

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>4/6/2024 8/7/2024 30/7/2024 (NC) 3/9/2024 24/9/2024 (NC) 15/10/2024 13/11/24 (NC) 3/12/2024 21/1/2025 (NC) 4/2/2025 18/2/2025 (NC) 18/3/2025 *NC = No Cabinet meeting</p>

Agenda Item 5
Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Lead Officer / Councillor	Meeting Date	Where did item originate from	Notes	Continue?
Appoint Children's and Adults' Safeguarding Champion		8/7/2024	Previous meeting (4/06/2024)		5
General housing repairs & voids Contract ref WDC0007	Steve Partner Councillor Wightman	30/7/2024	O&S Feb 2024	List of points that should be covered in the report are in the minutes of 6 Feb meeting. On 12 March 2024, the CSO advised the two Heads of Service (SP and LB) that the report was required for July meeting. A reminder will be sent nearer the time.	
Change Programme – Case for Change – a specific update on Change Programme progress following the Programme Board meeting scheduled in June 2024.	Darren Knight	30/7/2024	O&S 5 March 2024		
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	30/7/2024	O&S February 2023	Every 3 months until further notice	1, 2, and 3

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Climate Change Action Programme Update (and discussion paper on how best to focus and scrutinise the five themes below) <ol style="list-style-type: none"> 1. Offsetting and any potential for getting involved in early policy development; 2. Issue of adaptation; 3. Data tracking (including carbon emissions) and how this can be most efficient. 4. Biodiversity Action Plan 5. Residents Engagement & Communication 	Dave Barber Councillor Davison	30/7/2024	O&S Jan 2024		2&3
Homelessness - Committee to discuss and formulate a brief for a report to be considered (date for the meeting when the report will be considered TBC).	Discussion lead by the Chair.	30/7/2024	O&S 5 March 2024		
Joint Cabinet called in items	Discussion lead by the Chair	30/07/2024	Joint Cabinet meeting called on 1 August		
Quarterly Budget Updates	Steven Leathley Councillor Chilvers	3/9/2024 (Cab report)			1 & 2
Quarterly Budget Update	Steven Leathley Councillor Chilvers	3/9/2024			1 & 2

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Six-month post opening update on the "Relocation of Office Accommodation and the Provision of Public Facing Access to Council Services, including, financial cost of each aspect, savings, communication and residents feedback	Steve Partner Dave Elkington Tracy Dolphin Councillor J Harrison	15/10/2024			3
Quarterly Budget Updates	Steven Leathley Councillor Chilvers	15/10/2024 (Cab report)			1 & 2
Park Exercise Permit Report on how the scheme has performed along with some data, including date on how much of officers' time is being spent with the implementation and governance of the scheme	Ann Hill / Councillor Sinnott	15/10/2024	Cabinet 10 April 2024 and O&S 9 April 2024		
Corporate Strategy - the Corporate Strategy should be reviewed on a yearly basis, in the same way that the annual governance statement comes through scrutiny to make sure the Council is properly governed. More specifically, the Committee would like to see an annual strategy progress update, looking at the big picture and how the Council is working towards its goals and values <i>"In response to the request from the Overview & Scrutiny Committee to provide</i>	Chris Elliott Councillor Davison	13/11/2024 (NC)	O&S 3 October 2023		3

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<i>clarity on the review process on the "who, what, when and how", this would be set out in the first annual report to Overview & Scrutiny Committee in November 2024".</i>					
Council's Performance Data – to help shape the data in a positive and constructive way	Graham Leach Councillor Davison	13/11/2024 – subject to Review with Chair & Vice Chair of Committee, in early July, of SAP performance and new Policy, Performance & Complaints Manager in post.			3 & 4
Milverton Homes (MH) – the Committee has requested a specific meeting be set up around the time that the Milverton Homes's AGM is held. There was a suggestion that non-executive directors from MH could be invited to attend. Also see the Summary of Comments from O&S meeting 9 April (confidential version). Graham Leach and Andrew Rollins were advised of the requirements following 9 April meeting.	Andrew Rollins	November 2024 A non-Cabinet meeting to coincide around the time of the Milverton Homes AGM specifically to discuss MH.	O&S 9 April 2024		
Quarterly Budget Updates	Steven Leathley Councillor Chilvers	4/2/2025 (Cab Report)			1 & 2

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Title	Lead Officer / Councillor	Meeting Date	Where did item originate from	Notes	Continue?
O&S End of Term report.	Committee Services Officer.	18/3/2025	Standing Annual Item, Constitution requirement	Annual report - last scheduled O&S meeting in the municipal year.	5
<p>Summary of the role, responsibilities and performance of the SWCSP.</p> <p>Invite Councillor Falp (non-Exec rep) and the PH Safer Communities to O&S (This report was originally scheduled 2023/24 so the reps for that year were Councillors Sinnott and Falp)</p> <p>See minute 76, 6 February 2024 for details requested in the report.</p>	Liz Young / Marianne Rolfe.	18/03/2025	This is a Statutory requirement	Annual report next due March 2026	5
Elect a Chair and Vice Chair		May 2025	Standing Annual Item on the agenda	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)		May 2025	Standing Annual Item		5

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			on the agenda.		
Appoint Children's and Adults' Safeguarding Champion		May 2025	Standing Annual Item on the agenda.		5

Scheduled Briefing Notes to All Councillors requested by the Committee

Title	Lead Officer	Update Due by (end of Month)
Children's and Adults' Safeguarding Champions: End of Term Report.	Marianne Rolfe/Jane Rostron	April every year
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
Review on the Identification and Remediation of Damp and Mould in Council Homes to include: <ul style="list-style-type: none"> • What was happening with the policy; • Was it being put into action; and • The impact it has made 	Steve Partner Councillor Wightman	April 2024
Minimum Energy Efficiency Standards Enforcement Process – Private Sector Housing - Briefing for all Councillors of how this process is working.	Paul Hughes Councillor Wightman	June 2024

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Title	Lead Officer	Update Due by (end of Month)
<p>Update - plans to improve accessibility to, and the condition / cleanliness of, toilets and play areas for people living with disabilities. - Update to all Councillors from Officers on the work that has taken place following the meeting at Committee.</p>	<p>Zoe Court Councillor Roberts</p>	<p>June 2024</p>
<p>Review additional Licensing Scheme to include:</p> <ul style="list-style-type: none"> • How effective it had been. • How many licenses had been issued. • Was there enough resources in place 	<p>Paul Hughes Councillor Wightman</p>	<p>August 2024</p>
<p>Resident Engagement Strategy (report to Cabinet August 2023). The Committee is keen to understand a) how is it going? And b) what are we learning? (include some examples of changes that have been made as a result of the consultation.) - Change to Councillor Briefing session in first instance covering these areas. Also raised by Asset Compliance Committee as an area that needs to be understood</p> <p>The question that sits behind this is as-to whether this is a good use of the Council’s resources. There are benefits to us as a Council from getting resident feedback and what we’d like to get is visibility of those. This is ‘value for money’ in its broadest sense (No need to come with figures and a ROI.)</p> <p>Housing is one of the biggest ways that we impact residents’ lives and getting a bit more visibility amongst members of some of the good things we do but also some of the challenges residents face will be valuable”</p>	<p>Sally Kelsall/ Councillor Wightman</p>	<p>September 2024</p>

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Title	Lead Officer	Update Due by (end of Month)
Revised Arrangements for Destination Management Organisations	Martin O’Neil	TBC