



CHELtenham

BOROUGH COUNCIL

Notice of a meeting of Overview & Scrutiny Committee

Wednesday, 10 October 2012
6.00 pm
Pittville Room - Municipal Offices

Membership	
Councillors:	Duncan Smith (Chair), Klara Sudbury (Vice-Chair), Nigel Britter, Barbara Driver, Colin Hay, Helena McCloskey, Ian Bickerton, Andrew Wall, Jo Teakle and Diane Hibbert

The Council has a substitution process and any substitutions will be announced at the meeting

Agenda

1.		APOLOGIES	
2.		DECLARATIONS OF INTEREST	
3.		MINUTES OF THE LAST MEETING Approve the minutes of the last meeting held on 16 July 2012	(Pages 1 - 6)
4.		PUBLIC QUESTIONS, CALLS FOR ACTIONS AND PETITIONS None received to date.	
5.		MATTERS REFERRED TO COMMITTEE No matters referred to committee.	
6.		FEEDBACK FROM OTHER SCRUTINY MEETINGS ATTENDED Feedback from Gloucestershire Scrutiny Group – 4 October 2012 attended by Councillor Penny Hall and Rosalind Reeves, Democratic Services Manager Feedback from Gloucestershire Police and Crime Panel – 14 September 2012 attended by Councillor Helena McCloskey	
7.		SCRUTINY PROCEDURES AND GUIDES To approve the guides to overview and scrutiny produced by Democratic Services for the council's website.	(Pages 7 - 22)

8.		GENERAL UPDATE ON SCRUTINY TASK GROUPS <ul style="list-style-type: none"> - General update on all scrutiny task groups - Terms of reference for STG - Youth Services - Terms of reference for STG - UBICO review 	(Pages 23 - 28)
9.		REPORT OF THE SCRUTINY TASK GROUP - EVENT MANAGEMENT The report of the scrutiny task group will be presented by Councillor Penny Hall, the chair of the group and the O&S committee are asked to endorse the report before it goes to Cabinet.	(Pages 29 - 50)
10.		REPORT OF THE SCRUTINY TASK GROUP - ICT REVIEW The report of the scrutiny task group will be presented by Councillor Colin Hay, the chair of the group and the O&S committee are asked to endorse the report before it goes to Cabinet.	(Pages 51 - 60)
11.		SCRUTINY WORKPLAN To approve the latest scrutiny workplan and consider any issues members wish to raise to be considered for inclusion.	(Pages 61 - 64)
12.		DATE OF NEXT MEETING Date of next meeting: 26 November 2012	

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