



CHELTENHAM

BOROUGH COUNCIL

Notice of a meeting of Overview & Scrutiny Committee

Monday, 2 November 2020
6.00 pm
Pittville Room - Municipal Offices

Membership	
Councillors:	Chris Mason (Chair), Paul Baker, Dilys Barrell, Nigel Britter, Iain Dobie, Sandra Holliday, Martin Horwood, John Payne, Jo Stafford and Klara Sudbury

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 7 September 2020	(Pages 3 - 8)
4.		PUBLIC AND MEMBER QUESTIONS, CALLS FOR ACTIONS AND PETITIONS	
5.		MATTERS REFERRED TO COMMITTEE	
6.	6.05pm	COVID-19 RECOVERY PROGRAMME Darren Knight, Executive Director of People & Change	(Pages 9 - 16)
7.	6.35pm	CLIMATE EMERGENCY - A RESPONSE TO OVERVIEW AND SCRUTINY Councillor Max Wilkinson, Cabinet Member Climate and Communities	(Pages 17 - 20)
8.	6.50pm	SCRUTINY ANNUAL REPORT 2019/20 Councillor Chris Mason, Chair of Overview and Scrutiny	(Pages 21 - 36)
9.	7.00pm	FEEDBACK FROM OTHER SCRUTINY MEETINGS ATTENDED Gloucestershire Health O&S Committee (15/09) – update from Councillor Horwood – to follow	

		Gloucestershire Economic Growth O&S Committee (23/09 and 21/10) – update from Councillor Paul McCloskey - to follow Police and Crime Panel (18/09) - verbal update from Councillor Jonny Brownsteen	
10.		CABINET BRIEFING An 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	(Pages 37 - 38)
11.		UPDATES FROM SCRUTINY TASK GROUPS Verbal update from Democracy Officer	
12.		REVIEW OF SCRUTINY WORKPLAN	(Pages 39 - 44)
13.		DATE OF NEXT MEETING 18 January 2021	

Contact Officer: Saira Malin, Democracy Officer, 01242 264129
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Overview & Scrutiny Committee

Monday, 7th September, 2020

6.00 - 7.15 pm

Attendees	
Councillors:	Chris Mason (Chair), Klara Sudbury (Vice-Chair), Sandra Holliday, John Payne, Dilys Barrell, Iain Dobie and David Willingham (Reserve)
Also in attendance:	Gareth Jones (Senior Environmental Health Officer), Councillor Jordan (Leader) and Darren Knight (Executive Director of People & Change)

Minutes

1. APOLOGIES

Councillor Baker had given his apologies and Councillor Willingham would substitute for him.

The Chairman took the opportunity to congratulate Councillor Wilkinson for his appointment to Cabinet. This did however, mean that he could no longer be a member of this committee and therefore another vacancy had arisen.

2. DECLARATIONS OF INTEREST

No interests were declared.

3. MINUTES OF THE LAST MEETING

The minutes of the last meeting had been circulated with the agenda.

The Chairman advised the committee that he had not written to Alex Chalk, MP, as the Police and Crime Commissioner confirmed that he had since received a response to his letter regarding the Magistrates Court.

Upon a vote it was

RESOLVED that the minutes of the meeting held on the 27 July 2020, be agreed and signed as an accurate record.

4. PUBLIC AND MEMBER QUESTIONS, CALLS FOR ACTIONS AND PETITIONS

None were received.

5. MATTERS REFERRED TO COMMITTEE

There were none.

6. AIR QUALITY / SCHOOLS

The Chairman introduced Gareth Jones, Senior Environmental Health Officer, advising that his paper would be taken as read and inviting members to ask any questions.

Asked about no idling zones outside of Schools, he confirmed that the member was correct in his understanding, that these could only be adopted within an Air Quality Management Area (AQMA). He noted that these powers were rarely adopted by councils as they were costly to police and in practice, most drivers, when confronted, simply switched off their engines or drove away.

Monitoring had been set-up outside Gloucester Road Primary School some two weeks ago and whilst it was working, it had not yet been reviewed.

