



CHELTENHAM

BOROUGH COUNCIL

Notice of a meeting of Overview & Scrutiny Committee

Monday, 9 September 2019
6.00 pm
Pittville Room - Municipal Offices

Membership	
Councillors:	Chris Mason (Chair), Klara Sudbury (Vice-Chair), Sandra Holliday, John Payne, Paul Baker, Max Wilkinson, Dilys Barrell, Iain Dobie, Jo Stafford, Dennis Parsons and Tim Harman (Reserve)

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

Agenda

1.		APOLOGIES Councillor Mason	
2.		DECLARATIONS OF INTEREST	
3.		MINUTES OF THE LAST MEETING The minutes of the 19 August meeting are yet to be approved for publication. These will be circulated as a supplement, in advance of the meeting.	
4.		PUBLIC AND MEMBER QUESTIONS, CALLS FOR ACTIONS AND PETITIONS	
5.		MATTERS REFERRED TO COMMITTEE	
6.	6.05 pm	POLICE AND CRIME COMMISSIONER Martin Surl, Police and Crime Commissioner	
7.	6.25 pm	FIT FOR THE FUTURE ENGAGEMENT Presentation and Q&A	
8.	7.25 pm	RESPONDING TO CLIMATE CHANGE EMERGENCY - UPDATE Darren Knight, Executive Director of People and Change (CBC) and Simon Graham (De Courcy Alexander)	(Pages 3 - 6)
9.	7.45 pm	SCRUTINY ANNUAL REPORT	(Pages

			7 - 18)
10.		CABINET BRIEFING A verbal update from the Cabinet on key issues for Cabinet Members which may be of interest to Overview and Scrutiny and may inform the O&S work plan	
11.		UPDATES FROM SCRUTINY TASK GROUPS Events Scrutiny Task Group – verbal update from the Democracy Officer	
12.		REVIEW OF SCRUTINY WORKPLAN	(Pages 19 - 22)
13.		DATE OF NEXT MEETING 21 October 2019	

Contact Officer: Saira Malin, Democracy Officer, 01242 264129
Email: democratic.services@cheltenham.gov.uk

Information/Discussion Paper

Overview and Scrutiny Committee – 9 September 2019

Responding to the Climate Emergency – Update

This note contains the information to keep Members informed of matters relating to the work of the Committee, but where no decisions from Members are needed

1. Why has this come to scrutiny?

- 1.1 The Committee has requested an update on the activity taking place in response to the Climate Emergency motion debated by Council in February and formally declared by Cabinet in July.

2. Summary of activity

- 2.1 A staff working group has been established and the first meeting, a brainstorming session, was held in July. Work is now underway to develop an action plan from the ideas, which will complement the outcomes of the report being prepared for Council in October.
- 2.2 The second strand of activity has been the preparation of the report for Council, which will:
- establish a carbon emissions baseline for the Council and the borough;
 - set out a roadmap for making progress towards making the Council and Cheltenham carbon neutral by 2030, and
 - identify the resources needed to deliver the activities
- 2.3 The range of expertise and skills required to prepare this report was not available in-house and so consultants De Courcy Alexander (DCA) were brought in to support the council with this.
- 2.4 The work has primarily been undertaken by [Simon Graham](#), Head of Innovation at DCA. Simon knows Cheltenham extremely well, having previously worked for a number of years at local company Commercial Ltd, driving the implementation of a very successful sustainability programme and achieving a number of 'firsts' for the company, one of which was first in the sector to be Carbon Neutral and Zero Waste. In 2013 the company was recognised at the [Guardian Sustainable Business Awards](#), winning the category for innovation in engaging employees with the company's sustainability journey.
- 2.5 The focus of the work in August has been on gathering evidence, information and ideas to inform the report. This has included:
- (i) Meeting and interviewing:
 - a range of officers from across the council
 - key members
 - a number of external organisations including GCHQ, SuperDry and the LEP
 - key partners including the Cheltenham Trust, Ubico, emergency services and GCC
 - (ii) Facilitating a members' brainstorming session
 - (iii) Attending the public assembly held on 6 August as an observer
 - (iv) An examination of the council's key strategies and plans

(v) Data collection for the emissions baselines

3. Initial findings and thoughts

- 3.1 The scale of the challenge should not be underestimated, however Cheltenham is well placed to demonstrate leadership in responding to the climate emergency and this aligns well with the vision for the future of Cheltenham.
- 3.2 There is a wealth of activity already underway within the council and in the wider community on the climate change agenda, but much of it simply isn't known about.
- 3.3 There is a genuine, widespread commitment to tackling the climate emergency and many thoughts and ideas about how this can be achieved, which need to be prioritised.
- 3.4 Significant investment will be required to deliver the commitment to be carbon neutral by 2030, but it is achievable. It is important such investment is not viewed in isolation as many of the solutions for the climate emergency will deliver positive benefits in other areas, such as alleviating poverty, adding social value, benefiting the economy and promoting community cohesion and resilience.

