

# **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AND OVERVIEW AND SCRUTINY COMMITTEES**

## **WORK PROGRAMME 2015/2016**

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

**The information in this work programme including report titles is draft and is  
subject to approval at the meeting of the Committee on 1 June 2015**

<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>RESPONSIBLE OFFICER / CONTACT OFFICER</b>
<b>1 June 2015</b>	<b>Consideration of Requests for Overview and Scrutiny Reviews 2015/2016 and Committees Work Programme 2015/2016</b>	To consider a list of submitted overview and scrutiny review suggestions for the 2015/2016 municipal year in light of the work programmes of the Overview and Scrutiny Committees and the Council's Corporate Vision and Priorities.	To enable the Committee to consider and plan Overview and Scrutiny Activity in the forthcoming year	
	<b>Executive Forward Programme</b>	Standing item	To enable the Committee to have foresight of upcoming Executive Decisions	Democratic Services

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<b>27 July 2015</b>	<b><i>Update on the Work of the Strategic Asset Project Group and the Asset Management Plan –(provisional)</i></b>	To provide an update on the work on the Strategic Asset Project Group and the production of the Asset Management Plan	Suggested by Graham Ebers, Director Finance and Resources in October 2014	Graham Ebers/ Chris Gillett
	<b>Balanced Scorecard Year End 2014/2015 (Old Format)</b>	To provide performance management information for the Council over the 2014/2015 financial year.	Standards Item	Julie Holland
	<b>Executive Forward Programme</b>	Standing item	To enable the Committee to have foresight of upcoming Executive Decisions	Democratic Services
	<b>Reports from Chairman of Overview and Scrutiny Committees/Work Programme</b>	Standing Item	To enable coordination between the Committee and the Committees.	Committees Chairmen

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7 Sept 2015				
	<b>Executive Forward Programme</b>	Standing item	To enable the Committee to have foresight of upcoming Executive Decisions	Democratic Services
	<b>Reports from Chairman of Overview and Scrutiny Committees/Work Programme</b>	Standing Item	To enable coordination between the Committee and the Committees.	Committees Chairman

<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>RESPONSIBLE OFFICER / CONTACT OFFICER</b>
<b>2 Nov 2015</b>	<b><i>Council Tax Single Person Discount Reviews – (provisional)</i></b>	To receive updated Comparison Data from other authorities	Committee request at November 2014 meeting.	Rob Stubbs
	<b>Balanced Scorecard Quarterly 1 2015/2016 Report</b>	To consider the latest Council performance management information.	Standard Item	Julie Holland
	<b>Executive Forward Programme</b>	Standing item	To enable the Committee to have foresight of upcoming Executive Decisions	Democratic Services
	<b>Reports from Chairman of Overview and Scrutiny Committees/Work Programme</b>	Standing Item	To enable coordination between the Committee and the Committees.	Committees Chairman

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<b>11 Jan 2016</b>	<b><i>Business Continuity Update – Emergency Alert Mechanisms – (provisional)</i></b>	To receive an update on Business Continuity Arrangements including arrangements for emergency alerts.	Agreed by the Committee 24 March 2015	Brett Dyson/ Kevin Jacob
	<b>Balanced Scorecard 2015/2016 Quarterly 2 Report</b>	To consider the latest Council performance management information.	Standard Item	Julie Holland
	<b>Executive Forward Programme</b>	Standing item	To enable the Committee to have foresight of upcoming Executive Decisions	Democratic Services
	<b>Reports from Chairman of Overview and Scrutiny Committees /Work Programme</b>	Standing Item	To enable coordination between the Committee and the Committees.	Committees Chairmen

