

Criteria for Items on the work plan	Scheduled Meeting dates
<ol style="list-style-type: none"> 1. High Risk 2. High Value 3. Major Project 4. Decreasing Performance 5. Statutory/Constitution requirement 	<p>18/3/2025 06/05/2025 (NC) 03/06/2025 08/07/2025 19/08/2025 (NC) 02/09/2025 14/10/2025 11/11/2025 (NC) 25/11/2025 03/02/2026 24/02/2026 (NC) 17/03/2026</p> <p>*NC = No Cabinet meeting</p>

Agenda Item 4
Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Lead Officer / Councillor	Meeting Date	Where did item originate from	Notes	Criteria
I.D Verde Maintenance Contract Review – Grounds Maintenance Services and Street Cleansing Services	Zoe Court	18/03/2025	O&S 06/02/2024		
O&S End of Term report.	Josie Greenhalgh	18/03/2025	Standing Annual Item, Constitution requirement	Annual report - last scheduled O&S meeting in the municipal year.	5
Quarter 3 Performance Report	Graham Leach / Dale Duffy	18/03/2025			
Change Programme – Case for Change	Darren Knight; Councillor Davison	18/03/25	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.	
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	18/03/2025 - Short update to be provided via email before the meeting	O&S February 2023	Every 3 months until further notice	1, 2, and 3
Response from Sherbourne Recycling Limited	Darren Knight	18/03/2025	O&S 18 Feb		
Commercial Strategy scoping paper – outlining what is to be covered in the	Andrew Rollins	06/05/2025	O&S 15/10/2025		

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commercial strategy and the process for developing it					
Outside Bodies and Champions Report	Josie Greenhalgh	06/05/2025	Annual Item	On-going at the first meeting of the municipal year	
Biodiversity Action Programme - part of the Climate Change and Biodiversity reporting	Dave Barber; Councillor Williams	06/05/2025	30 July 2024 meeting	To include a risk assessment.	
Report on Adaptation – part of the Climate Change and Biodiversity reporting	Dave Barber; Councillor Williams	06/05/2025	30 July 2024 meeting	To include a risk assessment.	
Elect a Chair and Vice Chair		06/05/2025	Standing Annual Item	On-going at the first meeting of each Municipal Year	5
To appoint members to the Budget Review Group (add the Group's remit which is saved to the annex in the Constitution)		06/05/2025	Standing Annual Item.		5
Appoint Children's and Adults' Safeguarding Champion		06/05/2025	Standing Annual		5

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The Royal Pump Rooms Customer Service Centre – A year on	Dave Elkington, Cllr Melrose	06/05/2025	13 November 2024	O&S have requested an update in six months time to include data and feedback from users of the Pump Rooms, not just users of the Customer Service Centre.	
Kenilworth Wardens update	Darren Knight, Becky Burridge	03/06/2025	15/10/2024		
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	03/06/2025 - Short update to be provided via email before the meeting	O&S February 2023	Every 3 months until further notice	1, 2, and 3
<p>Summary of the role, responsibilities and performance of the SWCSP.</p> <p>Invite Councillor Falp (non-Exec rep) and the PH Safer Communities to O&S (This report was originally scheduled 2023/24 so the reps for that year were Councillors Sinnott and Falp)</p> <p>See minute 76, 6 February 2024 for details requested in the report.</p>	Liz Young / Marianne Rolfe.	03/06/2025	This is a Statutory requirement	Annual report next due March 2026	5

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<p>Shakespeare’s England report from Shakespeare’s England to attend O&S to answer questions from Members (Phil sending invitation to Operations Director Darren Tosh – darren@shakespeares-england.co.uk)</p>	<p>Phil Clarke – Head of Place, Arts and Economy. Jo Randall – Senior Economic Development Officer</p>	<p>08/07/2025</p>	<p>04/02/2025</p>	<p>O&S require a performance review of the last two years, to establish the value being delivered to residents and businesses. The report should explain what Shakespeare’s England is, whether a ltd company, how and by who it is funded (with financials), what are the performance expectations, if Shakespeare’s England are meeting these expectations, and if not why.</p>	

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Fly Tipping performance report	Zoe Court	08/07/2025	21 January 2025	O&S have requested a report on fly tipping. To date, the Council only record fly tipping recovered on Council land, and not from public land. The Committee wish for further explanation.	
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	02/09/2025 - Short update to be provided via email before the meeting	O&S February 2023	Every 3 months until further notice	1, 2, and 3
Change Programme – Case for Change	Darren Knight; Councillor Davison	02/09/2025	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.	

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Performance Update from HEART To invite representatives from HEART – Jane Grant and Dawn Dawson.	Lisa Barker	11/11/2025	O&S Feb 2025		
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
Procurement Act 2023 To consider a report from Finance 12 months on.	Andrew Rollins / Steven Leathley	Feb 2026	Chair briefing on 03/02/25 to discuss Cabinet agenda 06/02/2025		
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
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

Scheduled Briefing Notes to All Councillors requested by the Committee

Title	Lead Officer	Update Due by (end of Month)
Revised Arrangements for Destination Management Organisations including LVEP	Martin O’Neil	Briefing paper was covered, with agreement from Committee Chair, through a report to Cabinet in February 2025.
Review on the Identification and Remediation of Damp and Mould in Council Homes to include: <ul style="list-style-type: none"> • What was happening with the policy; • Was it being put into action; and • The impact it has made 	Lisa Barker, Interim Assets Manager and Darren Knight Councillor Adkins	February 2025

Title	Lead Officer	Update Due by (end of Month)
<p>Resident Engagement Strategy (report to Cabinet August 2023). The Committee is keen to understand a) how is it going? And b) what are we learning? (include some examples of changes that have been made as a result of the consultation.) - Change to Councillor Briefing session in first instance covering these areas. Also raised by Asset Compliance Committee as an area that needs to be understood</p> <p>The question that sits behind this is as-to whether this is a good use of the Council's resources. There are benefits to us as a Council from getting resident feedback and what we'd like to get is visibility of those. This is 'value for money' in its broadest sense (No need to come with figures and a ROI.)</p> <p>Housing is one of the biggest ways that we impact residents' lives and getting a bit more visibility amongst members of some of the good things we do but also some of the challenges residents face will be valuable"</p>	Sally Kelsall/ Councillor Adkins	February 2025
South Warwickshire Local Plan – an update on communication as suggested at O&S 3 December 2024.	Philip Clarke, Head of Place, Arts and Economy; Councillor Chris King	Ask for an update in March/April 2025.
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