4. Next Steps

- 4.1 The report is currently in development and the committee's thoughts would be welcome on a number of potential concepts:
- (i) The idea of developing:
 - *A 'Cheltenham Standard'*
Creating an identity that shows that activities etc in Cheltenham are of necessity of a higher standard with lower carbon impact, aligning with the Cheltenham marketing strategy.
 - *A Cheltenham Green Deal*
Creating an investment fund that can be used within Cheltenham to achieve the carbon target through individual, community or collaborative action. For example, providing low income households with a low cost loan to update their home to become lower carbon, with repayments coming from their reduced energy costs.
 - *Cheltenham Energy*
Cheltenham already has over 20MW of installed renewable capacity. Cheltenham Energy could be an entity that enables the Council, businesses and residents to purchase zero carbon energy, primarily from local sources.
 - (ii) Prioritising new build or retrofit
 - (iii) Setting a 5 year interim target of 50% or 75%
- 4.2 Data analysis is also underway to establish the emissions baselines for the council and the borough.
- 4.3 The final report, which will include recommendations and an assessment of resources required, will be presented to Council on 14 October before being considered, together with Council's feedback, by Cabinet on 5 November.

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Contact Officer

Darren Knight, Executive Director People & Change, Darren.knight@cheltenham.gov.uk

Accountability

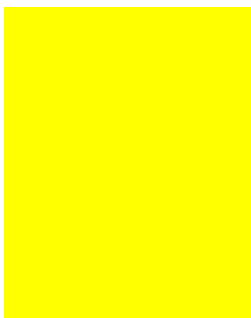
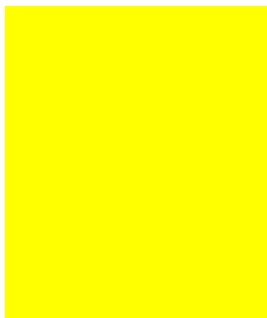
Councillor Hegenbarth, Cabinet Member
Corporate Services
Councillor Coleman, Cabinet Member Clean and
Green Environment

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CHELtenham BOROUGH COUNCIL

SCRUTINY ANNUAL REPORT 2018-2019

A SUMMARY OF HIGHLIGHTS



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1. Foreword

Chair of Overview and Scrutiny Committee

Councillor Chris Mason

As the Chair of the Overview and Scrutiny Committee, I am pleased to present the Annual Report for 2018/19.



I would like to thank my vice-chair Councillor Klara Sudbury and Councillor Payne for their support during my first year as Chair.

The committee is responsible for co-ordinating the Overview and Scrutiny function within the authority. It commissions scrutiny task groups to carry out the detailed work ensuring that they have clear terms of reference. It is also responsible for receiving and determining how call-ins of Cabinet decisions should be dealt with.

I believe that scrutiny should be a powerful tool to enable all members of the Council who are not part of the Executive to hold the Cabinet to account on behalf of the electorate but also to act as a critical friend in helping to develop new policies and ideas. Most important to me is that scrutiny makes a difference and achieves positive outcomes for the people of Cheltenham.

“As well as ongoing monitoring of performance across the council and having a direct input into the draft corporate plan, over the course of the year O&S has scrutinised the following issues:

- The Lead Commissioner Community Infrastructure, Gloucestershire County Council and the County Council Cabinet Member Environment and Planning were invited to attend the September meeting of the committee to discuss the parking strategy in Cheltenham and Members had the opportunity to raise a number of issues and ask questions.
- Colleagues from Gloucestershire County Council were welcomed again at the October meeting to provide an update on the Cheltenham Transport Plan. This meeting attracted 15 public questions and a full audience. Committee Members were able to raise a number of issues relating to the ongoing Boots Corner trial. At the same meeting O&S received a follow up on the resolutions which came out of the call in regarding Wheelchair Accessible Vehicle policy for Hackney Carriages.
- As a result of a motion passed at Council in January 2019 a matter was referred to Overview and Scrutiny in relation to general surgery proposals put forward by Gloucestershire Hospitals NHS Foundation Trust. At its meeting in February representations from Gloucestershire Hospitals NHS Foundation Trust as well as from doctors opposing the proposals were heard by the committee.