Following the changes to the AQMA, a new action plan had to be prepared and whilst this would focus on the AQMA, any provisions could have a positive impact on other areas across the town and therefore he welcomed any ideas in terms of air quality. The team regularly applied for funding and therefore encouraged members to contact them with any suggestions.

Mesh pods had been put up again across the town in the last couple of weeks and the NOX tubes had been up across the town for the last 20 years. The location of all monitoring equipment was available on the council and DEFRA websites and was agreed by O&S in February.

CBC had offered to assist GCC with the pollution monitoring element of the 'Streets for Schools' project and was preparing a quote for this work. It was also noted that Officers were happy to provide information or data to Schools producing a School Travel Plan (STP), which should encourage active travel choices amongst staff, parents and pupils.

He couldn't recall pollution levels ever having been over 40 in Prestbury or the High Street, suggesting that they wouldn't have removed the monitoring equipment if this had been the case and stressed that the annual average was more important than a peak at certain times. He confirmed that Prestbury Road was subject to increased monitoring, though levels were lower than expected this year and assured members that the pods did monitor down to PM2.5. He also advised members that the location of the NOX tubes would be reviewed at the end of the year and it was possible to put them anywhere and everywhere, but there were cost implications to such a decision.

The revised Air Quality Action plan would start to be developed over the coming months, but was likely to take a year to finalise and there would be a wide range of opportunities for members to get involved, as a large number of stakeholders would be engaged in the process.

Members were urged to bear in mind that as with many projects relating to pollution, the 'Streets for Schools' project would require at least a year of monitoring before any useful conclusions could be drawn, as levels varied so much from season to season that shorter term monitoring offered little to no value.

He was aware of functional public art on the continent and asked that the member share details of art installations which filtered particulates from the air,

which could then be turned into ink to be used for other art, whilst at the same time being aesthetically pleasing. This would be emailed to him outside of the meeting.

The Chairman thanked the Senior Environmental Health Officer for his attendance and advised that a similar update would be scheduled for a future meeting.

7. CLEARVIEW

Darren Knight, Executive Director of People & Change explained that the range of services delivered by the council, involved a wide a range of projects with varying degrees of complexity; for which performance and risk needed to be closely monitored. Clearview, which had been used by CBH for some time, allowed for the creation and execution of the strategic plan, as well as management of performance and risk, at the same time as allowing the organisation to easily report this information and therefore prioritise resources most effectively.

He stressed that Officers had only just started to populate the system immediately prior to lockdown and therefore the data that would be shown was incomplete or now out of date, but he was keen that members understand how it would work when it was updated and fully operational.

He gave a live demonstration of the system, first explaining that the priorities set out in the corporate plan had been entered into the system as 'Projects'. Under each 'Project' were a number of 'Goals' which were projects that once complete, would take the organisation closer to achieving the corporate priorities. The number in closed brackets shown at the end of each 'project' showed the number of goals listed against it and each goal would have a RAG (Red, Amber, Green) status which would in turn inform the RAG status of the 'Project'. He showed examples of this, but again stressed that many were showing as red as the data had not yet been populated fully, or had not been updated since the initial data had been added. He demonstrated how the use of milestones would aid progress management and performance scorecards could show performance over a monthly, quarterly or annual period; allowing Directors and Cabinet Members to easily identify areas of concern. Clearview also allowed for the inclusion of detail that would provide a narrative to how a target had been identified, or why performance had slipped or progress had halted, which would be highly beneficial to O&S when reviewing performance. Ultimately this system would enable the organisation to review, monitor and manage, ensuring that resources were aligned to corporate objectives. He noted that the risk module had not yet been populated, but would demonstrate this functionality once it was.

The Executive Director of People & Change gave the following responses to member questions:

- Members could be assured that Clearview met the security requirements demanded by the council and he would email details to the individual member separately.
- The system did integrate with other software such as Uniform.

