statements as set out in the Executive agenda 11 December 2013 be considered to evaluate how these can be scrutinised.	O & S December 2010	Discussion				
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