We have also requested regular updates on important projects such as the crematorium and leisure@ as well as receiving a presentation from Publica on their annual performance.

The committee continued to play a key role in shining a light on issues of concern for the town. Amongst them, the task group which reviewed the issue of urban gulls ensured that an additional £10,000 has been allocated for nest identification and egg

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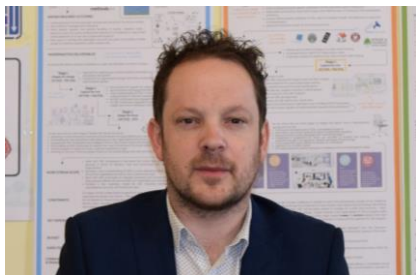
oiling. An urban gulls strategy and fully costed action plan is being developed.

I would like to take this opportunity to invite all members to contact me and the other lead members with regard to any suggested areas of activity or of issues of concern to Cheltenham and its people and which are appropriate for scrutiny.

Finally, special thanks go to Democratic Services who support all our meetings and continue to work behind the scenes to make scrutiny happen and we could not achieve what we have done without all their support.

2.

Darren Knight
Executive Director of People & Change



The role that the committee plays in local democracy in holding to account both members and officers is as important as ever, as the authority, the town, and in fact the whole country, continues to experience a period of significant change.

It will therefore be important for the overview and scrutiny committee to continue to question, challenge and probe and provide that challenge which adds so much value to our democratic decision making process and the wider work of the Council.

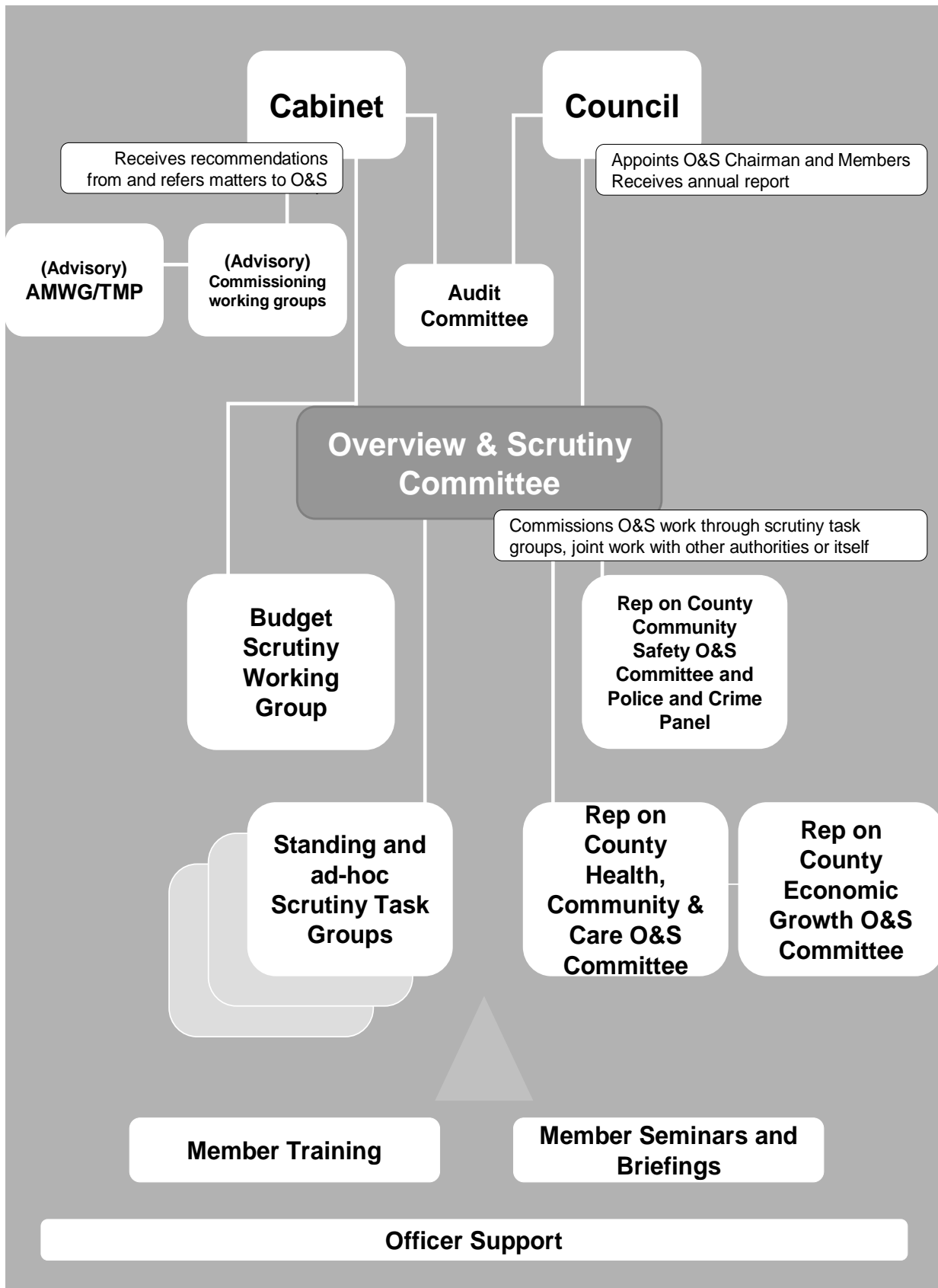
We have looked to review and continue to improve how we support the role of O&S, which has included:

