



Co-ordinating O&S Committee: Work Programme 2019/20

Chair	Cllr Carl Rice
Deputy Chair	Cllr Kath Scott
Committee Members:	Cllrs: Deirdre Alden, Albert Bore, Debbie Clancy, Liz Clements, Roger Harmer, Penny Holbrook, Mariam Khan, Ewan Mackey and Lou Robson
Committee Support:	Scrutiny Team: Emma Williamson (464 6870) Committee Manager: Marie Reynolds (464 4104)

1 Terms of Reference

- 1.1 To plan and co-ordinate the work of all the O&S Committees. To fulfil the functions of an O&S Committee as they relate to any policies, services and activities concerning governance (including transparency, regional working and partnerships); citizens (including communications and public engagement); performance; customer services and emergency planning.

2 Meeting Schedule

Date	Item	Officer contact
14 June 2019 10.00 am Committee Room 3&4 Report Deadline: 5 Jun 19	Deputy Leader: update	Rose Horsfall, Cabinet Support Officer
	JNC re-structure – deferred from April 2019	Dawn Baxendale, Chief Executive; Dawn Hewins, Director HR
	Review of Call-In Procedure	Emma Williamson, Head of Scrutiny Services
12 July 2019 10.00 am Committee Room 3&4 Report Deadline: 3 Jul 19	Leader of the Council: Priorities, including <ul style="list-style-type: none">Investment in the cityWest Midlands Combined Authority	Rebecca Grant, Cabinet Support Officer
06 September 2019 10.00 am Committee Room 3&4 Report Deadline: 28 Aug 19	Customer services	Emma Williamson, Head of Scrutiny Services
	Late reports (following motion to City Council on 1/06/19)	Emma Williamson, Head of Scrutiny Services
04 October 2019 10.00 am	INFORMAL MEETING: evidence gathering session for customer services review	



Date	Item	Officer contact
08 November 2019 10.00 am Committee Room 3&4	Armed forces – report from Armed Forces Champion (following motion to City Council on 1/11/18)	Suwinder Bains, Partnership Manager
Report Deadline: 30 Oct 19	Protocol for Member Enquiries – discussion (following motion to City Council on 09/07/19)	Emma Williamson, Head of Scrutiny Services
	Executive Business Reports / Scrutiny Business reports – follow up from Inquiry report to Full Council	Emma Williamson, Head of Scrutiny Services
15 November 2019 10.00 am	INFORMAL MEETING: evidence gathering session for customer services review	Emma Williamson, Head of Scrutiny Services
06 December 2019	MEETING CANCELLED (PRE-ELECTION PERIOD)	
10 January 2020 10.00am Committee Room 3&4 Report Deadline: 31 Dec 19	Budget Consultation 2020+ Cllr Tristan Chatfield, Cabinet Member, Finance & Resources	Jo Knight, AD Finance / Jon Lawton, Cabinet Support Officer
17 January 2020	INFORMAL MEETING: evidence gathering session for customer services review	Emma Williamson, Head of Scrutiny Services
07 February 2020 10.00am Committee Room 3&4 Report Deadline: 29 Jan 20	Leader – governance (including update on work of NEAs) and partnerships	Rebecca Grant, Cabinet Support Officer Donna Hall Non-Executive Advisor (NEA) and Jonathan Tew, Assistant Chief Executive
	Draft Street Trading Policy 2020	Sajeela Naseer, Head of Licensing and Markets Service (inc. Street Trading)
06 March 2020 10.00am Committee Room 3&4 Report Deadline: 26 Feb 20	Deputy Leader (tbc)	
03 April 2020 10.00am Committee Room 3&4 Report Deadline: 25 Mar 20		



3 Items to be scheduled

4 Other Meetings

Informal Meetings

12 th July 2019	Informal meeting to discuss draft report for the Full Council inquiry
4 th October 2019	Evidence gathering session – Customer Services (Waste)
15 th November 2019	Evidence gathering session – Customer Services (Housing)
17 th January 2020	Evidence gathering session – Customer Services (Highways)

Call in

None scheduled

Petitions

None scheduled

Councillor Call for Action requests

None scheduled

5 Forward Plan

5.1 Below is an extract of the Forward Plan, detailing those decisions relating to this Committee's remit.

Deputy Leader		
Ref No.	Title	Proposed Date of Decision
006897/2020	Performance Monitoring Report – April to November	11 Feb 20
006873/2020	Financial Plan 2020-2024	11 Feb 20
006060/2019	Dollman St – Post Room Options	17 Mar 20
006898/2020	Performance Monitoring Report – April 2019 to March 2020	23 Jun 20

6 Scrutiny Reports to City Council

O&S Committee	Report Title	Date for Council
Co-ordinating	Full Council Meeting	September 2019
Health and Social Care	Period Poverty	November 2019
Education & Children's Social Care	Travel Assist	2020
Co-ordinating	Customer Services	2020