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| 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| Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 | No |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 | 10 December 2013 | |
| Background Papers | | |

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| 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

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| 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.

OVERVIEW AND SCRUTINY COMMITTEE
Work Programme 2013

7 January 2014

| Title | Where did item originate from | Format | Lead Officer | Membership of Task & Finish | Next report date if applicable | Completion date |
|--|--------------------------------------|---|------------------------|---|---------------------------------------|------------------------|
| Strategic Leadership Portfolio Update from Councillor Caborn | | Report | Councillor Caborn | | | January 2014 |
| Task & Finish Group SEVs – Progress report | Full Council October 2012 | Verbal Report by Councillor Brookes or Councillor Mrs Knight | Councillor Rhead | Councillors Brookes, Davies, Mrs Knight, Pittarello, Rhead, weed & Wreford-Bush | February 2014 | |
| Task & Finish Group – Staff Volunteering | | Verbal Report by Councillor Illingworth or Councillor Mrs Bromley | Councillor Illingworth | Councillors Mrs Bromley, Gifford, Guest & Illingworth | February 2014 | |

11 February 2014

| Title | Where did item originate from | Format | Lead Officer | Membership of Task & Finish | Next report date if applicable | Completion date |
|---|--------------------------------------|---|-------------------------------------|---|---------------------------------------|------------------------|
| Portfolio Holder Update (Councillors Cross & Vincett) | | Report | Councillors Cross and Vincett | | | January 2014 |
| Task & Finish Group SEVs – Progress report | Full Council October 2012 | Verbal Report by Councillor Brookes or Councillor Mrs Knight | Councillor Rhead | Councillors Brookes, Davies, Mrs Knight, Pittarello, Rhead, weed & Wreford-Bush | January 2014 | |
| Task & Finish Group – Staff Volunteering | | Verbal Report by Councillor Illingworth or Councillor Mrs Bromley | Councillor Illingworth | Councillors Mrs Bromley, Gifford, Guest & Illingworth | | |
| Health Scrutiny Working Party - recommendations | O & S 6 August 2013 | Written Report | Councillor Mrs Falp | | March 2014 | |
| Review of the Local Plan | O & S 30 May 2013 | | | | | |
| Children’s Champion – progress report and meetings | November 2013 | Verbal update | Bill Hunt | | | |
| Review of the Volunteering Policy | November 2012 and October 2013 | Report | Councillor Gifford and Graham Leach | | | |
| HARP (if this is on the Executive agenda) | O & S 6 August 2013 | Report | Amy Carnall | | | |

11 March 2014

| Title | Where did item originate from | Format | Lead Officer | Membership of Task & Finish | Next report date if applicable | Completion date |
|--|--------------------------------------|---------------|---------------------|--|---------------------------------------|------------------------|
| Portfolio Holder Update Neighbourhood 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 March & September | |

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 Finance – 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 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 April & October | |

7 May 2014

| Title | Where did item originate from | Format | Lead Officer | Membership of Task & Finish | Next report date if applicable | Completion date |
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June 2014

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| 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 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 | |

July 2014

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| 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 July & December | |
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| Strategic Leadership Portfolio Update - 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 July & December | |
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August 2014

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September 2014

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| 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 | |
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October 2014

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| <p>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.</p> | <p>O & S October 2013</p> | <p>Report</p> | | | <p>Every October & April</p> | |
| <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> | |

November 2014

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| <p>Outside appointments Report – Annual statement of the work undertaken by the Body</p> <p>(Request to be sent by Committee Services Officer by 1 October, reminder by 15 October, deadline of 10.00 am on 23 October)</p> | <p>O & S September 2013</p> | <p>Written report</p> | <p>Lesley Dury</p> | | <p>Every November</p> | <p>No end date as this is an annual report</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 November & June</p> | |
| <p>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.</p> | <p>O & S October 2013</p> | <p>Report</p> | | | <p>Every November & June</p> | |

December 2014

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| 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 December & July | |
| Strategic Leadership Portfolio Update - 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 December & July | |

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