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<b>7 Mar 2016</b>	<b>Balanced Scorecard 2015/2016 Quarterly 3 Report</b>	To consider the latest Council performance management information.	Standard Item	Julie Holland
	<b>Overview and Scrutiny Management Committee and Committees Annual Report 2015/2016</b>	To consider the Committee's Annual Report.	Standard Item	Kevin Jacob
	<b>Executive Forward Programme</b>	Standing item	To enable the Committee to have foresight of upcoming Executive Decisions	Democratic Services
	<b>Reports from Chairman of Overview and Scrutiny Committees /Work Programme</b>	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
<b>21 July 2015</b>	Delivering Effective Safeguarding Services	To receive a regular update including: <ul style="list-style-type: none"> <li>an update on the recruitment and retention strategy.</li> <li>Early Help and Innovations programme – report from Thames Valley Police (TVP) on their contribution to the Front Door work stream</li> </ul>	Standing item to monitor safeguarding services <ul style="list-style-type: none"> <li>To receive and update</li> <li>To receive information on the work stream</li> </ul>	Head of Social Care and Intervention/ HR  TVP
	Special Education Needs and Disability (SEND) Reforms	To receive a report on the implementation of the new requirements for the provision of SEND services under the Children and Families Act	To inform the Committee of the new service provision.	Brian Grady/ Kathy Roberts



<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>RESPONSIBLE OFFICER / CONTACT OFFICER</b>
	Children's Partnership	To receive a report on the work of the Children's Partnership which is one of as one of the Health & Wellbeing Board Partnership Groups which have responsibility for the implementation of designated programmes within the Health & Wellbeing Strategy.  (One of the functions of the Committee is to scrutinise/review the issues that relate to the implementation of designated programmes within the Health & Wellbeing Strategy that relate to children and young people).	To inform the Committee of the activities of the Partnership to allow its work to be scrutinised/reviewed	Judith Ramsden/ Brian Grady
	Children's Services Performance Indicators	To receive an update and monitor Children's Services performance measured by local indicators	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 Committee Forward Programme	To consider the forward programme of the Committee	Standing Item	Democratic Services

<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>RESPONSIBLE OFFICER / CONTACT OFFICER</b>
<b>22 Sept 2015</b>	Annual Report of Wokingham Safeguarding Children Board	To consider the Wokingham Local Safeguarding Children Board's (WSCB) Annual Report	To monitor the work of the WSCB	Children's Services /WSCB
	Delivering Effective Safeguarding Services	To receive a regular update, including the impact of the Early Help and Innovations Programme	Standing item to monitor safeguarding services	Head of Social Care and Intervention
	Children's Services Performance Indicators	To receive an update and monitor Children's Services performance measured by local indicators	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 Committee Forward Programme	To consider the forward programme of the Committee	Standing Item	Democratic Services

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<b>27 Oct 2015</b>	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/ Governor Services
	Impact of the Apprenticeship Programme	To receive a report giving details of the programme to provide apprenticeships for young people.	To monitor this provision	
	Delivering Effective Safeguarding Services	To receive a regular update	Standing item to monitor safeguarding services	Head of Social Care and Intervention
	Children's Services Performance Indicators	To receive an update and monitor Children's Services performance measured by local indicators	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

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	Children's Services O and S Committee Forward Programme	To consider the forward programme of the Committee	Standing Item	Democratic Services
<b>2 Dec 2015</b>				
	Children's Services Performance Indicators	To receive an update and monitor Children's Services performance measured by local indicators	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 Committee Forward Programme	To consider the forward programme of the Committee	Standing Item	Democratic Services

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<b>23 Feb 2016</b>	Children's Services Performance Indicators	To receive an update and monitor Children's Services performance measured by local indicators	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 Committee Forward Programme	To consider the forward programme of the Committee	Standing Item	Democratic Services

## **COMMUNITY PARTNERSHIPS OVERVIEW AND SCRUTINY COMMITTEE**

### **Work Programme from June 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 Committee meeting scheduled for 15 June 2015.**

*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
<b>15 June 2015</b>	<b>Work Programme</b>	To consider the work programme for the committee for 2015/16	Standing item	Democratic Services
	<b>Review of Outside Bodies Appointments – Update on review of accountability/reporting structure of voluntary/community organisations that are working in partnership with WBC</b>	To receive a briefing on the review of accountability/reporting structure of voluntary/community organisation working with WBC	Requested by the Committee March 2015 as part of the review on outside bodies.	Brian Grady
<b>9 Sept 2015</b>	<b>Work Programme</b>	To consider the work programme for the Committee for 2015/16	Standing item	Democratic Services

