

Meeting Date 7 March 2023

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Annual update from Shakespeare’s England, looking back over the previous year’s activity and forward to next year.	April 2022	Written report (an officer is not required at the meeting)	Martin O’Neill and Councillor Bartlett	March 2024.	This is an annual report.
Development Management and Enforcement Performance Update subsequent to reports made to O&S in March 2022 and September 2022	March 2022 O&S September 2022 O&S	Written Report (an officer will not be required at the meeting unless there are important matters to discuss)	HoS Development / Gary Fisher	TBA	
Environmental Enforcement Update subsequent to the report made in March '22	March 2022, O&S	Written Report	Zoë Court	Early 2023	

Meeting Date 18 April 2023

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
O&S End of Term report.	Standing Annual Item.	Written report.	Committee Services Officer.	April 2023.	Annual report
Digital Strategy Update	O&S November 2021	O&S Members will call in the report to Cabinet if necessary	David Elkington	October 2023	Every six months
Noise Nuisance Investigations: Review of the Policy and the service area's performance in respect of all forms of noise nuisance more generally	9 August 2022	Written report	Lorna Hudson		
Summary of the role, responsibilities and performance of the SWCSP	This is a mandatory report.	Written report (an officer will not be required at the meeting unless there are important matters to discuss)	Liz Young / Marianne Rolfe.	March 2024.	This is an annual report.
Summary of the role, responsibilities and performance of the SWCSP	Annual report	For discussion at March O&S meeting	Elizabeth Young	March 2024	

Briefing Notes to All Councillors – April every year
Not for O&S Agenda, but to be emailed to all WDC Cllrs

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Children's and Adults' Safeguarding Champions: End of Term Report.	Standing Annual Item.	Briefing note	Marianne Rolfe.	April 2024.	This is a briefing note to all Councillors.
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	Andrew Jones	April 2024	This is a briefing note to all Councillors.

Municipal Year 2023/2024

(* indicates Cabinet also meets that week)

4 July 2023*

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Q4 Budget Report from the Cabinet Agenda (Not yet on Forward Plan, so this is the assumed meeting)	O&S will as a matter of routine, always call-in the quarterly Budget reports from the Cabinet agenda	Call in the Cabinet report	Andrew Rollins	Q1 Budget report September 2023	Annually: Q1 – September Q2 – December Q3 – March Q4 – June
Climate Emergency Action Plan update from previous period and giving progress against carbon emissions and what is coming forward. See O&S mins December 2022 for additional requirements.	May 2022 O&S	Written report	Dave Barber	December 2023	Every 6 months
Future High Street Funds update	O&S February 2023	Written report	Martin O’Neill	October 2023	Every 3 months until further notice

Other O&S Committee meetings 23/24 (* indicates Cabinet also meets that week)

20 July 2023, 8 August 2023*, 19 September 2023*, 3 October 2023, 31 October 2023*, 5 December 2023*
23 January 2024, 6 February 2024*, 5 March 2024*, 9 April 2024*

5 December 2023**(O&S Work Programme items and Cabinet Reports for automatic call-in)**

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Heart Shared Service Update since O&S meeting December 2022	O&S December 2022	Written report	Lisa Barker		

23 January 2024**(O&S Work Programme items only)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Six-month post opening update on the "Relocation of Office Accommodation and the Provision of Public Facing Access to Council Services	O&S February 2023	Written report	Steve Partner		

Meeting Date: To Be Advised

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
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. (8 November 2022 – an email was sent to David Guilding and Philip Clarke asking for the status.)	Informal update.	Dave Guilding / Philip Clarke.	TBA	
Update - 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.	Written report	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 (31 October 2022 – Cllr Cullinan sent an email to Lisa Barker asking for a date for the report and the response was sometime spring 2023.)	Written Report	Lisa Barker		A review was requested once the scheme had been in operation for 12 months. Covid affected the process.
Park Exercise Permits – annual review of the scheme	August 2020 (Update November 2022 on status - Ann Hill has advised	Written report	Ann Hill		

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>that the current permit scheme is not working and work needs to be undertaken to find out why that was, be it the rules of the scheme, the eligibility or enforcement. After speaking with Marianne Rolfe, she and Marianne decided to approach the relevant PAB when a revised scheme has been formalised.)</p>				