- He reiterated that Officers would input explanatory notes where targets were not achieved, as well as details of any measures that had/would be taken to address any issues.
- Original timelines were derailed by Covid but it was expected that the Risk Module would be updated in the next 2 months, for completion by November, but the performance aspect would likely be after Christmas now.
- Staff were previously updating word or excel service plans and would now simply input the data directly into Clearview, so this would be resource neutral. The officer would be required to explain the course of any data and how it had been calculated and the system would flag where data was not current.
- There were plans to make a read-only version of the system available to all members, but populating the system and rolling it out to Cabinet Members was the priority.

Members felt that the system looked impressive and that once fully populated, it would be useful on many levels. It was agreed that a further demonstration would be scheduled once the system had been populated/updated.

8. SCRUTINY REVIEW TASK GROUP - ONE PAGE STRATEGY

The Chairman referred members to the One Page Strategy which had been circulated with the agenda. He reminded the committee that they had agreed to establish a task group to consider the Campbell Tickell recommendations and devise an action plan. The committee were being asked to agree the ambitions and outcomes for this review.

There were no comments or questions and upon a vote, the One Page Strategy was agreed.

The Democracy Officer would now contact all non-executive members and invite them to be involved in this review, with Councillors Payne and Parsons having previously volunteered.

9. CABINET BRIEFING

The Leader highlighted the recent Cabinet reshuffle. He reminded members that this had been done so as to create additional capacity for some of the major projects the council was embarking upon and that the relevant constitutional changes had been made and budgets allocated, at the end of the last year. He had fully intended to implement these changes sooner but chose to delay until after the general election and then the local elections, which was subsequently postponed due to Covid.

Two additional cabinet members had been appointed, Councillor Wilkinson as Cabinet member climate and communities and Councillor Atherston as Cabinet member economy and development. The portfolio of 'climate and communities' was an acknowledgement that we needed to take communities with us and would allow for any opportunities to do this to be maximised. The spreadsheet outlining cabinet member portfolios had been updated but he accepted that this document may require additional amendments. He was aware that Councillor Wilkinson's appointment to cabinet had created another vacancy on this committee and assured members that his group would be nominating replacement members soon.

Members would be aware of the renewed focus on devolution and restructuring of local government. In his opinion, now was not the ideal time to be doing so, but the white paper was expected imminently and therefore various conversations were starting to be had. 5 localities had been identified and asked to come forward with proposals and a number of council leaders felt it was important to start these conversations now, rather than wait and have something imposed upon us. Early discussions suggested support for Gloucestershire having two unitary authorities, if it were to go ahead at all, but he stressed that it was very early days.

The Leader gave the following responses to member questions:

- There had been talk that Gloucestershire was not a large enough area for a Metro Mayor and that because of this, it may need to form part of a larger area possibly with the West of England, but he had not heard any formal proposals for this.
- He had already acknowledged that the portfolio spreadsheet would require some further adjustment, but assured members that whilst one cabinet member would be responsible for ensuring that access and inclusion were covered in the equalities and impact assessment included in every policy; it was the responsibility of each cabinet member to ensure that the policies delivered.
- There would absolutely be a role for scrutiny in terms of devolution, but at this stage he was unsure how or when this would be of most value. He suggested that we wait for the white paper before making any decisions on this.

The Chairman thanked the Leader for his attendance.

10. **REVIEW OF SCRUTINY WORKPLAN**

The work plan had been circulated with the agenda.

The Chairman confirmed that it would be updated to include future items on Air Quality and Clearview. He also advised the committee that the New Homes and Regeneration Strategy had been scheduled to come to committee this evening but had been deferred on the forward plan and as such would come to committee at a later date. As always, the lead members would meet to agree the agenda for the next meeting in due course.

The Vice-Chair, Councillor Sudbury, announced that she would be standing down from this role, as she felt she was no longer able to give it the time it needed, but she would remain a member of the committee. The Chairman noted his disappointment, acknowledging her hard work and support as Vice-Chair and his hope that she would indeed remain on the committee.

11. **LOCAL GOVERNMENT ACT 1972 - EXEMPT INFORMATION**

Upon a vote it was unanimously

RESOLVED that in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining

agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraph 3, Part (1) Schedule (12A) Local Government Act 1972, namely:

Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)

12. EXEMPT MINUTES OF THE LAST MEETING

The exempt minutes of the last meeting had been circulated with the agenda.

