

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 7 September 2015**

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
7 Sept 2015	Balanced Scorecard Quarter 1 2015/2016	To provide performance management information for the Council over the 2015/2016 financial year so the Committee can identify possible areas requiring further action.	Standard Item	Julie Holland
	Open Green Spaces – Update	To receive a presentation from Josie Wragg, Head of Community Services and Pete Baveystock, Service Manager Cleaner and Greener Services on: issues addressed since the last meeting, successes since the last briefing, procurement of the new Contract and future considerations. To seek assurance that the proposed contract would meet the needs of local residents.	Committee request at the 24 March meeting.	Josie Wragg/ Peter Baveystock
	Highways and Transport Service Review Update	To provide the Committee on an update on the progress of the review of the Highways Service Review in light of stakeholder engagement.	Committee request at the 24 March meeting.	Sarah Hollamby/Matt Davey

	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
2 Nov 2015	<i>Council Tax Single Person Discount Reviews – (provisional)</i>	To receive updated Comparison Data from other authorities	Committee request at November 2014 meeting.	Rob Stubbs
	<i>Update on the Work of the Strategic Asset Project Group and the Asset Management Plan –(provisional)</i>	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
	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
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DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
11 Jan 2016	<i>Business Continuity Update – Emergency Alert Mechanisms – (provisional)</i>	To receive an update on Business Continuity Arrangements including arrangements for emergency alerts.	Agreed by the Committee 24 March 2015	Brett Dyson/ Kevin Jacob
	Balanced Scorecard 2015/2016 Quarterly 2 Report	To consider the latest Council performance management information.	Standard Item	Julie Holland
	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 Chairmen
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DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
7 Mar 2016	Balanced Scorecard 2015/2016 Quarterly 3 Report	To consider the latest Council performance management information.	Standard Item	Julie Holland
	Overview and Scrutiny Management Committee and Committees Annual Report 2015/2016	To consider the Committee's Annual Report.	Standard Item	Kevin Jacob
	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 Chairmen

Items to be confirmed.

Library Offer	To provide the Committee with further information relating to the Council's proposed Library Offer for residents which is intended to demonstrate what residents can expect from the Council's library service.	Committee request at the 27 July meeting	Mark Redfearn/ Heather Thwaites
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CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
22 Sept	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
	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
	Annual Report of Corporate Parenting Board	To receive the annual report of the Corporate Parenting Board	To monitor the implementation of the recommendations of the Looked After Children Review	Judith Ramsden/ Head of Safeguarding and Social Care

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
	Draft Primary School Places Strategy	To consider an update on the development of the Primary School Places Strategy	To receive and update on the input of the task & finish group	Judith Ramsden/Piers Brunning
	The Process of School Budget Setting and funding allocation	Following a scrutiny request, to consider setting up a review of the process around setting school budgets and funding allocation, including the funding formula and opportunities to influence Government	Review request referred from Overview & Scrutiny Management Committee	Rob Stubbs/Alan Stubbersfield
	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

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
27 Oct	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, including the impact of the Early Help and Innovations Programme	Standing item to monitor safeguarding services	Head of Social Care and Intervention
	School Improvement and Delivery Model	To receive a report on School Improvement and the Delivery Model	To update the Committee	Head of Learning & Achievement
	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

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
2 Dec	Primary School Place Strategy	To receive and update on the implementation of the strategy	To monitor the situation in light of following the review request.	
	Delivering Effective Safeguarding Services	To receive a regular update including: <ul style="list-style-type: none"> Update on the development of the MASH. 	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 Achievement Gap Review	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

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
23 Feb 2016	Delivering Effective Safeguarding Services	To receive a regular update including: <ul style="list-style-type: none"> an update on the recruitment and retention strategy. 	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

COMMUNITY AND CORPORATE 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 27 July 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 7.00pm in the Civic Offices, Shute End, Wokingham, unless otherwise stated.

COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2015/16

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
23 Sept 2015	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.	Josie Wragg
	Review of Town Centre Regeneration Scheme	To consider further financial information in relation to the business case for regeneration and thus provide assurance relating to the project.	Further information requested by the Committee on 22 June 2015	Executive member for Regeneration / Bernie Pich
	Work Programme	To consider the work programme for the committee for 2015/2016 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
23 Nov 2015	Road Repairs - impact of expected initiatives around customer service and public and ward Member road repair notifications.	To receive an initial report on the issue to include impact of expected initiatives around customer service and public and ward Member road repair notifications so the Committee can seek assurance that current arrangements are effective.	Referred by the Overview and Scrutiny Management Committee	Matt Davey
	Review of Outside Bodies Appointments – Update on Review of the Voluntary Sector by the Deputy Executive Member for Regeneration and Communities	Following on from the work of the Community Partnerships Overview and Scrutiny Committee to receive an update from the Deputy Executive Member for Regeneration and Community Services on the review of voluntary sector outside bodies. This will enable the Committee to seek reassurance regarding the Council's appointment to these outside bodies.	Transferred from Community Partnerships Overview and Scrutiny Management Committee	Brian Grady/ Mark Ashwell

