

# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
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	Monitoring item	OSMC	Start: each Q End: OSMC 01/11/11	Jason Teal – 2102 Policy & Communication	Councillor Anthony Stansfeld	In Progress	Quarterly item.
OSMC/10/78	<b>Examination of facilities in place for younger people</b>	Information supplied by, and questioning of, lead officers.		Task Group	Start: 25/09/11 End: 21/02/12 OSMC 21/02/12	Julia Waldman – 2815 Children and Young People	Councillor Irene Neill	In Progress	
OSMC/10/95	<b>Big Society/Localism</b> To explore the initiative as a way of enabling people and encouraging them to take responsibility for their own	Initial briefing followed by in meeting review.		OSMC	Start: Q4 End:	Andy Day – 2459 Policy & Communication	Councillor Pamela Bale	To be scheduled	Item to be scheduled at a later date once further detail known. Work ongoing at LSP level.
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	Monitoring item	RMWG	Start: 13/09/10 End: Each Quarter	Andy Walker – 2433 Finance	Councillor Keith Chopping	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	Monitoring item	RMWG	Start: 13/09/10 End: Each Quarter	Robert O'Reilly – 2358 Human Resources	Councillor Anthony Stansfeld	In Progress	May lead to areas for in depth review.
OSMC/11/98	<b>Legal and Electoral Services Budget</b> To discuss budget pressures within this service area.	In meeting review with information supplied by, and questioning		RMWG	Start: June 2011 End: Sep 2011	David Holling Legal & Electoral Services	Councillor Anthony Stansfeld	In Progress	Requested by RMSC on 14 December 2010.
OSMC/11/99	<b>Highways Asset Management Plan</b> To review the AMP and the highways land contained within it.	In meeting review with information supplied by, and questioning		RMWG	Start: July 2011 End: Jan 2012	Mark Edwards – 2208 Highways & Transport	Councillor David Betts	To be scheduled	Requested by RMSC on 14 December 2010.

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OSMC/11/102	<b>Day Centres</b> To examine the provision of day centres across the District.	Task group review with information supplied by, and questioning of, lead		Task Group	Start: 20/09/11 End: TBD	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	Invite officers to September meeting of OSMC User experiences 01/11/11
OSMC/11/103	<b>Olympics and Diamond Jubilee Events 2012.</b> To review and monitor events in West			OSMC	Start Date 01/11/11		Carol Jackson-Doerge		
OSMC/11/104	<b>Anti-Child Poverty Strategy</b>	To monitor the strategy	Monitoring item	HSP	Start: On-going End: April 2012	Julia Waldman – 2815 Children and Young People	Cllr Joe Mooney	In Progress	
OSMC/11/105	<b>Dignity and Nutrition – Hospitals</b> To review the Care Quality Commission report on Dignity and Nutrition - Hospitals	To survey and hold focus groups detailing		HSP	Start: July 2011 End: 2012	Nigel Owen, West Berkshire LINK, Age UK	Cllr Joe Mooney		
OSMC/11/106	<b>Update on the Health and Wellbeing Board</b> To receive updates from the Health and Wellbeing Board	To update members on Health and Wellbeing Board	Monitoring item	HSP	Ongoing	Teresa Bell/June Graves	Cllr Joe Mooney	In Progress	
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	Bev Searle - Director Joint Partnerships and Commissioning	Cllr Joe Mooney	In Progress	
OSMC/11/108	<b>Six lives report</b> To receive updates on progress of Six Lives report	Investigate NHS improvements since the six lives report		HSP	Start: Oct 2011 End: 2012	Alison Love, Nigel Owen, Teresa Bell	Cllr Joe Mooney		
OSMC/11/109	<b>Timelord</b> To receive an update on the Timelord changes following Phase 3.	In meeting review and update Members of the Timelord		RMWG	Start: July 2011 End: Sep 2011	Jackie Jordan	Councillor Pam Bale	In Progress	Requested by RMWG on 26 July 2011

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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: July 2011 End: Nov 2011	Adrian Slaughter	Councillor Hilary Cole	In Progress	Requested by RMWG on 26 July 2011.
OSMC/11/111	<b>Risk Register</b> To scrutinise individual items on the Risk Register.	In meeting review and scrutinise individual items on Risk		RMWG	Start: July 2011 End: On-going	Ian Priestley	Councillor David Betts	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/112	<b>Medium Term Financial Strategy</b> To review the MTFS	In meeting review of the MTFS		RMWG	Start: July 2011 End: Nov 2011	Andy Walker	Councillor Keith Chopping	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/113	<b>Procedures for Blue Badge Holder</b> To review the procedures, criteria and rules of use for Blue Badge holders.	In meeting review.		RMWG	Start: July 2011 End: Nov 2011	Mark Edwards	Councillor David Betts	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/114	<b>GP Commissioning</b> To understand the arrangements in the East of West Berkshire concerning GP Commissioning	In meeting review.		HSP	Start: Oct 2011 End:	June Graves, Bev Searle	Cllr Joe Mooney		
OSMC/11/115	<b>Review of the Ambulance Indicators</b> To understand and review the changes to the ambulance indicators	In meeting review.		HSP	Start: Oct 2011 End:		Cllr Joe Mooney		

**Key:**

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

**Scheduled Meetings Dates**

20/09/2011	01/11/2011	10/01/2012	21/02/2012	17/04/2012	29/05/2012
04/10/2011	17/01/2012	27/03/2012			
27/09/2011	08/11/2011	17/01/2012	28/02/2012	24/04/2012	

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OSMC/11/102	<b>Planning Performance Indicator</b> - affordable housing units To explore	In meeting review with information supplied by, and		OSMC	Start: 01/03/11 End: 28/06/11 OSMC	Gary Lugg – 2617 Planning and Countryside
OSMC/11/105	<b>West Berkshire Council Preliminary Flood Risk Assessment</b>	In meeting review with information supplied by, and		OSMC	Start: 01/03/11 End: 28/06/11 OSMC	Stuart Clark – 2857 Highways and Transport
OSMC/11/100	<b>School Academies</b> To review the effect of schools becoming Academies on the capacity of the LEA.	Task group review with information supplied by, and questioning of, lead officers and		Task Group	Start: 07/02/11 End: 30/06/11 OSMC 02/08/11	Ian Pearson – 2729 Education

Portfolio Holder(s)	Status: In Progress Complete	Comments
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Councillor Alan Law	Complete	Requested as part of the discussion on the Q2 performance report.
Councillor David Betts	Complete	
Councillor Irene Neill	complete d	Terms of Reference approved by OSMC on 18/01/11

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OSMC/11/101	<b>The Budget Setting Process</b> To review the process used for setting the Council's annual budget.	Information supplied by, and questioning of, lead officer via in meeting review		RMWG	Start: TBD End: TBD	Andy Walker – 2433 Finance	Councillor Keith Chopping
OSMC/11/103	<b>Delayed discharges from hospital</b> To determine the causes of delayed discharges from hospitals affecting West Berkshire	In meeting review with information supplied by, and questioning of, lead officers		HSP	Start: TBC End:	Chief Executive of the Royal Berkshire NHS Trust & Dev	Cllr Joe Mooney

<b>Status: In Progress Comple</b>	<b>Comments</b>
To be scheduled	Removed from the work programme at OSMC meeting 28 June 11
To be scheduled	