

Criteria for Items on the work plan	Scheduled Meeting dates
1. High Risk 2. High Value 3. Major Project 4. Decreasing Performance 5. Statutory/Constitution requirement	15/10/2024 13/11/24 (NC) 3/12/2024 21/1/2025 (NC) 4/2/2025 18/2/2025 (NC) 18/3/2025 *NC = No Cabinet meeting

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Agenda Item 4
Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Lead Officer / Councillor	Meeting Date	Where did item originate from	Notes	Criteria
Six-month post opening update on the "Relocation of Office Accommodation and the Provision of Public Facing Access to Council Services, including, financial cost of each aspect, savings, communication and residents feedback	Darren Knight David Elkington Tracy Dolphin Councillor J Harrison	13/11/2024 (NC)			3
<p>Corporate Strategy - the Corporate Strategy should be reviewed on a yearly basis, in the same way that the annual governance statement comes through scrutiny to make sure the Council is properly governed. More specifically, the Committee would like to see an annual strategy progress update, looking at the big picture and how the Council is working towards its goals and values</p> <p><i>"In response to the request from the Overview & Scrutiny Committee to provide clarity on the review process on the "who, what, when and how", this would be set out in the first annual report to Overview & Scrutiny Committee in November 2024".</i></p>	Chris Elliott Councillor Davison	13/11/2024 (NC)	O&S 3 October 2023		3
Quarter 1 Performance Report – to help shape the data in a positive and constructive way	Graham Leach Councillor Davison	13/11/2024		Subject to review with Chair & Vice	

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				Chair of Committee, in early July, of SAP performance and new Policy, Performance & Complaints Manager in post.	3 & 4
Milverton Homes (MH) – the Committee has requested a specific meeting be set up around the time that the Milverton Homes’s AGM is held. There was a suggestion that non-executive directors from MH could be invited to attend. Also see the Summary of Comments from O&S meeting 9 April 2024 (confidential version).	Graham Leach	13/11/2024	O&S 9 April 2024	A non-Cabinet meeting to coincide around the time of the Milverton Homes AGM specifically to discuss MH.	
Tachbrook Country Park	Ruth Hytch / Cllr Roberts	13/11/2024	O&S 30 July and 4 September 2024	Areas covered by the report to be: purpose of the project; timeline for delivery; skills being in place to deliver; budget (how the project	

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				was delivered against its original budget and against anticipated running costs); governance of the project; project risks/ issues; and communications.	
Climate Change and Low Cost, Low Carbon Energy Reporting - part of the Climate Change and Biodiversity reporting	Dave Barber / Councillor Williams	13/11/2024, deferred from 24/09/2024	O&S 30 July 2024	To include a risk assessment.	
Future High Streets Fund update – if everything is on track, the Committee will accept a short report to this effect following liaison with the O&S Chair.	Martin O’Neill Councillor Billiald	03/12/2024 - Short update to be provided via email before the meeting	O&S February 2023	Every 3 months until further notice	1, 2, and 3
Quarter 2 Budget Update	Steven Leathley Councillor Chilvers	03/12/2024 (Cab report)			1 & 2
Park Exercise Permit Report on how the scheme has performed along with some data, including date on how much of officers’ time is being spent	Ann Hill / Councillor Sinnott	03/12/2024	Cabinet 10 April 2024 and O&S 9 April 2024		

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with the implementation and governance of the scheme					
Peer review – a report to update the Committee on which recommendations are being adopted by the Council and which are not, as well as an update on the progress of those recommendations which are being implemented	Darren Knight / Councillor Davison	By December	30 July and 3 September O&S meetings		
Climate change and biodiversity engagement and communication activity - part of the Climate Change and Biodiversity reporting	Dave Barber; Councillor Williams	21/01/2025	30 July 2024 O&S	"residents engagement and communication" theme. To include a risk assessment.	
Commercial Strategy scoping paper – outlining what is to be covered in the commercial strategy and the process for developing it	Andrew Rollins	21/01/2025 or TBC	O&S 15/10/2025		
Quarter 3 Budget Update	Steven Leathley Councillor Chilvers	4/2/2025 (Cab Report)			1 & 2
Service Area Plans and Performance Management Framework	Graham Leach	4/2/2025 (Cab Report)			3
MRF Update – Richard Dobbs from Sherbourne Recycling	Darren Knight	18/02/2025	O&S Meeting 03/09/2024	Richard Dobbs to provide briefing paper to discuss	2&3

