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| TITLE | Committee Work Programmes 2014/2015 |
| FOR CONSIDERATION BY | Overview and Scrutiny Management Committee on 13 October 2014 |
| WARD | None Specific |
| DIRECTOR | Andrew Moulton, Head of Governance and Improvement Services |

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AND OVERVIEW AND SCRUTINY COMMITTEES

WORK PROGRAMME 2014/2015

Please note that the work programme is a 'live' document and subject to change at short notice.

The information in this work programme is subject to approval at the meeting of the Committee on 13 October 2014

| DATE OF MEETING | ITEM | PURPOSE OF REPORT | REASON FOR CONSIDERATION | RESPONSIBLE OFFICER / CONTACT OFFICER |
|-----------------|--|---|---|---------------------------------------|
| 13 October 2014 | Balanced Scorecard Monthly Report | To consider monthly Performance Management Information | Standard Item | Andrew Moulton |
| | Council Efficiency Brainstorming Session | To discuss Council efficiencies to date and possible ideas for future efficiencies. | Agenda item following consideration of scrutiny review suggestion in July. | Andy Couldrick, Kevin Jacob |
| | Major ICT Incident Key Points and Lessons Learnt for Action – Update Report on Implementation | To receive an update report on the update of the ICT implementation plan. | It was agreed at the January 2014 meeting that a further update would be provided in July, but this has been reschedule to October. | Mike Ibbitson |

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| | Possible Implications for Scrutiny of the Francis Review Working Group | To consider whether any of the improvements recommended for the Health Overview and Scrutiny Committee could be applied to the Overview and Scrutiny Management Committee and the other Overview and Scrutiny Committees. | Recommendation of the Francis Review Working Group | Kevin Jacob/ Madeleine Shopland |
| | Executive Forward Programme | Standing item | To enable the Committee to have foresight of upcoming Executive Decisions | Democratic Services |
| | Update Report on Meeting between Audit and OSMC Chairman | To note an update from the Chairman on his meeting with the Chairman of the Audit Committee on 1 September 2014. | Update meeting are required under the Council's Constitution | Tim Holton/Kevin Jacob |
| | Reports from Chairman of Overview and Scrutiny Committees/Work Programme | Standing Item | To enable coordination between the Committee and the Committees. | Committees Chairmen |

| DATE OF MEETING | ITEM | PURPOSE OF REPORT | REASON FOR CONSIDERATION | RESPONSIBLE OFFICER / CONTACT OFFICER |
|------------------|---|---|--|---------------------------------------|
| 24 November 2014 | Balanced Scorecard Monthly Report | To consider monthly Performance Management Information | Standard Item | Andrew Moulton |
| | Grass Cutting – Update on Review | To consider a report from the Executive Member and Officers setting out the results of the review of the management of grass cutting. | Request to see the report following item on grass cutting at the July meeting. | Josie Wragg/Julia Woodbridge |
| | Internal Audit Report 2012/2013 Scrutiny Arrangements Action Plan | To receive an update on the implementation of the Action Plan. | Agreed at the March 2014 meeting. | Kevin Jacob |
| | Executive Forward Programme | Standing item | To enable the Committee to have foresight of upcoming Executive Decisions | Democratic Services |

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| | Reports from Chairman of Overview and Scrutiny Committees/Work Programme | Standing Item | To enable coordination between the Committee and the Committees. | Committees Chairman |
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| DATE OF MEETING | ITEM | PURPOSE OF REPORT | REASON FOR CONSIDERATION | RESPONSIBLE OFFICER / CONTACT OFFICER |
|------------------------|---|--|---|--|
| 26 January 2015 | Balanced Scorecard Monthly Report | To consider monthly Performance Management Information | Standard Item | Andrew Moulton |
| | Executive Forward Programme | Standing item | To enable the Committee to have foresight of upcoming Executive Decisions | Democratic Services |
| | Reports from Chairman of Overview and Scrutiny Committees/Work Programme | Standing Item | To enable coordination between the Committee and the Committees. | Committees Chairman |

