

# 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: Dec 2012	Jan Evans – 2736 Adult Social Care	Cllr Graham Jones	In Progress	The findings of the Independent Review of CHC to be received at the December 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: 4 Dec 2012 End: 4 Dec 2012	Sam Otoropec, PCT	Cllr Graham Jones		Presentation to be made at December meeting.
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 Anthony Stansfeld	In Progress	Quarterly item. Q1 2012/13 to Sept 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	Feb-12	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/12/123	<b>Domestic Abuse</b> To understand and critically appraise the systems and process in place for the management of domestic abuse in the District	TBD		OSMC	Start: Sept 2012 End:	Davy Pearson, Robin Rickard (TBC)	Councillor Anthony Stansfeld	To be scheduled	- Item incorporated at OSMC meeting of 21/02/12. Scope and ToR to be provided at the meeting of 17/04/12 - First meeting on 20/07/12; Series of meetings arranged during September including external stakeholders; Expected to conclude in Oct 2012
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: Oct 2012 End: Oct 2012	Susan Powell, Robin Rickard	Councillor Anthony Stansfeld		- Item raised in response to performance reported at Q2 2011/12. See agenda and minutes of 21/02/12. - To be heard at OSMC in September 12

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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 Anthony Stansfeld	To be scheduled	item incorporated at OSMC meeting of 2012-04-17
OSMC/12/134	<b>Housing and Homelessness</b> To consider the factors contributing to an increase in homelessness.	In meeting review with representatives from Sovereign Housing and CAB		OSMC	Start: 26/11/12 End: 26/11/12	June Graves	Councillor Roger Croft	In Progress	- Item incorporated at OSMC meeting of 26/06/12. - Brought to meeting on 31/07/12 - Housing Service to lead on consultation activity; further scrutiny to take place in late 2012 - One day special scrutiny review arranged for 26 November 2012
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 Anthony Stansfeld	In Progress	Independent work, unsupported by scrutiny officers. Output directly into the following year's Council Plan.
OSMC/12/137	<b>GCSE results</b> To understand the current attainment levels in English and maths and the effect of previous measure taken to improve them.	In meeting review		OSMC	Start: 30/10/12 End:	Ian Pearson - 2729 Head of Education	Councillor Irene Neill	In Progress	Agreed at the meeting of 31 July 2012
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: 11/12/12 End: 11/12/12	Ian Pearson - 2729 Head of Education	Councillor Irene Neill	In Progress	Agreed at the meeting of 18 September 2012 - To be included on December agenda
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 Anthony Stansfeld	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.

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OSMC/11/111	<b>Risk Register</b> To scrutinise individual items on the Risk Register on an annual basis. <i>Annual recurrence</i>	In meeting review and scrutinise individual items on Risk Register.	Monitoring item	RMWG	Start: 6 November 2012 End: 6 November 2012	Ian Priestley	Councillor Anthony Stansfeld	In Progress	Next request Nov 2012
OSMC/11/112	<b>Medium Term Financial Strategy</b> To review the role and format of the MTFS <i>Annual recurrence</i>	In meeting review of the MTFS		RMWG	Start: Oct 2013 End: Oct 2013	Andy Walker	Councillor Alan Law		Annual item for October
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/12/121	<b>Asset Management</b> To understand and critically appraise the systems and process in place for the management of the Council's assets	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: July 2012 End: July 2012	John Ashworth	Councillor Keith Chopping	Complete	Considered in depth on 2/7/12. Possible return to a future meeting (Nov?) with consideration of process for Taceham House as an example and the 'Asset Challenge' methodology.
OSMC/12/132	<b>School Academies</b> To consider the impact of Local Authority maintained schools converting to academy status on the Council's finances.			RMWG	Start: 6 November 2012 End: 6 November 2012		Councillor Irene Neill	To be scheduled	Item incorporated at OSMC meeting of 2012-06-26

**Key:**

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