- Increased Officer resource to the Committee to ensure the committee has the right level of support
- Training for Committee Members to help develop their skills and understanding of the scrutiny process
- Several improvements in how the Committee plan and organises its work plan items to give members more time for questions, discussion and debate

These changes will help put the Committee in a stronger place for the following year.

In conclusion, it is always good to continue to review the way we do things. I really value the work that scrutiny has done over the past year and as the lead Director I will ensure that we will continue to give the members our full support.

3. Overview and Scrutiny Structure



4. Scrutiny Task Groups

4.1 Budget scrutiny work groups

Task group members: Victoria Atherstone, Nigel Britter, Martin Horwood, John Payne
Officer support: Sarah Didcote, Bev Thomas

The Budget Scrutiny Working Group (BSWG) is a small but effective group that keeps a careful watch on in-year spend and the developing budget for the following year. Input from the group is particularly important since the council is now diversifying the way in which it raises income to support services it provides in light of the significant central government funding cuts.

During the year we took an active interest in all budget areas. We had our usual opportunities to consider the quarterly budget monitoring reports and the financial outturn report and to scrutinise the General Fund and HRA budget proposals for 2019/20. We acknowledged the difficult economic conditions the council was operating in, recognising the uncertainty in future New Homes Bonus and how business rates would look going forward. Achieving a balanced budget continues to be a challenge for this Council and therefore there remains a continuing role for the budget scrutiny working group throughout the year.

I would like to put on record my thanks to Sarah Didcote for supporting this group over the years and wish her all the very best for her new life in Spain.

We look forward to working with Andrew Knott from Publica who will be supporting this group going forward.

The Executive Director – Finance and Assets commented that “ this has been a valuable process which has given members an opportunity to input into the development of the budget proposals and key initiatives which has added value to the process. BSWG have also provided an independent review of the financial performance of the council during the year, as well as considering the final outturn position and our approach to commercialisation. The financial position remains challenging and it is both helpful and important to have a forum for deeper consideration of the issues facing the council and wider member influence over the strategy for dealing with it.”

4.1 Urban Gulls Task Group

Task group members: Councillors Klara Sudbury, Dilys Barrell, Diggory Seacome, Tim Harman
Officer support: Mark Nelson and Duncan Turner

A review of Urban Gulls was initiated by the Overview and Scrutiny Committee in June 2018, following a high level of dissatisfaction about the Council’s response to controlling the urban gull population in residential areas.

The group considered the key problems caused by urban gulls including noise nuisance, potential health risk and damage to buildings from gull droppings, as well as the

challenges in finding and treating their nests. The group considered a range of evidence and spoke to a number of key partners, including Ubico and the Cheltenham Business Improvement District (BID) as well as looking at best practice from Gloucester City and Bath & North East Somerset Councils. They also consulted with 64 local residents and business owners via an online survey and drop-in session to understand the extent of the problem.

The group concluded that key to addressing the issues was denying habitat, making successful nesting in Cheltenham less easy through treating more gulls eggs each year and encouraging businesses and residents to gull-proof their own properties. The group also made a series of recommendations with regards to the planning process in order to 'design out' opportunity sites for gulls to nest on new buildings. In addition, the need to reduce access to food sources, including food waste and litter, highlighted the importance of Cheltenham Borough Council taking a strategic lead, working alongside partners, residents and businesses to tackle the problem.

