Criteria for Items on the work plan	Scheduled Meeting dates
1. High Risk **2.** High Value **3.** Major Project **4.** Decreasing Performance **5.** Statutory/Constitution requirement	03/02/2026 24/02/2026 (NC) 17/03/2026 28/04/2026 *NC = No Cabinet meeting

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Project Management Capacity & Capability	David Elkington – Strategic Director	03/02/2026	O&S 2 September 2025		the Strategic Director would be invited to a future O&S Committee meeting to discuss strengthening project management capacity and capability, particularly around capital project delivery. At O&S 25/11/25 the Chair asked for this report to incorporate a lessons learned, to date, exercise in relation to the Pump Rooms Roof Replacement Project.

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Future High Streets Fund update – if everything is on track, the Committee will accept a short report to this effect following liaison with the O&S Chair.	Martin O'Neill Councillor Billiald	03/02/2026 - Short update to be provided via email before the meeting	O&S February 2023	Every 3 months until further notice	1, 2, and 3
Quarter 3 Performance Report	Dale Duffy / Graham Leach	03/02/2026			To also update Committee on the timeline to incorporate complaints into the CRM system.
Procurement Act 2023 To consider a report from Finance 12 months on.	Andrew Rollins / Steven Leathley	24/02/2026	Chair briefing on 03/02/25 to discuss Cabinet agenda 06/02/2025		
Annual Review of Milverton Homes and the Joint Venture	Kristian Melgaard	24/02/2026	O&S 14 October 2025		
Annual Review of Sherbourne Recycling	Darren Knight, MD from Sherbourne	24/02/2026	O&S 14 October 2025		

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Paddling Pool Update	Zoe Court	24/02/2026	An update on the investigation and learnings from the issues with the opening of the paddling pool at Victoria Park and also the issues at St Nics.		
Annual Communications Report	Graham Folkes-Skinner	24/02/2026	Standing annual item.		
O&S End of Term report.	Committee Services Officer	17/3/2026	Standing Annual Item, Constitution requirement	Annual report - last scheduled O&S meeting in the municipal year.	5
Commercial Strategy scoping paper – outlining what is to be covered in the commercial strategy and the process for developing it	Andrew Rollins	17/03/2026		This has been deferred five times.	
Summary of the role, responsibilities and performance of the SWCSP. Invite non-exec rep and the PH Safer Communities to O&S	Liz Young / Marianne Rolfe.	17/03/2026	This is a Statutory requirement	Annual report next due March 2027	5

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Change Programme – Case for Change	Darren Knight; Councillor Melrose	17/03/2026	O&S 5 March 24 and 3 Sept 2024	A six-monthly update to ensure that the savings are coming through and the Committee can see their impact in the budget. Can we add more detail to the status column, so it is not just in progress or actioned. Can the report be more detailed next time.	
Performance Update from HEART To invite representatives from HEART – Jane Grant and Dawn Dawson.	Kristian Melgaard Marianne Rolfe	28/04/2026	O&S Feb 2025	With the Chair's permission this rescheduled report (Nov 25) was deferred from February 2026.	
Biodiversity Action Programme annual report	Becky Davies, Councillor Roberts	June 2026		Annual report next due June 2026	
Disposal of 1 Warwick Street	Darren Knight	July 2026		To be discussed in public session.	

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Scheduled Briefing Notes to All Councillors requested by the Committee

Title	Lead Officer	Update Due by (end of Month)
Members' Annual Feedback on Outside Appointments / Annual review of membership/participation of Outside Bodies (Includes a short synopsis on Champions)	Graham Leach (report collated by the Scrutiny Officer)	April every year
Children's and Adults' Safeguarding Champions: End of Term Report.	Marianne Rolfe/Jane Rostron	April every year