

<b>Title</b>	Review of the Work Programme	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Civic and Committee Services	
<b>Wards of the District directly affected</b>	N/A	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	11 March 2014	
<b>Background Papers</b>		

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

<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

**Consultation Undertaken**

n/a

<b>Final Decision?</b>	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**

**15 April 2014**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Portfolio Holder Update Development 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 Hammon		Every April & October	
Portfolio Holder Update Health & Community Protection – 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 Coker		Every April & October	
Outside Appointments Representation – Draft Proposals to Annual Council	Group Leaders Meeting 20 January 2014	Report as an appendix to the Work Programme	Graham Leach	N/A	November 2014	15 April 2014

Task & Finish Group SEVs – Progress report	Full Council October 2012	Verbal Report by Councillor Brookes	Councillor Rhead	Councillors Brookes, Davies, Mrs Knight, Pittarello, Rhead, weed & Wreford-Bush	May 2014	
Children’s Champion – progress report and meetings	November 2013	Verbal update	Bill Hunt			
Health Scrutiny Working Party	O & S 6 August 2013	Report	Councillor Mrs Falp		May 2014	
HARP	O & S 6 August 2013	Report	Amy Carnall			

**7 May 2014**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
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 2013/14	Standard annual item.	Written report	Lesley Dury / 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**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
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	
LEP Update	O & S 11 March 2014		Councillor Mobbs		Every three months	

**1 July 2014**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
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

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
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**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
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**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
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**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
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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