

Criteria for Items on the work plan	Scheduled Meeting dates
<ol style="list-style-type: none"> 1. High Risk 2. High Value 3. Major Project 4. Decreasing Performance 5. Statutory/Constitution requirement 	<p>03/06/2025 08/07/2025 15/07/2025 Extraordinary 02/09/2025 14/10/2025 11/11/2025 (NC) 25/11/2025 17/12/2025 JC Extraordinary 03/02/2026 24/02/2026 (NC) 17/03/2026</p> <p>*NC = No Cabinet meeting</p>

Agenda Item 8
Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Lead Officer / Councillor	Meeting Date	Where did item originate from	Notes	Criteria
Commercial Strategy scoping paper – outlining what is to be covered in the commercial strategy and the process for developing it	Andrew Rollins	03/06/2025	O&S 15/10/2025		
Elect a Chair and Vice Chair		03/06/2025	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)		03/06/2025	Standing Annual Item.		5
Appoint Children's and Adults' Safeguarding Champion		03/06/2025	Standing Annual		5
Summary of the role, responsibilities and performance of the SWCSP. Invite Councillor Falp (non-Exec rep) and the PH Safer Communities to O&S See minute 76, 6 February 2024 for details requested in the report.	Liz Young / Marianne Rolfe.	03/06/2025	This is a Statutory requirement	Annual report next due March 2026	5
Kenilworth Wardens update	Darren Knight, Becky Burridge	03/06/2025	15/10/2024	Listed on the Cabinet agenda	
Shakespeare's England report from	Phil Clarke – Head of Place, Arts and Economy. Jo	08/07/2025	04/02/2025	O&S require a performance review of the	

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<p>Shakespeare's England to attend O&S to answer questions from Members (Phil sending invitation to Operations Director Darren Tosh – darren@shakespeares-england.co.uk)</p> <p>Councillor King to attend agenda item as the outside body representative.</p>	<p>Randall – Senior Economic Development Officer</p>			<p>last two years, to establish the value being delivered to residents and businesses. The report should explain what Shakespeare's England is, whether a ltd company, how and by who it is funded (with financials), what are the performance expectations, if Shakespeare's England are meeting these expectations, and if not why.</p>	
<p>Fly Tipping performance report</p>	<p>Zoe Court</p>	<p>08/07/2025</p>	<p>21 January 2025</p>	<p>O&S have requested a report on fly tipping. To date, the Council only</p>	

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				record fly tipping recovered on Council land, and not from public land. The Committee wishes for further explanation.	

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The Royal Pump Rooms Customer Service Centre – A year on	Dave Elkington, Cllr Melrose	08/07/2025	13 November 2024	O&S have requested an update in six months' time to include data and feedback from users of the Pump Rooms, not just users of the Customer Service Centre.	
Local Government Reorganisation	Darren Knight Councillor Davison	15/07/2025	27/05/2025	Extraordinary O&S to discuss LGR.	
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	02/09/2025 - Short update to be provided via email before the meeting	O&S February 2023	Every 3 months until further notice	1, 2, and 3
Change Programme – Case for Change	Darren Knight; Councillor Davison	02/09/2025	O&S 5 March 24 and 3 Sept 2024	A six-monthly update to ensure that the savings are coming through and the Committee can see their impact in the budget.	

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Performance Update from HEART To invite representatives from HEART – Jane Grant and Dawn Dawson.	Lisa Barker	11/11/2025	O&S Feb 2025		
Bereavement Services – An update with regards to the underperformance listed in the Q3 Budget Report.	Zoe Court, Pam Chilvers – Bereavement Services Development Manager, Cllr Roberts	11/11/2025	O&S 18 March 2025	Teams conversation with Zoe Court on 25 March 2025 to agree date item added to work programme.	
Extraordinary Joint Cabinet		17/12/2025	SDC 31/03/2025		
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	03/02/2026 - Short update to be provided via email before the meeting	O&S February 2023	Every 3 months until further notice	1, 2, and 3
Procurement Act 2023 To consider a report from Finance 12 months on.	Andrew Rollins / Steven Leathley	Feb 2026	Chair briefing on 03/02/25 to discuss Cabinet agenda 06/02/2025		

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O&S End of Term report.	Committee Services Officer	17/3/2026	Standing Annual Item, Constitution requirement	Annual report - last scheduled O&S meeting in the municipal year.	5
Summary of the role, responsibilities and performance of the SWCSP. Invite non-exec rep and the PH Safer Communities to O&S	Liz Young / Marianne Rolfe.	17/03/2026	This is a Statutory requirement	Annual report next due March 2027	5
Biodiversity Action Programme annual report	Becky Davies, Councillor Roberts	June 2026		Annual report next due June 2026	

Scheduled Briefing Notes to All Councillors requested by the Committee

Title	Lead Officer	Update Due by (end of Month)
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
Children's and Adults' Safeguarding Champions: End of Term Report.	Marianne Rolfe/Jane Rostron	April every year