

## Overview and Scrutiny Management Committee – Action Tracker 2023/24

<b>O&amp;S Management Committee – 12 June 2023</b>		
Agenda Item	Action	Update
Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>• Agreed</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Thames Water	<ul style="list-style-type: none"> <li>• Letter from Chair to Thames Water summarising issues discussed</li> <li>• Members to attend site visits at STWs</li> <li>• Notify Town/Parish Councils about opportunities for Thames Water briefings</li> <li>• Arrange discussion with Members on sinkholes in Borough</li> <li>• Thames Water – WBC discussions on cost of living measures, smart meters, adoption of infrastructure and water efficient homes</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> </ul>
Q4 Corporate Performance Report	<ul style="list-style-type: none"> <li>• Review layout and content of pie charts in report</li> <li>• Director and Executive Member review targets in leisure centre KPI</li> <li>• Further report on performance of leisure centres</li> <li>• Officers consider inclusion of assets values in KPI on investment portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• C/F 2024/25</li> <li>• Completed</li> </ul>
O&S Work Programmes	<ul style="list-style-type: none"> <li>• Allocate resident/Town/Parish suggestions to O&amp;S Committees</li> <li>• All reports/presentations to be submitted in advance of O&amp;S meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> </ul>

<b>O&amp;S Management Committee – 18 July 2023</b>		
Agenda Item	Action	Update
Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>• Agreed</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Leader of the Council – Stephen Conway	<ul style="list-style-type: none"> <li>• Improving the “Overview” aspect of O&amp;S – discussions with Leader and O&amp;S Chairs</li> <li>• All-Member briefing on the “Safety Valve” agreement with the DfE</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> </ul>

	<ul style="list-style-type: none"> <li>• Specific focus on improving partnership working with Thames Valley Police</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Annual Complaints Report 2022/23	<ul style="list-style-type: none"> <li>• Future reports to include data on response times for each stage of the complaints process</li> <li>• The term “customer” to be reviewed as part of the emerging Customer Excellence Strategy</li> <li>• Any policy updates to be submitted to the appropriate O&amp;S Committee</li> <li>• Future complaints reports include more detailed equality monitoring data</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> </ul>
Bus Enhanced Partnership & Scheme	<ul style="list-style-type: none"> <li>• Progress on implementation to be submitted to O&amp;S annually</li> <li>• Officers check legislation re inclusion of an exit clause to the agreement</li> <li>• Report to Executive to include clarification on WBC’s financial commitment after 2026/27</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> </ul>
O&S Work Programmes	<ul style="list-style-type: none"> <li>• Add OSMC item on Sports Pitch Strategy</li> <li>• Add OSMC item on WBC Recruitment and Retention</li> <li>• Approach SSEN re attendance at OSMC</li> <li>• Add C&amp;C item on 2023 grass cutting</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> <li>• C/F to 2024/25</li> </ul>

**O&S Management Committee – 11 September 2023**

Agenda Item	Action	Update
Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>• Agreed</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Q1 2023/24 Performance Report	<ul style="list-style-type: none"> <li>• Provide further information on points raised by Members</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Estate Infrastructure Task & Finish Group	<ul style="list-style-type: none"> <li>• Original 12 recommendations endorsed and updated as agreed by Members</li> <li>• Further update to the Committee in 2024/25</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> </ul>

Scrutiny Improvement Review Action Plan	<ul style="list-style-type: none"> <li>• Update Action Plan to reflect Member discussion</li> <li>• O&amp;S reports to include sections agreed by the Committee</li> <li>• SIR feedback session with Centre for Governance and Scrutiny noted</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> </ul>
O&S Work Programmes	<ul style="list-style-type: none"> <li>• Add OSMC item on Sports Pitch Strategy</li> <li>• Add OSMC item on WBC Recruitment and Retention</li> <li>• Approach SSEN re attendance at OSMC</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> </ul>

### O&S Management Committee – 4 October 2023

Agenda Item	Action	Update
Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>• Agreed</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Vision for Our Borough	<ul style="list-style-type: none"> <li>• Further update report in early 2024</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
WBC Future Office Provision	<ul style="list-style-type: none"> <li>• Recommendation to the Executive that other options across the Borough be included in feasibility work, including improvements to Shute End</li> <li>• Officers to produce timeline for further “gateway” reports to O&amp;S</li> <li>• Financial implications to be scrutinised through Budget Scrutiny process</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> </ul>
Unauthorised Encampments	<ul style="list-style-type: none"> <li>• Circulate further info in response to Member questions</li> <li>• Further update report in 2024/25</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• 2024/25</li> </ul>
O&S Work Programmes	<ul style="list-style-type: none"> <li>• St Crispin’s Leisure Centre to Community &amp; Corporate on 14 November</li> <li>• Barkham Solar Farm – all elements to be scrutinised by Climate Emergency O&amp;S</li> <li>• Community &amp; Corporate to scrutinise transport plans for new developments in Barkham area</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• 28 February 2024</li> </ul>

<b>O&amp;S Management Committee – 15 November 2023</b>		
<b>Agenda Item</b>	<b>Action</b>	<b>Update</b>
Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>• Agreed</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Waste Collection Changes Project	<ul style="list-style-type: none"> <li>• Progress on the project noted;</li> <li>• Member comments and questions to inform the project;</li> <li>• Executive Member and Director to review KPIs and report back to the Committee;</li> <li>• Further update report in June 2024;</li> <li>• Member briefings on project after May 2024 elections</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Ongoing</li> <li>• Ongoing</li> <li>• TBC</li> </ul>
Unreasonably Persistent Complainants Policy	<ul style="list-style-type: none"> <li>• Member comments and questions to be fed into development of the policy;</li> <li>• Committee to receive feedback of any changes prior to submission to Executive</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> </ul>
Council Motions	<ul style="list-style-type: none"> <li>• Update schedule of progress following Member comments</li> <li>• Circulate finalised schedule to all Members;</li> <li>• Officers to consider process for updating Members who sponsor Council Motions</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Ongoing</li> <li>• Ongoing</li> </ul>
O&S Work Programmes	<ul style="list-style-type: none"> <li>• O&amp;S section of new Constitution to be submitted to the Committee for comment</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

<b>O&amp;S Management Committee – 16 January 2024</b>		
<b>Agenda Item</b>	<b>Action</b>	<b>Update</b>
Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>• Agreed</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Thames Water	<ul style="list-style-type: none"> <li>• WBC Comms team to provide info to residents, e.g. on the Priority Service</li> <li>• Support Thames Water on lobbying re Schedule 3 of the Flood Water Management Act</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Ongoing</li> </ul>

	<ul style="list-style-type: none"> <li>• WBC officers to explore potential support to Thames Water, e.g. delivering bottled water</li> <li>• Request Executive Member/officers to pursue more effective water management through the LPU</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Ongoing</li> </ul>
Leader and Chief Executive	<ul style="list-style-type: none"> <li>• Support evidence-based approach to lobbying on Council funding</li> <li>• Invite to meeting in six months</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Ongoing</li> </ul>
Q2 Corporate Performance Report	<ul style="list-style-type: none"> <li>• KPI Updates noted</li> <li>• Further information requested to be circulated to Members</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Ongoing</li> </ul>
Affordable Housing Strategy	<ul style="list-style-type: none"> <li>• Member comments to be fed into the Strategy</li> <li>• Reference to “creative industries” as a key sector be removed from the strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> </ul>
O&S Work Programmes	<ul style="list-style-type: none"> <li>• Noted</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>

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