

**Overview and Scrutiny Committee
Work Programme 2016**

5 April 2016

To be discussed under agenda item 8:

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Task & Finish Group – Parking Charges <i>To agree the membership of the T&F Group</i>	8 March 2016	Discussion and decision	Councillor Boad		Every meeting until work completed	September 2016
Task & Finish Group – HMO's – <i>To agree the Scope document – See Appendix 3</i>	8 March 2016	Scope document review at meeting	Councillors Naimo and Davison		TBA	TBA
Issues surrounding Waste Management – service and complaints. Review of progress. <i>**The Head of Neighbourhood Services has advised that it is too early to make any sort of judgement yet and it was agreed with the Chairman to re-set a delivery date for this report in a few months.</i>	February 2016	Written report / Q&A	Rob Hoof		TBA	

5 April (continued)

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Update from the Leader of the Council on his corporate and strategic leadership Item 5 on the agenda	30 June 2015	Verbal report / Q & A	Councillor Mobbs		8 March 2017	Annually
CWLEP – Verbal Update Item 6 on the agenda	O & S July 2015	Briefing	Councillor Mobbs		Next O & S Meeting following: 23 May, 25 July, 10 October, 28 November	
Children’s Champions – End of Year Report Item 7 on the agenda	Council recommendation	Written report	Bill Hunt and Member Children Champions		April/May 2016	
End of Term report Item 8 on the agenda	Mandatory	Written report	Committee Services		5 April 2016	

1 June 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Elect an Overview and Scrutiny Committee Chairman					1 st meeting of Municipal Year 2016/17	Annually
Health Scrutiny – re-confirm the status of the sub-committee, the sub-committee’s standing orders and appoint membership.		Written Report			1 st meeting of Municipal Year 2016/17	Annually
Social Value in Procurement & what is happening about this in the Council update report.	29 September 2015	Report	Mike Snow			1 June 2016

28 June 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Recruitment and Retention of Staff – what analysis is being done and options. “Grow your own” and feasibility. What work is being done and examples where difficulties have been encountered	Feb 2016	Written Report	Tracy Dolphin			
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke			Every three months

Future Items or Dates to be Agreed 2016 onwards

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Housing Strategy 2014-2017	February 2016	TBA	TBA		TBA once the changes to the Act have been published.	
Council Development Company (Forward Plan Ref 727) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	February 2016	TBA	TBA		TBA	
Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Report	Councillor Coker		TBA	
National Association of Councillors Report – and decide if further action required.	November 2015	Report	Councillor Coker		TBA	
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber		TBA	Quarterly update once the Local Plan has been agreed.

Appendix 1 – O&S Work Programme

CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available
Holding Portfolio Holders to account – Development Services	30 June 2015	Report / Q & A	Councillor Cross		Early September 2016	Annually
Holding Portfolio Holders to account – Cultural Services	30 June 2015	Report / Q & A	Councillor Gallagher		Late September 2016	Annually
Holding Portfolio Holders to account - Finance	30 June 2015	Report / Q & A	Councillor Whiting		November 2016	Annually
Health Scrutiny – Review of the work undertaken by the Sub-Committee since inception and decide whether to continue with the sub-committee.		Written Report			3 rd Quarter of municipal year 2016/2017	Annually
Outside appointments Report – Annual statement of the work undertaken by the Body	O & S September 2013	Written report	Lesley Dury		November 2016	Annually
Holding Portfolio Holders to account – Housing & Property Services	30 June 2015	Report / Q & A	Councillor Philips		December 2016	Annually

Appendix 1 – O& S Work Programme

Scrutiny of South Warwickshire Crime and Disorder Partnership	Mandatory	Verbal briefing and discussion	Pete Cutts		December 2016	Annually
Holding Portfolio Holders to account – Neighbourhood Services	30 June 2015	Report / Q & A	Councillor Shilton		January 2017	Annually
Letting Boards – Update against the position 12 months ago and the trend	9 February 2016	Report / Q & A	Councillor Shilton		February 2017	
Waste Container Charging Review – In light of monitoring of figures of numbers of bins/boxes bought / supplied and whether recycling has increased/decreased	9 February 2016	Report / Q & A	Councillor Shilton		February 2017	
Holding Portfolio Holders to account – Health & Community Protection	30 June 2015	Report / Q & A	Councillor Grainger		February 2017	Annually
Update from the Leader of the Council on his corporate and strategic leadership	30 June 2015	Verbal report / Q & A	Councillor Mobbs		March 2017	Annually