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				performance to date, risks, issues, challenges, and opportunities.	
I.D Verde Maintenance Contract Review – Grounds Maintenance Services and Street Cleansing Services	Zoe Court	18/03/2025	O&S 06/02/2024		
O&S End of Term report.	Committee Services Officer.	18/3/2025	Standing Annual Item, Constitution requirement	Annual report - last scheduled O&S meeting in the municipal year.	5
<p>Summary of the role, responsibilities and performance of the SWCSP.</p> <p>Invite Councillor Falp (non-Exec rep) and the PH Safer Communities to O&S (This report was originally scheduled 2023/24 so the reps for that year were Councillors Sinnott and Falp)</p> <p>See minute 76, 6 February 2024 for details requested in the report.</p>	Liz Young / Marianne Rolfe.	18/03/2025	This is a Statutory requirement	Annual report next due March 2026	5
Change Programme – Case for Change	Darren Knight; Councillor Davison	18/03/25	O&S 5 March 24 and 3 Sept 2024	A six-monthly update to ensure that the	

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				savings are coming through and the Committee can see their impact in the budget.	
Future High Streets Fund update – if everything is on track, the Committee will accept a short report to this effect following liaison with the O&S Chair.	Martin O’Neill Councillor Billiald	18/03/2024 - Short update to be provided via email before the meeting	O&S February 2023	Every 3 months until further notice	1, 2, and 3
Biodiversity Action Programme - part of the Climate Change and Biodiversity reporting	Dave Barber; Councillor Williams	April 2025	30 July 2024 meeting	To include a risk assessment.	
Report on Adaptation – part of the Climate Change and Biodiversity reporting	Dave Barber; Councillor Williams	April 2025	30 July 2024 meeting	To include a risk assessment.	
Elect a Chair and Vice Chair		May 2025	Standing Annual Item	On-going at the first meeting of each Municipal Year	5
To appoint members to the Budget Review Group (add the Group’s remit which is saved to the annex in the Constitution)		May 2025	Standing Annual Item.		5
Appoint Children’s and Adults’ Safeguarding Champion		May 2025	Standing Annual		5

Scheduled Briefing Notes to All Councillors requested by the Committee

Title	Lead Officer	Update Due by (end of Month)
Children's and Adults' Safeguarding Champions: End of Term Report.	Marianne Rolfe/Jane Rostron	April every year
Members' Annual Feedback on Outside Appointments / Annual review of membership/participation of Outside Bodies (Includes a short synopsis on Champions)	Graham Leach (report collated by the Scrutiny Officer)	April every year
Review on the Identification and Remediation of Damp and Mould in Council Homes to include: <ul style="list-style-type: none"> • What was happening with the policy; • Was it being put into action; and • The impact it has made 	Lisa Barker, Interim Assets Manager and Darren Knight Councillor Adkins	February 2025
Minimum Energy Efficiency Standards Enforcement Process – Private Sector Housing - Briefing for all Councillors of how this process is working.	Paul Hughes Councillor Adkins	November 2024
Update - plans to improve accessibility to, and the condition / cleanliness of, toilets for people living with disabilities. - Update to all Councillors from Officers on the work that has taken place following the meeting at Committee.	Zoë Court Councillor Roberts	January 2025
Update - plans to improve accessibility to, and the play areas for people living with disabilities. - Update to all Councillors from Officers on the work that has taken place following the meeting at Committee	Dave Anderson Councillor Roberts	January 2025
Review additional Licensing Scheme to include: <ul style="list-style-type: none"> • How effective it had been. 	Paul Hughes Councillor Adkins	January 2025

Title	Lead Officer	Update Due by (end of Month)
<ul style="list-style-type: none"> • How many licenses had been issued. • Was there enough resources in place 		
<p>Resident Engagement Strategy (report to Cabinet August 2023). The Committee is keen to understand a) how is it going? And b) what are we learning? (include some examples of changes that have been made as a result of the consultation.) - Change to Councillor Briefing session in first instance covering these areas. Also raised by Asset Compliance Committee as an area that needs to be understood</p> <p>The question that sits behind this is as-to whether this is a good use of the Council's resources. There are benefits to us as a Council from getting resident feedback and what we'd like to get is visibility of those. This is 'value for money' in its broadest sense (No need to come with figures and a ROI.)</p> <p>Housing is one of the biggest ways that we impact residents' lives and getting a bit more visibility amongst members of some of the good things we do but also some of the challenges residents face will be valuable"</p>	Sally Kelsall/ Councillor Adkins	February 2025
MRF – What is it, what's it doing, is it meeting our performance expectations, financials, what's our liability,	Zoe Court	
Revised Arrangements for Destination Management Organisations including LVEP	Martin O'Neil	December 2024
Commercial Strategy scoping paper – outlining what is to be covered in the commercial strategy and the process for developing it	Andrew Rollins	

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