17 March 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Fuel Poverty Call-in Executive report	26 June 2018	Call in of report going to Executive	Alice Ellis / Marianne Rolfe / Lisa Barker			
Update on plans to improve accessibility to, and the condition/cleanliness of, toilets for people living with disabilities subsequent to presentation of plan at September 2019 O&S	26 September 2019	Briefing Note	Graham Folkes-Skinner			
Vision & Strategy for Leamington town centre annual update and progress on Action Plan.	2 April 2019	Written Report	Phillip Clarke		12 months	Annual Report
Health & Community Protection – Service Area Update	Annual item	Written Report	Marianne Rolfe / PH H&CP		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
Members' Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services		Last O&S meeting of the Municipal Year	Annual Report
Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones		Last O&S meeting of the Municipal Year	Annual Report
Overview and Scrutiny Committee End of Term Report (At the meeting, O&S Members to confirm how effective the work they have done has been and what could help improve effectiveness)	Standing Annual Item	O&S Report for Executive	Committee Services Officer		Last O&S meeting of the Municipal Year	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	Annual Report

Update on Health & Community Protection and Finance Systems Replacements if appropriate	O&S 17 December 2019	Written Report	Keith Eales Councillors Hales and Falp			
Update on Council's Brexit Preparations with a focus on "People" e.g.: Risks on the register with "red" status; Hate Crimes and "Prevent"; Issues with Entitlement to settled status. Account for "no trade deal" and "with trade deal" as appropriate.	O&S 17 December 2019	Written Report	Andrew Jones / Marianne Rolfe / Councillor Falp			
Culture – Service Area Update	Annual item	Written Report	Rose Winship / PH Culture		12 months	Annual Report

7 July 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Progress report on HEART service subsequent to last report 2 April 2019	2 April 2019	Written report				
Update on the adoption of a Plastics Policy – progress with the policy and the difference it has made; future plans	9 July 2019	Written report	Alice Ellis			
Annual Review of Council's Sustainability and Climate Change Approach	9 July 2019	Written report	Alice Ellis		July 2021	Annual Report

Report in respect of decisions made on the role of the Chairman of the Council – Task & Finish Group and Review on progress/success of the recommendations from the Task & Finish Group – Role of the District Council Chairman	Executive Minutes 10 July 2019, Minute number 8 – Resolutions, agreed at Council 4 September 2019 2 April 2019	Written report				

18 August 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Update on the Night Noise Service – Marianne Rolfe	20 August 2019	Written report	Marianne Rolfe			
Decide if an update is required at the next meeting on the Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – David Guilding/Phil Clarke	26 September 2019	Not applicable	David Guilding / Philip Clarke			

29 September 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. *The Committee does not want a presentation at the meeting; this year it simply would like the report and it will feed back comments at the meeting.*	29 August 2018	Written Report	PH Business / Martin O'Neill		12 months	Annual Report
Shared Environmental Enforcement with Rugby Borough Council update	26 September 2019	Written Report	Rob Hood to advise			
Fees and Charges – check with the Shadow Portfolio Holder H & CP to see if the fees and charges pest control are working. If they are not, call in.	26 September 2019					

10 November 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Current Arrangements for South Warwickshire Community Safety Partnership	Mandatory	Written report	Marianne Rolfe		November 2021	Annual Report

8 December 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Review of the Health Scrutiny Sub-Committee	17 December 2019	Written report	Marianne Rolfe			

9 February 2021

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

16 March 2021

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

20 April 2021

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
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	Annual Report
Members' Annual Feedback on Outside Appointments / Annual review of membership / participation of Outside Bodies (Includes short synopsis on Working Parties and Forums and Champions, excluding Children's and Adults' Safeguarding Champions)	Standing Annual Item	Written Report	Deputy Chief Executive (AJ) and Democratic Services		Last O&S meeting of the Municipal Year	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	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			
Emergency Planning in light of Grenfell Tower and other major incidents (To include: • 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			

Portfolio Holder Update Order	
Finance & Business	
Housing & Property	With a focus on the impact of the revised Housing Services Management structure and additional resources approved in November 2019
Culture & Neighbourhood	With the agreed format for the Green Spaces Quality Audit agreed 12/2019
Development Services	
Environment	
Strategic Leadership	
Health & Community Protection	