

Overview and Scrutiny Management Commission Work Programme - 2013/14

Reference	Subject	Purpose	Format	Methodology	End Date	Lead Officer / Service Area	Portfolio Holder	Status	Comments
OSMC/09/02	Performance Report for Level One Indicators	To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action. Quarterly Item	In meeting		Sep-13	Jason Teal – 2102 Policy & Communication	Councillor Roger Croft	In progress	Quarterly item. - due following sept Exec meeting
OSMC/09/57	Revenue and capital budget reports	To receive the latest period revenue and capital budget reports	In meeting	Quarterly item.	Sep-13	Andy Walker – 2433 Finance	Councillor Alan Law	In progress	May lead to areas for in depth review. due following sep Exec meeting
OSMC/12/144	Shaw House	To understand the utilisation and income generated	Task Group (Cllrs Franks, Brooks, Beck & Ellison)		Dec-13	Steve Broughton - 2837 Head of Culture & Environmental Protection	Councillor Hilary Cole	In Progress	Final discussion to follow visit to Shaw House on 1/8/13 Task Group to conclude work undertaken to date.
OSMC/12/143	Adult Social Care Eligibility Criteria	To conduct a review of the Council's Fair Access to Care Services policy	Task Group (Cllrs Webb & Mason)		Nov-13	Jan Evans–2736 Adult Social Care	Councillor Joe Mooney	In Progress	Terms of Reference for the review agreed.
OSMC/12/135	Annual target setting	To examine the annual targets being set for 2013/14.	Task Group (Cllrs Webb, Webster & Vickers)	Task group working directly with PM officers	May-14	Jason Teal – 2102 Strategic Support	Councillor Roger Croft	In Progress	Annual review
OSMC/11/113	Asset Disposal	To conduct a review of the Council's Asset Disposal and Community Right to BID guidance	In meeting		Oct-13	Andy Walker	Councillor Alan Law	Scheduled	Commission updated on 2/9/13. Requested that they review the amended guidance post Greenham Control Tower.
OSMC/12/133	PCT Quality Handover	To examine the PCT's arrangements for the handover of its quality responsibilities to Clinical Commissioning Groups	In meeting		Oct-13	Sam Otoropec, PCT	Councillor Graham Jones	Scheduled	6 month update requested.
OSMC/11/112	Medium Term Financial Strategy	To review the MTF5 Annual recurrence	In meeting	Annual item for October	Oct-13	Andy Walker	Councillor Alan Law	Scheduled	
OSMC/11/119	Continuing Healthcare (CHC)	To assess the effect of the CHC operations policy and procedures in practise	In meeting		Dec-13	Jan Evans – 2736 Adult Social Care	Councillor Graham Jones	Scheduled	Monitoring of the CHC independent review action plan. Update against actions requested after 6 months.
OSMC/11/111	Risk Register	To scrutinise individual items on the Risk Register on an annual basis. Annual recurrence	In meeting	Annual item for November	Dec-13	Ian Priestley	Councillor Roger Croft	Scheduled	
OSMC/13/147	Welfare Reform	To understand the preparations for national Welfare Reform and consider any issues arising.	In meeting			Sean Anderson - 2149 Head of Customer Services	Councillor Alan Law	Scheduled	- Item incorporated at OSMC meeting of 16/04/13 - Schedule for early 2014
OSMC/11/110	Energy Saving	To review the Council's policies and procedures for Energy Saving.	In meeting		Apr-14	Adrian Slaughter	Councillor Dominic Boeck	Scheduled	Completed in April 2012. Review to be undertaken in April 2014.
OSMC/11/113	Procedures for Blue Badge Holder	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		Oct-13	Mark Edwards	Councillor Keith Chopping	To be scheduled	A task group be established in Autumn 2013 to concoude 'procedures for blue badge holders'.

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OSMC/13/148	GP data provision for school placement modelling	To review whether GP data is being provided to the Council for the purposes of forecasting school placement needs.	In meeting		Dec-13			To be scheduled	
OSMC/11/129	Housing Allocations policy	To conduct a review of the Council's Housing Allocation Policy	In meeting		Sep-14	Mel Brain - 2403 Social Care Commissioning and Housing	Councillor Roger Croft	To be scheduled	Commission updated on 2/7/13: Opportunity to comment on the final draft at 2/9 meeting. Opportunity to review the policy 12 months after implementation.
OSMC/12/149	Newbury town centre parking	To ensure that the needs of Newbury residents, businesses and visitors are appropriately balanced.	Task Group		Mid 2014	Mark Edwards–2208 Highways and Transport	Councillor Pamela Bale	To be scheduled	Suggested by Councillor Tony Vickers and added to the work programme at the meeting of 2 July. To be discussed following completion of the BID/WBC car parking review
OSMC/12/122	Home Care	To understand and critically appraise the processes in place for the provision of Home Care.	Task Group			Jan Evans–2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	Established within the ASC Efficiency programme with a review of inhouse service and a new procurement mechanism for external domiciliary care - to be reviewed in Oct 2013 Task Group to be established following completion of Adult Social Care Eligibility Criteria TG.
OSMC/11/107	Update on the Health Service in West Berkshire	To update members on the changes to Health Service in West Berkshire Ongoing item					Councillor Graham Jones	To be scheduled	