| DATE OF MEETING | ITEM | PURPOSE OF REPORT | REASON FOR CONSIDERATION | RESPONSIBLE OFFICER / CONTACT OFFICER |
|-----------------|---|--|---|---------------------------------------|
| 24 March 2015 | Balanced Scorecard Monthly Report | To consider monthly Performance Management Information | Standard Item | Andrew Moulton |
| | Executive Forward Programme | Standing item | To enable the Committee to have foresight of upcoming Executive Decisions | Democratic Services |
| | Overview and Scrutiny Management Committee and Overview and Scrutiny Committees Annual Reports | Standing Item | Required by the Constitution | Democratic Services |
| | Reports from Chairman of Overview and Scrutiny Committees /Work Programme | Standing Item | To enable coordination between the Committee and the Committees. | Committees Chairmen |

CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

| DATE OF MEETING | ITEM | PURPOSE OF REPORT | REASON FOR CONSIDERATION | RESPONSIBLE OFFICER / CONTACT OFFICER |
|-----------------|--|--|---|---------------------------------------|
| 3 Nov 2014 | Future Role of WBC as a provider of LEA statutory services Update for Task & Finish Group | To receive and update on the investigation of future role of Wokingham Borough Council as provider of Local Education Authority statutory requirements/service | Issue referred from Management Committee | Judith Ramsden |
| | Review of the Effectiveness of Governing Bodies - Monitoring | To receive a monitoring report on the implementation of the approved recommendations the Report on the review of the Effectiveness of Governing Bodies - | To monitor implementation of the Review recommendations | Head of Learning & Achievement |
| | Narrowing the Gap | To receive a report on the progress made on Narrowing the Gap in the performance of pupils on receipt of Pupil Premium Grant | Follow up on recommendation in the Ofsted report | Head of Learning & Achievement |
| | Update on delivering effective safeguarding services | To receive a regular update on the | Standing item to monitor safeguarding services | Head of Social Care and Intervention |

| DATE OF MEETING | ITEM | PURPOSE OF REPORT | REASON FOR CONSIDERATION | RESPONSIBLE OFFICER / CONTACT OFFICER |
|------------------------|--|--|--|--|
| | Children's Services Performance Indicators in the Balanced Scorecard | To receive an update and monitor Children's Services performance measured in the Balanced Scorecard <i>To include a more detailed report on indicator 6 within the Keeping Children Safe Section – "Safeguarding: % of referrals that are repeat referrals to Children's Social Care"</i> | Standing Item To enable the Committee to assess performance and identify areas of concern | Children's Services Performance & Information Team |
| | School Performance Indicators and Ofsted reports, School Improvement | To receive information on schools' performance, and to review recent Ofsted Reports | Standing item to enable the Committee to assess performance and identify areas of concern | Head of Learning & Achievement |
| | Children's Services O and S Panel Forward Programme | To consider the forward programme of the Panel | Standing Item | Democratic Services |
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| 13 January 2015 | National and Local Performance Indicators | To receive an update and monitor Children's Services performance measured by local and national indicators | Standing Item To enable the Committee to assess performance and identify areas of concern | Children's Services Performance & Information Team |

| DATE OF MEETING | ITEM | PURPOSE OF REPORT | REASON FOR CONSIDERATION | RESPONSIBLE OFFICER / CONTACT OFFICER |
|---------------------|--|--|--|--|
| | Update on delivering effective safeguarding services | To receive a regular update on the | Standing item to monitor safeguarding services | Head of Social Care and Intervention |
| | School Performance Indicators and Ofsted reports, School Improvement | To receive information on schools' performance, and to review recent Ofsted Reports | Standing item to enable the Committee to assess performance and identify areas of concern | Head of Learning & Achievement |
| | Children's Services O and S Panel Forward Programme | To consider the forward programme of the Panel | Standing Item | Democratic Services |
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| 2 March 2015 | National and Local Performance Indicators | To receive an update and monitor Children's Services performance measured by local and national indicators | Standing Item To enable the Committee to assess performance and identify areas of concern | Children's Services Performance & Information Team |
| | Update on delivering effective safeguarding services | To receive a regular update on the | Standing item to monitor safeguarding services | Head of Social Care and Intervention |