The recommendations made by the task group were considered by the Overview and Scrutiny Committee in November 2018 and at the Cabinet meeting in December 2018. Cabinet commended the task group for producing a comprehensive and detailed report and requested officers look at the details and come back to Cabinet with an officer view of the proposals. At the Cabinet meeting in March 2019 Cabinet agreed a £10k additional budget allocation for 2019-20, funded from additional income generated in 2018-19 and instructed the Enforcement Manager to develop and implement a costed action plan, within identified resources, in consultation with the Cabinet Member.

5. Other successes

Between April 2018 and March 2019, the Overview and Scrutiny Committee also undertook the following work:

Parking Strategy – the County Council attended a meeting in September 2018 to discuss the parking strategy in Cheltenham and members got the opportunity to raise a number of issues and ask questions.

Wheelchair Accessible Vehicle Policy for Hackney Carriages – as part of the committees follow up on the call-in relating to the taxi and private hire licensing policy in March 2018, the committee considered the Wheelchair Accessible Vehicle Policy for Hackney Carriages.

General Surgery proposals – this matter was referred to the committee by Council. Members considered representations from Gloucestershire Hospitals NHS Foundation Trust as well as from doctors opposing the proposals.

Projects – the committee received regular updates on important projects such as the crematorium, leisure at and the high street development.

Travellers and other unlawful occupants of council land – the committee instigated a Members' Seminar, providing all members with an opportunity to better understand the issue and ask questions.

Monitoring performance – throughout 2018/19 the committee monitored the performance of the council, as well as reviewing the Publica Annual Report.

6. Cabinet Member Working Groups

In 2018, when our Annual Report was taken to Council, it was suggested that we also mention the work of non-Executive Members on Cabinet Member Working Groups.

Cabinet member working groups are fundamentally different to scrutiny task groups in that they are set up and chaired by the Cabinet Member and their aim is to assist the Cabinet Member in formulating their final report to Cabinet. By contrast scrutiny task groups are scrutiny led and can only make recommendations to Cabinet or Council or another body. However what they do have in common is that very often Cabinet Member working groups are helping to formulate new policy and offer challenge which are both key parts of the overview and scrutiny function. Both involve non-Executive Members.

The working groups this year included:

Asset Management Working Group
Planning and Liaison Member Working Group
Housing Supply
Members' ICT

7. Overview and Scrutiny – what's next?

Please note that this report looks back over the work undertaken by the committee between April 2018 and March 2019 and as such, this section may refer to events which have already taken place and which will be covered in more detail in the 2019/20 Annual Report.

- Refresher training was held in May 2019.
- The Chairman of the O&S Committee called in a decision relating to proposed changes to bring bank sites. The committee considered the 'call-in' at the 1 July meeting.
- The Police and Crime Commissioner is scheduled to attend the September 2018 meeting.
- A scrutiny task group has been established to look at events.
- A review of Overview and Scrutiny will be undertaken in 2019.
- We are always looking for ways to improve what we do and would welcome any thoughts on how we can make the O&S process better. Please contact one of the Democratic Services team.

8. Contacts

Democratic Services Team Leader:

Beverly Thomas

Democracy Officers:

Saira Malin

Sophie McGough

Harry Mayo

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SCRUTINY TOPIC REGISTRATION



Do YOU have a topic that you think Cheltenham Borough Council should scrutinise? Please fill out the following form and return to Democratic Services.

Date:	
Name of person proposing topic:	
Contact details: email and telephone no:	
Suggested title of topic:	
What is the issue that scrutiny needs to address?	
What do you feel could be achieved by a scrutiny review (outcomes)	
If there a strict time constraint?	
Is the topic important to the people of Cheltenham?	
Does the topic involve a poorly performing service or high public dissatisfaction with a service?	
Is it related to the Council's corporate objectives?	
Any other comments:	

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Overview and Scrutiny Committee work plan – 2019/20

