

DRAFT WORK PROGRAMMES 2023-24

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 by the Overview and Scrutiny Management Committee.

The Overview and Scrutiny Committees will consider their work programmes at the first meeting in the new Municipal Year.

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE 2023-24 WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
11 September 2023	Wokingham Borough Community Vision	To scrutinise the emerging Community Vision and Council Plan	Committee Request	Jackie Whitney
	Q1 Performance Report	To scrutinise corporate performance for Q1 of the 2023/24 Municipal Year	Regular Update	Will Roper
	Adoption of Estate Infrastructure	To consider progress since the Task & Finish Group report in 2020.	Committee Request	Chris Easton/ Andy Glencross
	Consultation Protocol	To scrutinise the updated Consultation Protocol	Committee Request	Dave Allen
	Executive Forward Programme	To consider the Executive and IEMD Forward Programmes and identify any issues for Scrutiny	Regular Update	Neil Carr
	Overview & Scrutiny Work Programmes	To consider the work programmes for the four Overview and Scrutiny Committees	Work Programme	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Regular Update	Neil Carr

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DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
4 October 2023	Refugees and Asylum Seekers	To consider the Council's support for refugees and asylum seekers	Committee Request	George Framalicco
	Continuous Improvement Programme	To consider progress on the Continuous Improvement Programme – including more effective business plans	Committee Request	Sally Watkins
	Traveller Encampments	To consider issues relating to the management of unauthorised traveller encampments in the Borough	Regular Update	George Framalicco
	Executive Forward Programme	To consider the Executive and IEMD Forward Programmes and identify any issues for Scrutiny	Regular Update	Neil Carr
	O&S Work Programmes 23/24	To consider the work programmes for the four Overview and Scrutiny Committees	Work Programme	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Regular Update	Neil Carr

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
15 November 2023	Q2 2023/24 Performance Management	To consider the Q2 Performance Monitoring report	Regular item	Will Roper
	Progress against Council Motions	To consider progress against Council Motions agreed since November 2022	Committee Request	Neil Carr
	Scrutiny Improvement Plan	To consider progress against the Scrutiny Improvement Action Plan	Committee Request	Neil Carr
	Executive Forward Programme	To consider the Executive and IEMD Forward Programmes and identify any issues for Scrutiny	Regular Update	Neil Carr
	O&S Work Programmes 23/24	To consider the work programmes for the four Overview and Scrutiny Committees	Work Programme	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Regular Update	Neil Carr

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
16 January 2023	Leader & CEX	To consider an update on challenges/opportunities from the Leader and Chief Executive	Committee Request	Susan Parsonage
	Thames Water	Follow-up discussions following attendance at June 2023 meeting	Committee request	Neil Carr
	Air Quality	To scrutinise progress against the Council's Air Quality improvement targets	Committee Request	Narinder Brar
	O&S Work Programmes 2024/25	To start discussions on the work programmes for 2024/25	Committee Request	Neil Carr
	Executive Forward Programme	To consider the Executive and IEMD Forward Programmes and identify any issues for Scrutiny	Regular Update	Neil Carr
	O&S Work Programmes 23/24	To consider the work programmes for the four Overview and Scrutiny Committees	Work Programme	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Regular Update	Neil Carr

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
6 February 2023	Q3 Performance Monitoring Report	To consider the Q3 performance monitoring report	Committee request	Neil Carr
	Economic Development Strategy	To consider progress against the Council's Economic Development Strategy	Committee Request	Neil Carr
	Tackling Poverty Strategy	To scrutinise progress against the Council's Tackling Poverty Strategy	Committee Request	Neil Carr
	Executive Forward Programme	To consider the Executive and IEMD Forward Programmes and identify any issues for Scrutiny	Regular Update	Neil Carr
	O&S Work Programmes 23/24	To consider the work programmes for the four Overview and Scrutiny Committees	Work Programme	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Regular Update	Neil Carr

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
March 2023	O&S Work Programmes	To confirm the O&S Work Programmes for 2024/25	Annual item	Neil Carr
	Executive Forward Programme	To consider the Executive and IEMD Forward Programmes and identify any issues for Scrutiny	Regular Update	Neil Carr
	O&S Work Programmes 23/24	To consider the work programmes for the four Overview and Scrutiny Committees	Work Programme	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Regular Update	Neil Carr

CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE 2023/24 WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
6 September 2023	Social Worker Recruitment and Retention Update	To monitor the development and progress of the strategy.	Information item	Children's Services / Adam Davis
	Safety Valve Update	To monitor the development and progress of the programme.	Standing item	Children's Services/ Ming Zhang
	Impact of the Cost of Living crisis	To consider the work being undertaken to support children and young people in the borough in relation to the current cost of living crisis.	Information item	Children's Services/ Helen Watson
	Holiday, Activities & Food programme	To consider the impact of the cost of living crisis on holiday, activities and food programme	Information item	Children's Services / Helen Watson
	KPI's	To consider the key performance indicators	Standing item	Children's Services / Helen Watson
	Post Ofsted Action Plan	To review the Action Plan in response to the ILACS Ofsted inspection	Information item	Children's Services / Helen Watson
	Schools Update	To monitor schools' performance.	Standing item	Children's Services / Ming
	Executive Member Update	To receive an update from the Executive Member for Children's Services.	Standing item	Prue Bray

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	Cost of Living Crisis update	To receive a brief verbal update and decide how to continue to monitor this situation.	Information item	Children's Services / Helen Watson
	Schools Causing Concern – Part 2	To consider the work being undertaken to support schools causing concern in a part 2 session	Standing item	Children's Services/ Ming Zhang
	CSO&S Forward Plan	To consider the forward plan of the Committee	Standing item	Democratic Services/ Luciane Bowker
DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
1 November 2023	Safety Valve Update	To monitor the development and progress of the programme.	Standing item	Children's Services/ Ming Zhang
	Executive Member Update	To receive an update from the Executive Member for Children's Services.	Standing item	Prue Bray
	Schools Update	To monitor schools' performance.	Standing item	Children's Services / Ming
	Schools Causing Concern – Part 2	To consider the work being undertaken to support schools causing concern in a part 2 session	Standing item	Children's Services/ Ming Zhang
	CSO&S Forward Plan	To consider the forward plan of the Committee	Standing item	Democratic Services/ Luciane Bowker
DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
8 January 2024	Executive Member Update	To receive an update from the Executive Member for Children's Services.	Standing item	Prue Bray

	Schools Update	To monitor schools' performance.	Standing item	Children's Services / Ming
	Safety Valve Update	To monitor the development and progress of the programme.	Standing item	Children's Services/ Ming Zhang
	To Review the Post Ofsted Improvement Plan	To monitor the progress of the improvement plan.	Challenge item	Children's Services / Helen Watson
	Schools Causing Concern – Part 2	To consider the work being undertaken to support schools causing concern in a part 2 session	Standing item	Children's Services/ Ming Zhang
	CSO&S Forward Plan	To consider the forward plan of the Committee	Standing item	Democratic Services/ Luciane Bowker
DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
20 March 2024	Safety Valve Update	To monitor the development and progress of the programme.	Standing item	Children's Services/ Ming Zhang
	Schools Update	To monitor schools' performance.	Standing item	Children's Services / Ming
	Executive Member Update	To receive an update from the Executive Member for Children's Services.	Standing item	Prue Bray
	Schools Causing Concern – Part 2	To consider the work being undertaken to support schools causing concern in a part 2 session	Standing item	Children's Services/ Ming Zhang
	CSO&S Forward Plan	To consider the forward plan of the Committee	Standing item	Democratic Services/ Luciane Bowker

CLIMATE EMERGENCY OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
11 July 2023	Climate Emergency Action Plan (CEAP)	To consider the final draft of the Climate Emergency Action Plan prior to submission to full Council in September 2023	Committee Request	Sabrina Chiaretti
	Work Programme	To consider the Committee's Work Programme for 2023/24 – to be informed by the CEAP Update	Standing Item	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Standing Item	Neil Carr

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COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
4 Sep 2023	Local Transport Plan 4	To receive details of the LTP4.	Work programme	Chris Easton
	Highways Maintenance	To consider how highways maintenance issues were prioritised, how KPIs were set and managed, and overall service performance.	Work programme	Chris Easton
	Civil Parking Enforcement	To consider the performance of civil parking enforcement within the Borough/	Work Programme	Chris Easton
	Arts and Culture Strategy	To receive a progress report on the implementation of the Arts and Culture Strategy.	Work Programme	Rhian Hayes
	Work Programme	To consider the work programme for the Committee for 2023-24	Standing Item	Democratic Services

