

# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2012/13

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/105	<b>Dignity and Nutrition – CQC Standards</b> To review the standards of dignity and nutrition in local hospitals - survey evidence to be provided by West Berkshire LINK (HealthWatch).	To survey and hold focus groups detailing information		HSP	Start: July 2011 End: March 2013	LINK, Age UK	Cllr Graham Jones	In Progress	Additional survey of the Royal Berkshire Hospital outpatients being undertaken in October 2012. Update from LINKs required at March 2013 meeting.
OSMC/11/107	<b>Update on the Health Service in West Berkshire</b>	To update members on the changes to Health Service in West Berkshire	Monitoring item	HSP	Ongoing	Julie Curtis - Interim Director Joint Commissioning	Cllr Graham Jones	In Progress	Julie Curtis to be contacted about attendance at the next meeting.
OSMC/11/119	<b>Continuing Healthcare (CHC)</b> To examine the operation of the NHS CHC scheme in the NHS Berkshire West area	In meeting review		HSP	Start: Jan 2012 End: March 2013	Jan Evans – 2736 Adult Social Care	Cllr Graham Jones	In Progress	Monitoring of the CHC independent review action plan. Update against actions required at next meeting.
OSMC/12/122	<b>Home Care</b> To understand and critically appraise the processes in place for the provision of Home Care.	TBD		HSP	Start: TBD End: TBD	Jan Evans–2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	The remit of review work to be explored with June Graves/Jan Evans in October 2012.
OSMC/12/133	<b>PCT Quality Handover</b> To examine the PCT's arrangements for the handover of its quality responsibilities to Clinical Commissioning Groups	In meeting review	Members satisfied with arrangements	HSP	Start: March 2013 End: March 2013	Sam Otoropec, PCT	Cllr Graham Jones		Presentation to be made at March 2013 meeting.
OSMC/12/143	<b>Adult Social Care Eligibility Criteria</b> To conduct a review of the Council's Fair Access to Care Services policy			HSP	Start: December 2012 End: June 2013	Jan Evans–2736 Adult Social Care	Councillor Joe Mooney	In Progress	Terms of Reference for the review agreed to take place across five sessions.
OSMC/09/02	<b>Performance Report for Level One Indicators</b> To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action.	In meeting review with information supplied by, and questioning of, lead officers.	Monitoring item	OSMC	Start: each Q End:	Jason Teal – 2102 Policy & Communication	Councillor Roger Croft	In Progress	Quarterly item. Q2 2012/13 to January meeting
OSMC/11/129	<b>Housing Allocations policy</b> To contribute to the development of a new policy	In meeting policy development supported by task group and individual Member activity.		OSMC	Finish Feb 2013	Mel Brain - 2403 Social Care Commissioning and Housing	Councillor Roger Croft	In Progress	- Added to work programme at the 10 January 2012 meeting, following a suggestion by Corporate Board - Following consultation exercise by Housing Service, expected to return to OSMC in early 2013
OSMC/12/128	<b>Youth Justice</b> To review the outcomes being achieved following the changes made to police interventions with young people and the resultant drop in people entering the youth justice system.	In meeting review with information supplied by, and questioning of, lead officers.		OSMC	Start: TBD End: TBD	Susan Powell, Robin Rickard	Councillor Graham Jones	To be scheduled	- Item raised in response to performance reported at Q2 2011/12. See agenda and minutes of 21/02/12.

# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2012/13

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/12/130	<b>Consultation</b> The effectiveness of consultation undertaken by the Council	Task group review with information supplied by, and questioning of, lead officers and external partners.		OSMC	Start: TBD End: TBD	Jason Teal – 2102 Strategic Support	Councillor Roger Croft	To be scheduled	item incorporated at OSMC meeting of 2012-04-17
OSMC/12/135	<b>Annual target setting</b> To examine the annual targets being set for 2013/14.	Task group working directly with PM officers	Annually recurring	OSMC	Start: September End:	Jason Teal – 2102 Strategic Support	Councillor Roger Croft	In Progress	Independent work, unsupported by scrutiny officers. Output directly into the following year's Council Plan.
OSMC/12/139	<b>Schools and early years</b> To contribute to the development of the strategy for managing school organisation that ensures there are sufficient school places and in the right locations to meet demand	In meeting review		OSMC	Start: 26/02/13 End: 26/02/13	Ian Pearson - 2729 Head of Education	Councillor Irene Neill	In Progress	Agreed at the meeting of 18 September 2012
OSMC/12/140	<b>Schools Performance</b> To discuss progress in school performance, particularly in English and Mathematics.	in meeting review		OSMC	Start: TBD End: TBD	Ian Pearson - 2729 Head of Education	Councillor Irene Neill	To be scheduled	- Item incorporated at OSMC meeting of 30/10/12. - Schedule for early 2013.
OSMC/09/57	<b>Revenue and capital budget reports</b> To receive the latest period revenue and capital budget reports To consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Latest report to each meeting	Andy Walker – 2433 Finance	Councillor Alan Law	In Progress	May lead to areas for in depth review.
OSMC/09/63	<b>Establishment Reports</b> To receive the latest report on the changes to the Council's establishment.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Consider quarterly reports. Q1/3 summary rept. Full rept for Q2/4	Robert O'Reilly – 2358 Human Resources	Councillor Alan Law	In Progress	May lead to areas for in depth review. Q1 - October. Q2 - Feb (following Exec in Jan)
OSMC/11/110	<b>Energy Saving</b> To review the Council's policies and procedures for Energy Saving.	In a meeting review the Council's procedures to Energy Saving		RMWG	Start: April 2014 End: April 2014	Adrian Slaughter	Councillor Hilary Cole	Complete	Completed in April 2012. Review to be undertaken in April 2014.
OSMC/11/111	<b>Risk Register</b> To scrutinise individual items on the Risk Register on an annual basis. Annual recurrence	In meeting review and scrutinise individual items on Risk Register.	Monitoring item	RMWG	Start: TBD End: TBD	Ian Priestley	Councillor Roger Croft	To be scheduled	Annual Item for November
OSMC/11/112	<b>Medium Term Financial Strategy</b> To review the role and format of the MTFS Annual recurrence	In meeting review of the MTFS		RMWG	Start: Oct 2013 End: Oct 2013	Andy Walker	Councillor Alan Law		Annual item for October

## OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2012/13

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/113	<b>Procedures for Blue Badge Holder</b> To review the operation of the new procedures, criteria and rules of use for Blue Badge holders following the introduction of them in January 2012	In meeting review.		RMWG	Start: 5 Feb 2013 End: 5 Feb 2013	Mark Edwards	Councillor Keith Chopping	In Progress	Requested by RMWG on 26 July 2011
OSMC/12/144	<b>Shaw House</b> To understand the utilisation and income generated	In meeting review		RMWG	Start: Feb 2013 End: Feb 2013	Steve Broughton - 2837 Head of Culture & Environmental Protection	Councillor Hilary Cole	Scheduled	Item incorporated at OSMC meeting of 11/12/12.
OSMC/12/145	<b>Risk Register</b> Examination of the management of risk for internal resources	In meeting review		RMWG	Start: Feb 2013 End: TBD	Ian Priestley - 2253 Chief Internal Auditor	Councillor Alan Law	Scheduled	- Item incorporated at OSMC meeting of 11/12/12. - Initial meeting to identify specific items for further, more detailed, examination

**Key:**

OSMC      Overview and Scrutiny Management Commission  
 RMWG     Resource Management Working Group  
 HSP        Health Scrutiny Panel