Item	Outcome	What is required?	Author/presenter
Meeting date: 9 September 2019 (Deadline: 28 August)			
Police and Crime Commissioner	Q&A session on non-operational matters' with members asked to provide questions in advance of the meeting	Discussion	Martin Surl, Police and Crime Commissioner
Fit For The Future Engagement	An opportunity to discuss ways services could be organised to get the very best urgent advice, support and care across the county and benefit from two thriving specialist hospitals in Cheltenham and Gloucester	Presentation and Q&A session	Deborah Lee, CEO (NHS Trust), Simon Lanceley, Director of Strategy and Dr Mark Pietroni, Medical Director (One Glos. Integrated Care System), M Hutton, ICS Lead (CCG) a Paul Roberts and/or Hazel Braund (2Gether Trust)
Responding to Climate Change Emergency	Update on climate change motion and what has been done since the motion was passed in Feb 2019	Discussion paper	Darren Knight, Simon Grah (DCA) and Lead Member(s)
Scrutiny annual report	Consider the annual report prior to Council in October	Report	Saira Malin, Democracy Officer
Meeting date: 21 October 2019 (Deadline: 9 October)			
Crematorium project	Consider post implementation of crematorium project	Discussion paper	Mike Redman, Director of Environment
Indices of deprivation	Deprivation and inequality in Cheltenham	To be confirmed	Richard Gibson, Strategy and Engagement Manager
Public conveniences	Consider the outcome of the public consultation prior to Cabinet (05/11)	Draft cabinet report	Mark Sheldon, Director of Corporate Projects
North Place	Update on North Place	Discussion paper (EXEMPT)	Paul Jones, Executive Director - Finance and Assets

Overview and Scrutiny Committee work plan – 2019/20

Meeting date: 18 November 2019 (Deadline: 6 November)			
Quarter 2 performance review	Consider Q2 performance and comment as necessary	Discussion paper	Richard Gibson, Strategy and Engagement Manager
Cheltenham Town Hall – Masterplan scoping study	Consider the masterplan scoping study recommendations prior to decision by Cabinet	Discussion paper	Mark Sheldon, Director of Corporate Projects
Depot Review	Consider the draft Cabinet report	Discussion paper	Paul Jones, Head of Finance
Meeting date: 13 January 2020 (Deadline: 27 December 2019 – may change)			
Budget proposals (for coming year)	Consider views of the Budget Scrutiny Working Group on the budget proposals for the coming year	Discussion paper	Chair, Budget Scrutiny Working Group
Urban Gulls	Update on the work carried out in 2019, how this compares to the previous year and the strategy to be adopted going forward	Discussion paper	Mark Nelson, Enforcement Manager (and Cabinet Member?)
Meeting date: 24 February 2020 (Deadline: 12 February)			
Meeting date: 30 March 2020 (Deadline:			
The Cheltenham Trust (TCT)	Presentation from Laurie Bell (CEX since May 2019) on performance over her first year	Presentation and discussion	Laurie Bell, Chief Executive (TCT)
Meeting date: (Tuesday) 26 May 2020			
Meeting date: 22 June 2020			
End of year performance review	Consider performance and comment as necessary	Discussion paper	Richard Gibson, Strategy and Engagement Manager
Meeting date: 27 July 2020			

Overview and Scrutiny Committee work plan – 2019/20

Items for future meetings (a date to be established)			
Gloucestershire 2050	Update on Gloucestershire 2050	Verbal update	The Leader
Network Rail, GWR & British Transport Police	Representatives of relevant organisations to attend O&S	Discussion	Network Rail, GWR and BTP
NHS – integrated locality board	Update on integrated locality board	Presentation and questions	tbc
Gloucestershire Joint Health and Wellbeing Strategy	Consider the draft strategy – Richard has emailed members posing question of whether this should come to October 2019	October 2019?	
Safer Gloucestershire	Officers queried whether the committee would like a presentation from Safer Gloucestershire, the county community safety partnership dealing with crime and disorder		
Marketing Cheltenham	Perhaps the committee would like to hear from Marketing Cheltenham at some point about what they have done and what they have planned?	Autumn?	

Annual Items		
Budget proposals (for coming year)	January	Chair, Budget Scrutiny Working Group
Draft Corporate Plan	February	Richard Gibson, Strategy and Engagement Manager
End of year performance review	June	Richard Gibson, Strategy and Engagement Manager

Overview and Scrutiny Committee work plan – 2019/20

UBICO annual report	July	Ubico and Cabinet Member
Scrutiny annual report	September	Democracy Officer
Update on motions	September	Relevant Officer
Quarter 2 performance review	November	Richard Gibson, Strategy and Engagement Manager
Publica annual report	tbc	Dave Brooks (Chair) and David Neudegg (MD)

Briefing sessions/seminars

Briefing sessions/seminars			
Car Parking Strategy	A joint seminar with GCC arranged at the request of Overview and Scrutiny	3 September 2019	Mike Redman, Director of Environment
CBH Masterplan	A member seminar arranged at the request of the O&S Committee (DSU to make necessary arrangements and to communicate to members nearer the time)	11 October 2019	Paul Stephenson and Peter Hatch (CBH)