

**11 February 2020**

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Councillor Davison to contact Marianne Rolfe for an update on the progress on the Night Noise website additions	August & September 2019 O&S	Verbal update from Councillor Davison	Councillor Davison to contact Marianne Rolfe			
Update on plans to improve accessibility to, and the condition/cleanliness of, toilets for people living with disabilities subsequent to presentation of plan at September 2019 O&S	26 September 2019	Written Report	Gary Charlton			
Strategic Leadership/Chief Executive – Service Area Update	Annual item	Written Report	Chris Elliott / Councillor Andrew Day		12 months	Annually
Fuel Poverty	26 June 2018	Written Report	Alice Ellis / Marianne Rolfe / Lisa Barker			

**17 March 2020**

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Annual update from Shakespeare's England to include KPIs for the District Council's area and what has been done.	29 August 2018	Written Report	PH Business / Martin O'Neill		12 months	Annual Report
Vision & Strategy for Leamington town centre annual update and progress on Action Plan.	2 April 2019	Written Report	Phillip Clarke		12 months	Annual Report
Culture – Service Area Update	Annual item	Written Report	Rose Winship / PH Culture		12 months	Annual Report

**21 April 2020**

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Members' Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services		Last O&S meeting of the Municipal Year 21/22	Annual Report
Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones		Last O&S meeting of the Municipal Year 21/22	Annual Report
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		Last O&S meeting of the Municipal Year 21/22	Annual Report
Children's and Adults' Safeguarding Champions: End of Year Report	Standing Annual Item	Written Report	Lisa Barker		Last O&S meeting of the Municipal Year 21/22	Annual Report
Health & Community Protection – Service Area Update	Annual item	Written Report	Marianne Rolfe / PH H&CP		12 months	Annual Report

## TBA

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Reviewing the success of the Rugby trial and the way forward	25 September 2018	Written Report	Gary Charlton			
Emergency Planning in light of Grenfell Tower and other major incidents  (To include: <ul style="list-style-type: none"> <li>• What this Council has done,</li> <li>• Capacity</li> <li>• Staff Learning)</li> </ul>	27 June 2017 (June 2019 – Following a request from H&CP, the Chairman agreed that this could be moved to TBA since the Council has already implemented fire safety measures and reports have been given on these. When the Grenfell report is published, it will be seen if there are recommendations the Council should still consider.)	Written Report	Marianne Rolfe			
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	Written Report	PH Housing			

**Municipal Year 2020/2021 onwards**

Arising from O&S Committee meeting 2 April 2019:

- July 2020 – Progress report on HEART service subsequent to last report 2 April 2019
- July 2020 – Review on progress/success of the recommendations from the Task & Finish Group – Role of the District Council Chairman

Arising from O&S Committee meeting 9 July 2019

- July 2020 - Update on the adoption of a Plastics Policy – progress with the policy and the difference it has made; future plans – Alice Ellis
- July 2020 - Annual Review of Council’s Sustainability and Climate Change Approach – Alice Ellis – Annual Report

Arising from Executive meeting 10 July 2019

- July 2020 – Report in respect of decisions made on the role of the Chairman of the Council – Task & Finish Group (Executive Minutes 10 July 2019, Minute number 8 – Resolutions, agreed at Council 4 September 2019)

Arising from O&S Committee meeting 20 August 2019

- August 2020 – Update on the Night Noise Service – Marianne Rolfe

Arising from O&S Committee meeting 26 September 2019

- September/October 2020- Shared Environmental Enforcement with Rugby Borough Council update – Gary Charlton
- August 2020 – Decide if an update is required at the next meeting on the Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – David Guilding/Phil Clarke
- September 2020 – Fees and Charges – check with the Shadow Portfolio Holder H & CP to see if the fees and charges pest control are working. If they are not, call in.

Arising from O&S Committee 12 November 2019

- November 2020 – Current Arrangements for South Warwickshire Community Safety Partnership – Pete Cutts

<b>Service Area Update Rota</b>	
Finance	
Housing	With a focus on the impact of the revised structure and additional resources approved in November 2019
Neighbourhood Services	With the agreed format for the Green Spaces Quality Audit agreed 12/2019
Development Services	
Environment & Business	
Chief Executives	
Culture	
Health & Community Protection	