| DATE OF MEETING | ITEM | PURPOSE OF REPORT | REASON FOR CONSIDERATION | RESPONSIBLE OFFICER / CONTACT OFFICER |
|-----------------|--|---|---|---------------------------------------|
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| | School Performance Indicators and Ofsted reports, School Improvement | To receive information on schools' performance, and to review recent Ofsted Reports | Standing item to enable the Committee to assess performance and identify areas of concern | Head of Learning & Achievement |
| | Children's Services O and S Panel Forward Programme | To consider the forward programme of the Panel | Standing Item | Democratic Services |
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COMMUNITY PARTNERSHIPS OVERVIEW AND SCRUTINY COMMITTEE
Work Programme from September 2014

Please note that the work programme is a 'live' document and subject to change at short notice.

The information in this work programme is subject to approval at the Committee meeting scheduled for 11 November 2014.

The order in which items are listed at this stage may not reflect the order they subsequently appear on the agenda / are dealt with at the scrutiny meeting.

All Meetings start at 7pm in the Civic Offices, Shute End, Wokingham, unless otherwise stated.

COMMUNITY PARTNERSHIPS
OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

| DATE OF MEETING | ITEM | PURPOSE OF REPORT | REASON FOR CONSIDERATION | RESPONSIBLE OFFICER / CONTACT OFFICER |
|------------------|--|---|---------------------------------------|---------------------------------------|
| 1 September 2014 | Armed Forces Community Covenant | To receive an update | Update requested by the Chairman | Dave Allen |
| | Review of Amenity Vehicle Provision | To consider terms of reference and timescales for a possible review | Referred to the Committee by the OSMC | Peter Baveystock |
| | Work Programme | To consider the work programme for the Committee for 2014/15 | Standing item | Democratic Services |

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| 27 October 2014 Extra-ordinary Meeting | Review of Amenity Vehicle Provision | To consider a safety report and discuss issues with users of the service | Referred to the Committee by the OSMC | Peter Baveystock |
| 11 November 2014 | Work Programme | To consider the work programme for the committee for 2014/15 | Standing item | Democratic Services |
| | Review of Outside Bodies Appointments | To consider terms of reference and timescales for a review | Referred to the Committee by the OSMC | Democratic Services |
| 22 January 2015 | Work Programme | To consider the work programme for the committee for 2014/15 | Standing item | Democratic Services |
| 11 March 2015 | Annual Report | To receive the Committee's annual report | Standing item | Democratic Services |
| | Work Programme | To consider the work programme for the committee for 2014/15 | Standing item | Democratic Services |

**POTENTIAL ITEMS FOR REVIEW REFERRED FROM THE OVERVIEW AND SCRUTINY
MANAGEMENT COMMITTEE FOR 2014/15**

| DATE OF MEETINGS | ITEM | PURPOSE OF REVIEW | REASON FOR CONSIDERATION | RESPONSIBLE OFFICER / CONTACT OFFICER |
|------------------|---|--|---------------------------------------|---|
| TBC | Personal Budgets. | Previous reviews undertaken of "Putting People First" in 2009 and Adult Social Care (2013) have looked at some aspects of this topic. | Referred to the Committee by the OSMC | Issue being considered by HOSC / Health and Wellbeing Board |
| | Work Opportunities for People with Learning Difficulties and Mental Health Issues. | OSMC suggested that the Council should lead by example and find innovative but legal ways of encouraging the employment of people with learning difficulties and mental health problems. | Referred to the Committee by the OSMC | Issue being considered by HOSC / Health and Wellbeing Board |
| | Fairer Contributions - Changes to Charges for Adult Social Care | Executive item currently on hold on the Executive Forward Programme. OSMC had previously expressed an interest in the item and wanted to consider the draft Executive report or receive a briefing prior to an Executive decision. | Referred to the Committee by the OSMC | Issue being considered by HOSC / Health and Wellbeing Board |

CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE
Work Programme from September 2014

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**CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE
WORK PROGRAMME 2014/15**

| DATE OF MEETING | ITEM | PURPOSE OF REPORT | REASON FOR CONSIDERATION | RESPONSIBLE OFFICER / CONTACT OFFICER |
|------------------------|---|---|---------------------------------------|--|
| 10 November 2014 | Planning Enforcement Service Action Plan and Consultation on the Local Plan | To consider the consultation on the local enforcement plan that will set out the Council's policy and procedure to address improvements to the service. | Requested by the Committee | Heather Thwaites / Clare Lawrence |
| | Wokingham Borough Council – How it Learns as an Organisation | To receive a briefing on the embedding of a learning culture within the Council | Referred to the Committee by the OSMC | Graham Ebers |
| | Update on planning for the Combined Elections in 2015 (including an explanation about IER, how it works and what impact, if any, it will have on the combined elections in 2015) | To provide an update to Committee on preparations for combined Local and Parliamentary electoral polls in 2015. | Referred to the Committee by the OSMC | Andrew Moulton / Alison Wood |

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| | Work Programme | To consider the work programme for the committee for 2014/15 | Standing item | Democratic Services |
| 14 January 2015 | Work Programme | To consider the work programme for the committee for 2014/15 | Standing item | Democratic Services |
| | Wokingham Town Car Parks Strategy and Council Car Parks Strategy | To receive a report on activity and achievements and to receive feedback on the consultation carried out earlier this year | Referred to the Committee by the OSMC | Matt Davey |
| | Review of Commuter Parking | To consider terms of reference for a possible review | Referred to the Committee by the OSMC | Councillors Norman Jorgensen and Lindsay Ferris |
| | Review of Town Centre Regeneration Scheme | To consider the business case for the regeneration of the town centre and to scope the review | Referred to the Committee by the OSMC | Executive Member for Regeneration and Bernie Pich |
| 10 March 2015 | Work Programme | To consider the work programme for the committee for 2014/15 | Standing item | Democratic Services |
| | Upkeep and Maintenance of Sports Pitches | To receive a report on the upkeep and maintenance of sports pitches in the Borough and to consider whether their condition has an impact on usage and revenue | Referred to the Committee by the OSMC | Beverley Thomson |

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| | Decent Homes Standard | To receive a report on progress towards meeting the standard and targets | Referred to the Committee by the OSMC | Stuart Rowbotham / Simon Price |
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HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Work Programme 2014/15 from July 2014

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| DATE OF MEETING | ITEMS | PURPOSE OF REPORT AND REASON FOR CONSIDERATION | REPORTING OFFICER AND OFFICER CONTACT | COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE | COMMENTS |
|--------------------------|---|---|--|--|----------|
| Tuesday 18 November 2014 | Increased A&E attendance of Wokingham residents aged in their 40s-60s | To receive an update on increasing A&E attendance of Wokingham residents aged in their 40s-60s. | RBH/CCG/Public Health | Look after the vulnerable Improve health, wellbeing and quality of life | |
| | Update on RBH – (from CCG as commissioners) | To receive an update from commissioners on the main acute trust serving Wokingham residents | CCG | Look after the vulnerable Improve health, wellbeing and quality of life | |
| | Preparedness for obligations of the Care Bill | To seek assurance regarding the Council's preparedness for meeting the obligations of the Care Bill (assuming Royal Assent) | Director Health and Wellbeing/ Head of Adult Social Care | Look after the vulnerable Improve health, wellbeing and quality of life | |
| | Update from Health and Wellbeing Board | To inform HOSC of the work of the HWB | Chairman Health & Wellbeing Board | Look after the vulnerable Improve health, wellbeing and quality of life | |
| | Adult Safeguarding Annual Report | General update and review of the Annual Report | Sarah O'Connor, Adult Safeguarding Service Manager | Look after the vulnerable Improve health, wellbeing and | |

