

**Overview and Scrutiny Committee
Work Programme 2019/2020**

Update on discussions on the Work Programme held at the 9 July 2019 meeting:

1. Members were asked to read a briefing note that had been circulated to Committee Members back in March 2019 on the Policy on Regulating the Private Sector. They were asked to inform the Committee Services Officer within seven days if the report that was scheduled for the August 2019 meeting was still required. None of the Councillors indicated that they still wished for this report to be presented and therefore it was removed from the Work Programme.
2. Councillors were asked to read the information that had been provided to Committee Members at the meeting in November 2018 by Development Services in its Service Area update in respect of planning applications and the time taken to process them. Councillors were asked to let the Committee Services Officer know if they wanted a further update now. No one indicated that they did, therefore this will be left until the next Service Area update in November 2019.

Suggested Revision to the Work Programme for November 2019:

Currently a report on “Annual Feedback on Outside Appointments” is scheduled for the November meeting. It is possible that new Councillors will not have had enough time representing the Council on these Outside Bodies to write their reports in any detail. It is therefore suggested that this report is deferred until the February 2020 meeting on this occasion and then moves back to a meeting between September and November 2020 as usual in future years.

26 September 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Neighbourhood Services – Service Area Update	Annual Item	Written Report	Rob Hoof / PH - NS		12 months	Annual Report
Role of the Chairman of the Council – Task and Finish Group – Update as a result of discussions at Council in September 2019.	Executive 10 July 2019	Update in the Work Programme report				
Fuel Poverty	26 June 2018	Written Report	Alice Ellis / Marianne Rolfe / Lisa Barker			
Shared Environmental Enforcement with Rugby Borough Council update.	O&S 8 January 2019	Written Report or Briefing Note	Gary Charlton			
Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – Update on how it has gone.	O&S 30 May 2018 & 8 January 2019	Written Report	David Guilding / Phil Clarke			

12 November 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Development Services - Service Area Update	Annual item	Written Report	Dave Barber / PH Dev. Servs		12 Months	Annual Report

Reminder for O&S (Committee Services to ensure that Members remember to ask at this meeting)

In respect of Development Services –a request from Cllr Margrave has come in via email (July 2019) asking for more granularity for timings for planning applications, perhaps in a monthly chart over two years, showing time from submission on the planning portal, time to validation, time to approval/rejection.

Future of Health Scrutiny Sub-Committee – to determine whether the Sub-Committee continues or its work is reabsorbed into Overview & Scrutiny Committee	29 May 2019	Written Report	Marianne Rolfe			
Current Arrangements for South Warwickshire Community Safety Partnership	Mandatory	Written Report	Pete Cutts		12 Months	Annual Report
Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services		12 Months	Annual Report

17 December 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Future of Health Scrutiny Sub-Committee	O&S May 2019	Written Report	Marianne Rolfe			
Environment & Business – Service Area Update	Annual item	Written Report	Dave Barber / PH E & B		12 Months	Annual Report

11 February 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Strategic Leadership/Chief Executive – Service Area Update	Annual item	Written Report	Chris Elliott / Leader of the Council		12 months	Annually

17 March 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Annual update from Shakespeare's England to include KPIs for the District Council's area and what has been done.	29 August 2018	Written Report	PH Business / Martin O'Neill		12 months	Annual Report
Vision & Strategy for Leamington town centre annual update and progress on Action Plan.	2 April 2019	Written Report	Phillip Clarke		12 months	Annual Report
Culture – Service Area Update	Annual item	Written Report	Rose Winship / PH Culture		12 months	Annual Report

21 April 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones		Last O&S meeting of the Municipal Year 21/22	Annual Report
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		Last O&S meeting of the Municipal Year 21/22	Annual Report
Children's and Adults' Safeguarding Champions: End of Year Report	Standing Annual Item	Written Report	Lisa Barker		Last O&S meeting of the Municipal Year 21/22	Annual Report
Health & Community Protection – Service Area Update	Annual item	Written Report	Marianne Rolfe / PH H&CP		12 months	Annual Report

TBA

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Reviewing the success of the Rugby trial and the way forward	25 September 2018	Written Report	Gary Charlton			
<p>Emergency Planning in light of Grenfell Tower and other major incidents</p> <p>(To include:</p> <ul style="list-style-type: none"> • What this Council has done, • Capacity • Staff Learning) 	27 June 2017 (June 2019 – Following a request from H&CP, the Chairman agreed that this could be moved to TBA since the Council has already implemented fire safety measures and reports have been given on these. When the Grenfell report is published, it will be seen if there are recommendations the Council should still consider.)	Written Report	Marianne Rolfe			
Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Written Report	PH Housing			

Municipal Year 2020/2021 onwards

Arising from O&S Committee meeting 2 April 2019:

- July 2020 – Progress report on HEART service subsequent to last report 2 April 2019
- July 2020 – Review on progress/success of the recommendations from the Task & Finish Group – Role of the District Council Chairman

Arising from O&S Committee meeting 9 July 2019

- July 2020 - Update on the adoption of a Plastics Policy – progress with the policy and the difference it has made; future plans – Alice Ellis
- July 2020 - Annual Review of Council’s Sustainability and Climate Change Approach – Alice Ellis – Annual Report

Arising from Executive meeting 10 July 2019

- July 2020 – Report in respect of decisions made on the role of the Chairman of the Council – Task & Finish Group (Executive Minutes 10 July 2019, Minute number 9 – Resolutions)

Service Area Update Rota
Finance
Housing & Property
Neighbourhood Services
Development Services
Environment & Business
Chief Executives
Culture
Health & Community Protection