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DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
2 October 2023 2023	Medium Term Financial Plan	To receive the strategic overview of the draft MTFP, and details of earmarked reserves held by WBC	Work programme	Graham Ebers
	Local Plan Update	To receive an update on the development of the Local Plan Update	Work Programme	Ian Bellinger
	Action Tracker	To consider the Committee's action tracker	Standing Item	Callum Wernham
	Work Programme	To consider the work programme for the Committee for 2023-24	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
30 October 2023	Medium Term Financial Plan	To receive details of proposed bids within the draft MTFP	Work programme	Graham Ebers
	Action Tracker	To consider the Committee's action tracker	Standing Item	Callum Wernham
	Work Programme	To consider the work programme for the Committee for 2023-24	Standing Item	Democratic Services

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DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
14 November 2023	Medium Term Financial Plan	To receive details of proposed bids within the draft MTFP	Work programme	Graham Ebers
	Action Tracker	To consider the Committee's action tracker	Standing Item	Callum Wernham
	Work Programme	To consider the work programme for the Committee for 2023-24	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
28 November 2023	Medium Term Financial Plan	To receive details of proposed and updated bids within the draft MTFP	Work programme	Graham Ebers
	Action Tracker	To consider the Committee's action tracker	Standing Item	Callum Wernham
	Work Programme	To consider the work programme for the Committee for 2023-24	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
19 December 2023	Medium Term Financial Plan	To receive details of proposed and updated bids within the draft MTFP	Work programme	Graham Ebers
	Action Tracker	To consider the Committee's action tracker	Standing Item	Callum Wernham
	Work Programme	To consider the work programme for the Committee for 2023-24	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
22 January 2024	Enforcement and Safety Service	To scrutinise the delivery of the Council's enforcement and safety service	Work programme	Narinder Brar
	Planning Service	To scrutinise the delivery of the Council's Planning, Strategic Planning and Planning Enforcement services	Committee request	Trevor Saunders
	Action Tracker	To consider the Committee's action tracker	Standing Item	Callum Wernham
	Work Programme	To consider the work programme for the Committee for 2023-24	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
4 March 2024	Police and Fire Services	To receive an update on the work of the Police and Fire Services	Work programme	Graham Ebers
	Flood Risk Management	To receive the annual update on the Council's delivery of the flood risk management strategy	Work Programme	Boniface Ngu
	Combatting Drugs Partnership	To receive a report on the work of the Combatting Drugs Partnership Delivery Group	Committee Request	Narinder Brar
	Action Tracker	To consider the Committee's action tracker	Standing Item	Callum Wernham
	Work Programme	To consider the work programme for the Committee for 2023-24	Standing Item	Democratic Services

Task & Finish Groups – Active Travel Task and Finish Group

HEALTH OVERVIEW AND SCRUTINY COMMITTEE FORWARD PROGRAMME

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
19 September 2023	Update on dental services	Update on progress made since update in January 2023	Challenge item	ICB
	Healthwatch update – Wokingham Medical Centre Enter and View report	Challenge item	Challenge item	Healthwatch Wokingham Borough
	ASC KPIs	Challenge item	Challenge item	Matt Pope

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DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
6 November 2023	Healthwatch update	Challenge item	Challenge item	Healthwatch Wokingham Borough
	ASC KPIs	Challenge item	Challenge item	Matt Pope

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
31 January 2024	Healthwatch update	Challenge item	Challenge item	Healthwatch Wokingham Borough

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
	ASC KPIs	Challenge item	Challenge item	Matt Pope

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
19 March 2024	Healthwatch update	Challenge item	Challenge item	Healthwatch Wokingham Borough
	ASC KPIs	Challenge item	Challenge item	Matt Pope

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Currently unscheduled topics:

- Autism Strategy
- South Central Ambulance Service
- Westcall
- Update on outcome of autumn Covid booster plan
- Maternal mental health
- GP access and communicating different ways of working with the public
- Self care
- Coroner's court
- Adult Services Workforce Strategy
- Specialist Accommodation project

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