| DATE OF MEETING | ITEMS | PURPOSE OF REPORT AND REASON FOR CONSIDERATION | REPORTING OFFICER AND OFFICER CONTACT | COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE | COMMENTS |
|-----------------|------------------------------------|--|---------------------------------------|--|----------|
| | | | | quality of life | |
| | Performance Outcomes Report | To monitor performance | CCG | Improve health, wellbeing and quality of life | |
| | Health Consultation Report | Standing item | Democratic Services | Improve health, wellbeing and quality of life | |
| | Healthwatch update | Standing item | Democratic Services | Look after the vulnerable Improve health, wellbeing and quality of life | |
| | Work Programme | Standing item | Democratic Services | | |

| DATE OF MEETING | ITEMS | PURPOSE OF REPORT AND REASON FOR CONSIDERATION | REPORTING OFFICER AND OFFICER CONTACT | COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE | COMMENTS |
|------------------------|---|---|---------------------------------------|--|----------|
| Monday 19 January 2015 | Update on RBH | To receive a general update on performance, patient satisfaction and any issues identified in the CQC inspection (March 2014) | RBH | Look after the vulnerable Improve health, wellbeing and quality of life | |
| | Workforce use – increased use of nurses and patients' views | To receive information on increasing use of nurses | CCG/Healthwatch | Look after the vulnerable Improve health, wellbeing and quality of life | |
| | Briefing on effect of pollution on public health and wellbeing in Wokingham Borough | To determine if this is an area of concern for the Borough | Public Health | Improve health, wellbeing and quality of life | |
| | Performance Outcomes Report | To monitor performance | CCG | Improve health, wellbeing and quality of life | |
| | Health Consultation Report | Standing item | Democratic Services | Improve health, wellbeing and quality of life | |
| | Healthwatch update | Standing item | Democratic Services | Look after the vulnerable Improve health, wellbeing and | |

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|-----------------|----------------|--|---------------------------------------|--|----------|
| | | | | quality of life | |
| | Work Programme | Standing item | Democratic Services | | |

| DATE OF MEETING | ITEMS | PURPOSE OF REPORT AND REASON FOR CONSIDERATION | REPORTING OFFICER AND OFFICER CONTACT | COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE | COMMENTS |
|----------------------|---|---|---------------------------------------|--|----------|
| Monday 23 March 2015 | Update on implementation of Better Care Fund Plan (particularly integration of short term care) | To update the Committee on progress being made | Adult Social Care / CCG | Look after the vulnerable Improve health, wellbeing and quality of life | |
| | Update from Health and Wellbeing Board | To inform HOSC of the work of the HWB | Chairman Health & Wellbeing Board | Look after the vulnerable Improve health, wellbeing and quality of life | |
| | Draft Work Programme 2015/16 | To consider the Committee's draft Work Programme for 2015/16 | Democratic Services | | |
| | Healthwatch Wokingham Borough Annual Report | To receive the annual report of Healthwatch Wokingham Borough | Healthwatch Wokingham Borough | Look after the vulnerable Improve health, wellbeing and quality of life | |
| | Performance Outcomes Report | To monitor performance | CCG | Improve health, wellbeing and quality of life | |
| | Health Consultation Report | Standing item | Democratic | Improve health, | |

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|-----------------|-------|--|---------------------------------------|--|----------|
| | | | Services | wellbeing and quality of life | |

Currently unscheduled topics:

- Draft Quality Accounts
 - Berkshire Healthcare NHS Foundation Trust
 - Royal Berkshire Hospital NHS Foundation Trust
 - South Central Ambulance NHS Foundation Trust
- Ambulance queuing and bed blocking
- CCG Funding allocation
- Access to cataract services

Possible topics for 2015/16:

- Berkshire Public Health Agreement
- Sexual health contract procurement look back (for early 2015/16)
- Health Protection Arrangements

Possible referrals to Children's Services Overview and Scrutiny Committee/ joint working

- School nursing – involving internal and external partners
- 0-5 health offer (health visiting service) – late 2015/16?