

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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	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

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

Officer Approval	Date	Name
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

Consultation Undertaken

n/a

Final Decision?	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.

7.3 **Volunteering Policy Update**

During 2012 the Volunteering Task & Finish group produced a Volunteering Policy for the Council to leaver in volunteers to help deliver its services and enhance the work it undertakes.

This policy was approved by the Executive in December 2012.

It was agreed by the Executive that the Volunteering Policy will be reviewed in 12 months, by three members of the Overview & Scrutiny Committee in liaison with WCAVA, to assess the impact it has made. This is in line with the review process set out within the Policy.

No review has been undertaken on the impact of the Policy and in summary little difference has been made by the introduction of the Policy at this time.

The reason for this is that no corporate ownership/responsibility was attached to the Policy. Therefore it has not been taken forward or championed. This issue has now been considered by the Deputy Chief Executive, Andrew Jones and the following has been agreed.

The Senior Management Team will take collective ownership for reviewing the document and cascading it to their teams. When they have concerns about this they will engage members of the Scrutiny Committee and WCAVA for advice.

The Policy has not been made available online however this will be included on the Council's website following its upgrade on 7 March 2014.

At this stage my view would be there would little value in reviewing the Policy and it should be allowed to remain as at present for a further 12 months.

On a positive note I can confirm that following the introduction of this Policy the Royal Spa Centre have used this to bring in two volunteers who help out as stewards occasionally to supplement the service delivered. In addition the Spa Centre is starting an ambassadorial scheme for the Spa Centre details of which are included within their Spring/Summer what's on guide.

Graham Leach

Democratic Services Manager and Deputy Monitoring Officer

OVERVIEW AND SCRUTINY COMMITTEE
Work Programme 2014

11 March 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Children's Champion – progress report and meetings	November 2013	Verbal update	Bill Hunt			
Review of the Volunteering Policy	November 2012 and October 2013	See item 7.3 of this report	Graham Leach			
Health Scrutiny Working Party	O & S 6 August 2013	Verbal Report	Councillor Mrs Falp		April 2014	
Task & Finish Group – Staff Volunteering		Verbal Report by Councillor Illingworth or Councillor Mrs Bromley	Councillor Illingworth	Councillors Mrs Bromley, Gifford, Guest & Illingworth	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	April 2014	

15 April 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
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			Every April & October	
Portfolio Holder Update Environment & 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			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
HARP	O & S 6 August 2013	Report	Amy Carnall			

7 May 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Discretionary Housing Payments update following 12 months of operation	O & S 10 December 2013	Written report	Andrea Wyatt			
Annual review of the work programme	Standard annual item.	Written report	Lesley Dury / Councillor Mrs Blacklock		May 2015	May 2014
To set the O & S Work Programme for the coming year	Councillor Mrs Blacklock	Discussion			May 2015	May 2014
Review the Portfolio Holder Update process	Councillor Mrs Blacklock	Discussion				May 2014

10 June 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
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			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			Every June & November	

1 July 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
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	O & S October 2013	Report			Every June & November	

September 2014

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			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			Every September & March	
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

<p>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.</p>	<p>O & S October 2013</p>	<p>Report</p>			<p>Every October & April</p>	
<p>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.</p>	<p>O & S October 2013</p>	<p>Report</p>			<p>Every October & April</p>	
<p>Portfolio Holder Update Environment & 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.</p>	<p>O & S October 2013</p>	<p>Report</p>			<p>Every October & April</p>	

November 2014

Portfolio Holder Update Community and 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			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			Every November & June	

Outside appointments Report – Annual statement of the work undertaken by the Body (Request to be sent by Committee Services Officer 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
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December 2014

Future Items:

TBA:

- Portfolio Holder for Cultural Services to discuss the future of the cinema at the Spa Centre
- Social Value in Procurement – November 2013
- HARP – when it appears on the Executive Agenda (anticipated April or May 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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