	To assess and review and the potential impact of the Government's Right to Buy Scheme	To consider how to progress a review of this scrutiny review subject.	Review referred to the Committee by the Overview & Scrutiny Management Committee	Stuart Rowbotham/ Simon Price
	Update from Executive Member for Highways and Planning on Council Policy on Houses of Multiple Occupation	For the Committee to receive an update from the Executive Member for Planning and Highways on the Council's policies towards Houses of Multiple Occupation, (HMOs) so that the Committee can seek assurance that adequate measures are in place to protect the interests of residents.	OSMC request at its meeting on 27/07/15 that the Executive Member consider the Council's policy towards HMOs and report back	Councillor John Kaiser/ Clare Lawrence
	Work Programme	To consider the work programme for the committee for 2015/2016 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
20 Jan 2016	Work Programme	To consider the work programme for the committee for 2015/2016 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
14 Mar 2016	Update on the Progress of the Community Café at Shutters, Wokingham Borough Council	To consider an update report on how the project has developed from the group of young people running the Café in order that the Committee can understand the impact and value added of the project.	Requested by the Community Partnership O & S Committee in March 2015 <i>(Transferred from the Community Partnerships O & S Forward Programme)</i>	Brian Grady
	Work Programme	To consider the work programme for the committee for 2015/2016 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

POTENTIAL ITEMS FOR REVIEW REFERRED FROM THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
TBC	Possible income generation possibilities from the Cross Rail project	To consider possible income generation opportunities from the Crossrail project.	Referred to the Community Partnerships O & S Committee by the Overview & Scrutiny Management <i>(Transferred from the Community Partnerships O & S Committee Forward Programme).</i>	

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
Tuesday 29 September 2015	Briefing on the impact of the closure of the Independent Living Fund	To determine the possible impact on residents and the Council that the closure of the Independent Living Fund would have	Stuart Rowbotham	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 and for HOSC to hold the Board to account	Chairman Health & Wellbeing Board	Look after the vulnerable Improve health, wellbeing and quality of life	
	Executive Member for Health and Wellbeing – update on area of responsibility	To update the Committee on his area, including the impact of the delay of the second phase of the Care Act	Democratic Services	Look after the vulnerable Improve health, wellbeing and quality of life	
	Performance Outcomes Report	To monitor performance and identify any areas of concern	CCG	Improve health, wellbeing and quality of life	
	Health Consultation Report	Challenge item	Democratic Services	Improve health, wellbeing and quality of life	
	Healthwatch update	Challenge item	Healthwatch Wokingham Borough	Look after the vulnerable	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE	COMMENTS
				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 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	
	Joint Strategic Needs Assessment update	To provide an update on progress made in refreshing the JSNA	Public Health	Look after the vulnerable Improve health, wellbeing and quality of life	
	Update from Council's representative on Berkshire Healthcare NHS Foundation Trust and Royal Berkshire Hospital Foundation Trust – Board of Governors	Councillor Pitts, be invited to the Committee's September meeting to provide an update on his role and share information where appropriate.	Democratic Services	Look after the vulnerable Improve health, wellbeing and quality of life	
	Update on South Central Ambulance Service	To receive an update on SCAS' performance and plans in order to identify any areas of concern		Look after the vulnerable Improve health, wellbeing and quality of life	
	Performance Outcomes Report	To monitor performance and	CCG	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
		identify any areas of concern		quality of life	
	Health Consultation Report	Challenge item	Democratic Services	Improve health, wellbeing and quality of life	
	Healthwatch update	Challenge item	Healthwatch Wokingham Borough	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	Update on CQC	To gain a better understanding of the work of the CQC	CQC	Improve health, wellbeing and quality of life	
	Update from Health and Wellbeing Board	To inform HOSC of the work of the HWB and for HOSC to hold the Board to account	Chairman Health & Wellbeing Board	Look after the vulnerable Improve health, wellbeing and quality of life	
	Performance Outcomes Report	To monitor performance and identify any areas of concern	CCG	Improve health, wellbeing and quality of life	
	Health Consultation Report	Challenge item	Democratic Services	Improve health, wellbeing and quality of life	
	Healthwatch update	Challenge item	Healthwatch Wokingham Borough	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
Wednesday 23 March 2016	Performance Outcomes Report	To monitor performance and identify any areas of concern	CCG	Improve health, wellbeing and quality of life	
	Health Consultation Report	Challenge item	Democratic Services	Improve health, wellbeing and quality of life	
	Healthwatch update	Challenge item	Healthwatch Wokingham Borough	Look after the vulnerable 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
- Update on Berkshire Healthcare Foundation Trust