

Meeting Date: 10 August 2021

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Task & Finish Group – Equality & Diversity		Verbal report	Councillor Mangat	Every meeting until completed	
The Council's Sustainability and Climate Change – reviewing the performance of the CEAP against its targets for carbon reduction: <ul style="list-style-type: none"> • Metrics available to all Cllrs on the Dashboard (provided quarterly, with the first set planned to be available in Sept 2021) • Scrutiny on the progress of the Plan every 6 months 	O&S July 2021	Discussion as part of the Service Area Dashboard to ensure the right information is going to be made available Determine a date for the first of the 6 monthly reports on the progress of the plan, so that it can be added to the Work Programme	Councillor Milton		
Service Area Dashboard – Ensuring Members are using this effectively and that it provides the	O&S May 2021	Verbal Update	Councillors Kohler, Cullinan and Jacques		

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
information required / moving forwards.					
Approach to the Scrutiny of the proposed Merger of Warwick District Council and Stratford-on-Avon District Council – Progress through the Programme of Implementation	O&S April 2021	Report	Chris Elliott	Every meeting until submission completed which is expected December 2021	
SDC/WDC merger: Update on discussions with Chairman Joint Arrangements Steering Group about the 2 Scrutiny Committees being involved with the questions to go on the questionnaire prior to its use and asking the Steering Group to come up with a process to involve the Scrutiny Committees	O&S July 2021	TBA	Scrutiny Chairs (with Councillor Kohler since he chaired the O&S meeting when this was decided) / Chris Elliott?		
A46 Link Road – Next Steps Decision made by O&S: any sustainability analysis that comes to this Council as part of	O&S July 2021	Verbal update	Councillor Kohler		

Appendix 1 – Overview & Scrutiny Committee Work Programme

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<p>the OBC and subsequent FBC submissions, is presented to the Climate PAB more than 30 days prior to the FBC submission so that the PAB may inform Cabinet of its views before Cabinet decides whether to endorse the submission</p> <p>-</p> <p>Councillor Kohler to liaise with the Climate Emergency PAB Chairman to ensure that the PAB is aware of the recommendation O&S made</p>					

Meeting Date: 21 September 2021

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Park Exercise Permits – review of the scheme once it has been in operation for six months	August 2020	Written report	Rose Winship		
HMO Licensing and Planning Permission Policy effectiveness review	March 2021	Written report	Mark Lingard/Lisa Barker		
Effectiveness of HMO planning enforcement in meeting the requirement that a planning licence be in place within two months of an HMO licence being issued.	March 2021	Written report	Phil Clarke to delegate (in liaison with Private Sector Housing?)		
Task & Finish Group – Equality & Diversity Timetable for the review of service delivery, as set out within its scope, including details of community engagement and including the officer and other resources needed to support this process	O&S July 2021	Written report	Councillor Mangat	Every meeting until completed	
Approach to the Scrutiny of the proposed Merger	O&S April 2021	Report or Update as part of the	Chris Elliott	Every meeting until submission completed which is	

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Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
of Warwick District Council and Stratford-on-Avon District Council – Progress through the PI		O&S Work Programme report		expected December 2021	

Meeting Date: 2 November 2021

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Current Arrangements for the South Warwickshire Community Safety Partnership.	This is a mandatory report.	Written report	Marianne Rolfe.	Late October / Early November 2022.	This is an annual report.
A report on the Stratford Street Scene Team and on how its fly tipping enforcement service differs from the one operated currently at Warwick District Council.	February 2021	Written report	Zoe Court		The service is estimated to recommence in April 2021, so see if it has been operating for 6 months for a report October 2021. If not, move to a date when it will have.
HEART Shared Service update including the implementation of the new IT system	April 2021	Written report	Lisa Barker / Mark Lingard	TBA	
Approach to the Scrutiny of the proposed Merger of Warwick District Council and Stratford-on-Avon District Council – Progress through the PI	O&S April 2021	Report or Update as part of the O&S Work Programme report	Chris Elliott	Every meeting until submission completed which is expected December 2021	

Reminder for December 2021:

Governance Review of Warwick District Council – At Executive 29 July 2020, and action was placed on officers to liaise with both Chairs of Scrutiny Committees to bring back to Executive, an outline proposal for the independent assessment and proposed funding arrangements which would be undertaken in February 2022.

Meeting Date: 14 December 2021

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Approach to the Scrutiny of the proposed Merger of Warwick District Council and Stratford-on-Avon District Council – Progress through the PI	O&S April 2021	Report or Update as part of the O&S Work Programme report	Chris Elliott	Every meeting until submission completed which is expected December 2021	

Meeting Date: 8 February 2022

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

Meeting Date: 8 March 2022

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Annual update from Shakespeare's England.	Committee meeting 29 August 2018	Written report.	Martin O'Neill and Councillor Hales.	March 2022.	This is an annual report.

Meeting Date: 12 April 2022

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Overview & Scrutiny End of Term report.	Standing Annual Item.	Written report.	Committee Services Officer.	April 2023.	This is an annual report.

Briefing Notes to All Councillors – April 2022: Not for O&S Agenda

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 to all Councillors with a paragraph explaining that if they have any concerns that they feel require scrutiny, to raise these for consideration as part of the work programme.	Lisa Barker.	April 2023.	This is an briefing note to all Councillors.

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
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 to all Councillors with a paragraph explaining that if they have any concerns that they feel requires scrutiny, to raise these for consideration as part of the work programme and if any are to be considered to be ceased, the Deputy Chief Executive will discuss these with the LCG	Andrew Jones	April 2023	This is an briefing note to all Councillors.

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.	Informal update.	Dave Guilding / Philip Clarke.	TBA	D Guilding and P Clarke were asked when they can give an informal update considering the impact of Covid-19 on this service. A response from them is awaited.
**Update on plans to improve accessibility to, and the condition / cleanliness of, toilets for people living with disabilities subsequent to the presentation of the plans at the September 2019 Overview & Scrutiny Committee meeting. **There is no new information on plans to improve	Committee meeting 26 September 2019 and briefing note 8 December 2020.	Briefing Note	Zoë Court	To be advised if applicable.	No officer will attend the Committee meeting unless there is a request. If there is a request, Members should send their questions to the report author before the meeting.

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accessibility to, and the condition / cleanliness of, toilets for people living with disabilities – Officers request that this update is postponed until such time as budget figures 2021/22 for improvements are known.					
Minimum Energy Efficiency Standards Enforcement Process – Private Sector Housing	O&S August 2020	Written Report	Mark Lingard		A review was requested once the scheme had been operation for 12 months. Covid Lockdown has meant that the 12 months has not been achieved yet.
The Progress and Impact of the Equality & Diversity Task & Finish Group's Recommendations in the report that was presented to O&S 6 July 2021	O&S 6 July 2021	Written Report	Tracy Dolphin/Graham Leach	July / August 2022	