

Overview and Scrutiny Committee

21 May 2013

Future Reviews and Report Tracker

June

- Sickness & Absenteeism annual report.
- Communication and Consultation Strategy re Planning Policy

New items:-

Apart from items such as scrutinising the council's draft budget, which the Constitution requires the committee to do every year; the O&S Committee sets its own work programme for the year. Some items recur on a regular basis e.g. the yearly update from the community safety Partnership and the quarterly Business Plan performance report; others are of a 'one-off' nature.

With the agreement of the Chairman, items can be put on the O&S agenda following a request from Cabinet or another Committee (e.g. Audit). Members of the O&S Committee are also able to suggest items that the Chairman may wish to put on the Committee's agenda (by putting their proposal in writing to him) – such items must represent a Borough wide perspective and provide the opportunity to influence, to improve services or contribute to policy development. The Chairman will then decide if the item is appropriate for O&S to consider and, if so, is there room on the work programme.

Any such item will be put to the Committee for Members to decide if they wish to add it to the work programme.

Year Plan 2013/14

Month	items	Task Group
May	<ul style="list-style-type: none"> • O&S annual report. • ABC Business Plan quarterly performance report. 	
June	<ul style="list-style-type: none"> • Sickness & Absenteeism annual report. • Communication and Consultation Strategy re Planning Policy 	
July		
August		
September	<ul style="list-style-type: none"> • Membership of Budget Scrutiny Task Group • ABC Business Plan quarterly performance report. 	
October		
November	<ul style="list-style-type: none"> • ABC Business Plan quarterly performance report. 	
December		Scrutiny of Council's draft 2014/15 budget – Budget Scrutiny TG meetings
January	<ul style="list-style-type: none"> • Report of Budget Scrutiny Task Group 	Budget Scrutiny TG meetings
February	<ul style="list-style-type: none"> • ABC Business Plan quarterly performance report. 	
March		
April	Community Safety Partnership – annual update	

O&S Committee – Report Tracker – Current position

Minute No.	Report Title	Officer	Date due	Current position	Recommended action
299/10/06	Stour Centre	Head of Cultural & Project Services	TBC – after completion of claim work	Work ongoing	Await completion of claim work.
62/06/11	Housing Strategy Action Plan Monitoring Report	Head of Housing /Housing Strategy Officer		Housing Strategy under review. New Strategy/Action Plan not yet in place. Monitoring will recommence One year after adoption of new Strategy.	Timetable for one year after adoption of new Strategy.
432/03/11	Annual Review of Homelessness Strategy	Head of Housing		The Homelessness Strategy to be included in the Housing Strategy in future.	
61/06/12	Sickness and Absenteeism – annual report	Head of Personnel & development	June 2013		Timetable for June each year.
14/05/12	Overview and Scrutiny Annual Report	Senior Scrutiny Officer	May/June 2013		Timetable for May/June each year
142/09/12	3 year review of Mayoralty		Sept 2015		
312/01/12	Street Markets	TBA	TBA		
431/04/12	ABC Business Plan performance report – 2013/14	Policy & Performance Officer	May/Sept/ Nov/Feb		
62/06/12	Sports & Leisure		TBA		

303/01/13	Review of 'Best Services resources allow' activity	TBA	TBA		
396/03/13	Communication and consultation strategy – Planning Policy	Policy Manager	June 2013		
398/03/13	Refurbishment of the Stour Centre	TBA	TBA	Final Report from Task Group to be presented to O&S	
418/04/13	Community Safety Partnership – annual update	Community Safety Service Manager	April 2013		

Low Priority & other proposed reports

	Report Title	Officer	Date due	Current position	Recommended action
57/06/08 199/10/11	Recycling and the Blue box scheme	Street Scene and Open Spaces Manager Services	TBC	To be considered when procurement process completed and new contract in operation.	
135/08/08	Cultural strategy.	Head of Cultural & Project Services			
291/12/08	The effectiveness of a single O&S committee		TBA		