



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

Chair	Cllr Carl Rice
Deputy Chair	Cllr Kath Scott
Committee Members:	Cllrs: Deirdre Alden, Tahir Ali, Albert Bore, Debbie Clancy, Liz Clements, Roger Harmer, Charlotte Hodivala, Penny Holbrook, Mariam Khan and Rob Pocock
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	
06 December 2019 10.00am Committee Room 3&4 Report Deadline: 27 Nov 19	Budget Consultation 2020+	
10 January 2020 10.00am Committee Room 3&4 Report Deadline: 31 Dec 19	Deputy Leader [TBC]	
07 February 2020 10.00am Committee Room 3&4 Report Deadline: 29 Jan 20	Leader – governance (including update on work of NEAs), partnerships and the Council Plan. Report on Progress: Full Council Inquiry	Rebecca Grant, Cabinet Support Officer
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)
TBC	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
006871/2019	006871/2019 Budget 2020/21+ Consultation	12 Nov 19
006060/2019	Dollman St – Post Room Options	26 Nov 19
006897/2020	Performance Monitoring Report – April to November	11 Feb 20
006873/2020	Business Plan 2020-2024	11 Feb 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