

20 July 2023**(No Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Learning and Action Plan following on from the Dictate to Us report	19 April 2022	Written report	Tracy Dolphin		
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	23 January 2024	Every 6 months

8 August 2023*
(Cabinet meeting this cycle)

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Follow-up to whether the Committee's suggestion that a member of O&S sit on the SW Crime Safety Partnership Board should be put forward.	O&S min 92, April 2023	To discuss at the Chair's Pre-meeting briefing when Graham is in attendance	The Chair, O&S		
Environmental Enforcement Update subsequent to the report made in March 2023 (following recruitment of the new position reported in March 2023). Figures for rural areas to be provided if possible for discussion of measures put in place and what is required. "Heat map" information for the District to be provided.	March 2022, O&S	Written report	Zoë Court	TBA	
Scrutiny of finance, particularly Housing finance – consideration to ensure effective scrutiny and whether	At O&S 7 March 2023, it was suggested that the whole subject needed	TBA	TBA		

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
the current system needs changing.	to be re-evaluated – see comment to Cabinet from that meeting.				
Final Accounts 2021/22		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins		Final Account reports are standing items for call-in from the Cabinet agenda
Q1 Budget Update 2023/24 from the Cabinet Agenda		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins	Q4 Budget Update 2022/23 – 19 September 2023	Quarterly budget updates are standing items for call-in from the Cabinet agenda

19 September 2023*
(Cabinet meeting this cycle)

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Development Management and Enforcement Performance Update subsequent to report made to O&S in March 2023. This report should focus on enforcement.	March 2022 O&S September 2022 O&S	Written Report	HoS Development / Gary Fisher	TBA	
Q4 Budget Update 2022/23 from the Cabinet Agenda		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins	Q2 Budget Update 2023/24 – 5 December 2023	Quarterly budget updates are standing items for call-in from the Cabinet agenda
Final Accounts Draft Outturn		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins		Final Account reports are standing items for call-in from the Cabinet agenda

**3 October 2023
(No Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
A 12-month review of the new waste and recycling contract and lessons learned from the renewal particularly with the focus on events over the Easter 2023 period.	O&S 19 April 2023	Report	Zoe Court		
Digital Strategy Update	O&S November 2021	Report	David Elkington	April 2024	Every six months
Future High Street Funds update	O&S February 2023	Written report	Martin O'Neill	23 January 2024	Every 3 months until further notice

**31 October 2023
(Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes

**5 December 2023
(Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Heart Shared Service Update since O&S meeting December 2022	O&S December 2022	Written report	Lisa Barker		
Q2 Budget Update 2023/24 from the Cabinet Agenda		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins	TBA	Quarterly budget updates are standing items for call-in from the Cabinet agenda

**23 January 2024
(No Cabinet meeting this cycle)**

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		

**6 February 2024
(Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes

5 March 2024
(Cabinet meeting this cycle)

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.	March 2023	Written report	Martin O'Neill and Councillor Bartlett	March 2025.	This is an annual report.
Summary of the role, responsibilities and performance of the SWCSP	This is a mandatory report.	Written report	Liz Young / Marianne Rolfe.	March 2025.	This is an annual report.

**9 April 2024
(Cabinet meeting this cycle)**

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 2025.	Annual report
Noise Nuisance Investigations: Review of the Policy and the service area's performance in respect of all forms of noise nuisance more generally. Additional data was requested in the next report (see minute 93, 19 April 2023, 4 paragraphs from the end of this minute, and also see the pre-scrutiny questions on the Council's website for 19 April with the questions posed by Councillor Milton.	9 August 2022, 19 April 2023	Written report	Lorna Hudson		

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 2025.	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 2025	This is a briefing note to all Councillors.

First meeting of the Municipal Year 2024/25

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Appoint Children's and Adults' Safeguarding Champion	Standing Annual Item.	Agenda item			On-going at the first meeting of each Municipal Year
To appoint members to the Budget Review Group (add the Group's remit which is saved to the annex in the Constitution)	Standing Annual Item.	Agenda item			On-going at the first meeting of each Municipal Year
Elect a Chair if this was not done after Annual Council	Standing Annual Item				On-going at the first meeting of each Municipal Year

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>				