


**Meeting Date: 12 April 2022**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Overview & Scrutiny End of Term report.	Standing Annual Item.	Written report.	Committee Services Officer.	April 2023.	This is an annual report.
Task & Finish Group – Equality & Diversity – Phase 2	O&S July 2021	Written report	Councillor Mangat	Every meeting until completed	
HEART Shared Service update including the implementation of the new IT system	April 2021	<a href="#">Call in the report going to Cabinet</a>	Lisa Barker / Nick Cadd (nick.cadd@stratford-dc.gov.uk)		
Annual update from Shakespeare's England.	29 August 2018	Written report	Martin O'Neill and Councillor Bartlett	March 2023.	This is an annual report.
Update on Joint Work of WDC and SDC	December 2021	Written report	Chris Elliott	April 2022	
Joint working WDC/SDC - Arising from February O&S meeting: Governance - Steer on how the joint scrutiny arrangements may work, through to Joint Cabinet	February 2022	Verbal update	Andrew Jones in liaison with Councillor Milton		
<a href="#">Item to carry forward on the Work Programme until all O&amp;S Members have received a briefing and training on the</a>	<a href="#">February 2022</a>	<a href="#">Discussion</a>	<a href="#">Councillors Kohler, Jacques and Cullinan</a>		 Re_ Request for Members' Training a <a href="#">9/10 Feb 2022 - Requests were made to</a>

Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
<p><b>Service Area Dashboards:</b> Decide what the data may be used for and how it may be fed into the Scrutiny process</p>					<p>Committee Services for:</p> <ul style="list-style-type: none"> <li>- Training for all Members;</li> <li>- A briefing for all Members;</li> <li>- To ensure all O&amp;S Members had access to the Dashboards;</li> <li>- Individual training for Members of O&amp;S asap</li> </ul>

**Briefing Notes to All Councillors – April 2022: Not for O&S Agenda**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
<p>Children’s and Adults’ Safeguarding Champions: End of Term Report.</p>	<p>Standing Annual Item.</p>	<p>Briefing note</p>	<p>Marianne Rolfe.</p>	<p>April 2023.</p>	<p>This is a briefing note to all Councillors.</p>

## Appendix 1 – Overview &amp; Scrutiny Committee Work Programme

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Members' Annual Feedback on Outside Appointments / Annual review of membership/participation of Outside Bodies (Includes a short synopsis on Champions)	Standing Annual Items	Briefing note	Phil Grafton	April 2023	This is a briefing note to all Councillors.

## Municipal Year 2022/23

### 24 May 2022

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Election of Chair if not done on the night of Annual Council				1 <sup>st</sup> meeting of the municipal year	
Climate Emergency Action Plan update from previous period and giving progress against carbon emissions.	March 2022 O&S	Written report	Dave Barber	November 2023	Every 6 months

### 5 July 2022

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Update on the merging of ICT systems and data as the merger of the service areas of the two Councils moves forwards, including plans if authorisation for full political merger is denied.	O&S November 2021	Written report	David Elkington	February 2023	Every six months
The Progress and Impact of the Equality & Diversity Task & Finish Group's Recommendations in the report that was presented to O&S 6 July 2021	O&S 6 July 2021	Written Report	Tracy Dolphin/Graham Leach		

**9 August 2022** - No reports scheduled as yet.

**20 September 2022**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Park Exercise Permits – annual review of the scheme	August 2020 (Last report made to O&S - 21 September 2021)	Briefing Note	Padraig Herlihy	Annual update	
Development Management and Enforcement Performance Update subsequent to report made to O&S in March 2022	March 2022 O&S	Written Report	Adrian Harding		

**1 November 2022** - No reports scheduled as yet.

**6 December 2022**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Environmental Enforcement Update subsequent to the report to O&S made in March 2022	March 2022, O&S	Written report	Zoe Court		

**Meetings scheduled in 2023** - 7 February, 7 March and 18 April.

**Meeting Date 7 March 2023**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Summary of the role, responsibilities and performance of the SWCSP	This is a mandatory report.	Written report	Liz Young / Marianne Rolfe.	March 2024.	This is an annual report.

**Meeting Date: To Be Advised**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Decide if an update is required on the Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse.	Committee meeting 26 September 2019.	Informal update.	Dave Guilding / Philip Clarke.	TBA	D Guilding and P Clarke were asked when they can give an informal update considering the impact of Covid-19 on this service. A response from them is awaited.
Update on plans to improve accessibility to, and the condition / cleanliness of, toilets for people living with disabilities.	Committee meeting 26 September 2019 and briefing note 8 December 2020.	Briefing Note	Zoë Court	To be advised if applicable.	No officer will attend the Committee meeting unless there is a request.
Minimum Energy Efficiency Standards Enforcement Process – Private Sector Housing	O&S August 2020	Written Report	Lisa Barker		A review was requested once the scheme had been operation for 12 months. Covid Lockdown has meant that the 12 months has not been achieved yet.