<b>9 Nov 2015</b>	<b>Work Programme</b>	To consider the work programme for the Committee for 2015/16	Standing item	Democratic Services
<b>18 Jan 2016</b>	<b>Work Programme</b>	To consider the work programme for the Committee for 2015/16	Standing item	Democratic Services
<b>14 Mar 2016</b>	<b>Update on the Progress of the Community Café at Shuters, Wokingham Borough Council</b>	To consider an update report on how the project has developed from the group of young people running the Café.	Requested by the Committee in March 2015	Brian Grady
	<b>Work Programme</b>	To consider the work programme for the Committee for 2015/16	Standing item	Democratic Services



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

<b>DATE OF MEETINGS</b>	<b>ITEM</b>	<b>PURPOSE OF REVIEW</b>	<b>REASON FOR CONSIDERATION</b>	<b>RESPONSIBLE OFFICER / CONTACT OFFICER</b>
<b>TBC</b>	<b>Possible income generation opportunities from the Crossrail project</b>	To consider possible income generation opportunities from the Crossrail project	Referred to the Committee by the OSMC	Chairman / Committee

**CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE**  
**Work Programme from June 2015**

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**The information in this work programme is subject to approval at the Committee meeting scheduled for 22 June 2015**

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**All Meetings start at 7.00pm in the Civic Offices, Shute End, Wokingham, unless otherwise stated.**

## CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2015/16

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
22 June 2015	<b>Work Programme</b>	To consider the work programme for the committee for 2014/15	Standing item	Democratic Services
	<b>Planning Enforcement Service Action Plan and Consultation on the Local Plan</b>	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
	<b>Review of Commuter Parking</b>	To carry out the review of commuter parking.	Referred to the Committee by the OSMC	Councillors Norman Jorgensen and Lindsay Ferris
	<b>Review of Town Centre Regeneration Scheme</b>	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 / Bernie Pich

	<b>Upkeep and Maintenance of Sports Pitches</b>	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	Josie Wragg
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## HEALTH OVERVIEW AND SCRUTINY COMMITTEE

### Work Programme 2015/16 from June 2015

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

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE	COMMENTS
Wednesday 3 June 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	
	Suicide prevention	To receive an update regarding suicide prevention in the Borough.	Public Health	Look after the vulnerable  Improve health, wellbeing and quality of life	
	Update on implementation of the Care Act 2014	To receive an update on the implementation of the first phase of the Care Act 2014.	Stuart Rowbotham, Director of Health and Wellbeing	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	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE	COMMENTS
	<b>Health Consultation Report</b>	Standing item	Democratic Services	Improve health, wellbeing and quality of life	
	<b>Healthwatch update</b>	Standing item	Democratic Services	Look after the vulnerable  Improve health, wellbeing and quality of life	
	<b>Forward Programme 2015/16</b>	To discuss possible forward programme for 2015/16	HOSC		

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE	COMMENTS
Tuesday 28 July 2015	Sexual health contract procurement look back	For information	Public Health	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	
	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
Tuesday 29 September 2015	<b>Performance Outcomes Report</b>	To monitor performance	CCG	Improve health, wellbeing and quality of life	
	<b>Health Consultation Report</b>	Standing item	Democratic Services	Improve health, wellbeing and quality of life	
	<b>Healthwatch update</b>	Standing item	Democratic Services	Look after the vulnerable  Improve health, wellbeing and quality of life	
	<b>Work Programme</b>	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 30 November 2015	Report of the possible implications for scrutiny of the Francis Report Working Group – follow up of recommendations	To follow up on recommendations of possible implications for scrutiny of the Francis Report Working Group	Madeleine Shopland	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	
	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
Tuesday 26 January 2016	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	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE	COMMENTS
Wednesday 23 March 2016	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	
	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	

**Currently unscheduled topics:**

- Draft Quality Accounts
  - Berkshire Healthcare NHS Foundation Trust
  - Royal Berkshire Hospital NHS Foundation Trust
  - South Central Ambulance NHS Foundation Trust