Upon a vote it was

RESOLVED that the exempt minutes of the meeting held on the 27 July 2020, be agreed and signed as an accurate record.

13. DATE OF NEXT MEETING

The next meeting was scheduled for the 2 November 2020.

Chris Mason
Chairman

Information/Discussion Paper

Overview & Scrutiny Committee – 2 November 2020

Covid-19 Recovery Programme

Why has this come to scrutiny?

This has come to scrutiny at the request of the Chair's Group, to be updated on the Council's recovery work. This note contains the information to keep Members informed of matters relating to the work of the recovery programme.

Summary of the Issue

Cheltenham Borough Council (CBC) was one of the first councils to launch its Recovery Strategy, which sets out a framework to guide its recovery efforts. The purpose of this briefing paper is to summarise the recovery work done as well as key risks to recovery. The CBC Recovery Strategy can be accessed via the following link -

https://www.cheltenham.gov.uk/downloads/file/8162/recovery_strategy

This briefing note will summarise recovery efforts in the following workstreams:

- Economy
- Returning CBC to a new normal
- Community & Volunteers
- Environment & Wellbeing
- Finance
- Risks to recovery

Recovery Governance:

The CBC governance structure for recovery is summarised below:

- | | |
|----------------------------------|-------------------|
| • Cabinet Lead: | Cllr Steve Jordan |
| • ELT Sponsor: | Darren Knight |
| • Economy: | Tracey Crews |
| • Returning CBC to a new normal: | Ann Wolstencroft |
| • Community & Volunteers: | Richard Gibson |
| • Environment & Wellbeing: | Mike Redman |
| • Finance: | Paul Jones |

It's important to note that CBC is not operating in isolation in terms of its recovery efforts but working with key partners across Gloucestershire including GFirstLEP, Cheltenham BID, VCS and the Local Resilience Forum (LRF) with the Council's Executive Director for People & Change being the Vice Chair of the LRF recovery cell.

Emergency Response and Recovery:

In most emergency response situations, as the response phase begins to end the recovery phase will commence. The challenge of Covid-19 is that we are still supporting the response phase as well as commencing recovery efforts and we may have to scale resources back up for that as cases rise. This provides even more challenges as resources and efforts are split between the two phases; this illustrates one of the many unique challenges from Covid-19.

Summary of evidence/information by recovery workstream

Workstream - Economy:

Test and Trace Support payment scheme:

CBC has rapidly set up a Test and Trace Support payment scheme. This scheme was announced by Government on 20 September 2020 and Councils were required to have the prescribed scheme and a discretionary scheme in place to go live on 12 October. The schemes provide a one off payment of £500 to people on low incomes who are required to self-isolate by NHS test and trace, are unable to work and will lose income as a result. To qualify people have to be in receipt of certain welfare benefits for the prescribed scheme and on a low income for the discretionary. Cheltenham's scheme went live for applications via an online form on the website on 12 October.

Arts Council Culture Recovery Fund:

In October, three of Cheltenham's cultural organisations (The Festivals, The Everyman and The Cheltenham Trust) received between them £2.4m in funding from the Arts Council Culture Recovery Fund, as part of a £4m funding commitment for Gloucestershire.

Economic Recovery Task Force:

In September, a new Economic Recovery Task Force was formed to spearhead Cheltenham's economic response to the Covid-19 pandemic. Hosted by CBC, the new Task Force brings together senior leaders from across the public, private, charity and voluntary sectors to help drive forward the town's economic recovery. The Task Force is chaired by GFirst LEP Chair and senior industry figure Diane Savory OBE. Alongside her regional leadership role, Diane's recent appointment to the national High Streets Task Force and ministerial-chaired Economic Recovery Workgroup (MHCLG) ensures that the Cheltenham Task Force is feeding into and helping to inform what is a priority regional, national and international agenda.

Re-opening the high street fund:

MHCLG project officer now in place and so work underway to finalise the action plan and get into ERDF contract via Grant Funding Agreement. Positive feedback from activities to date, including business advice, flexibilities of licensing on pavement for chairs and tables and creation of more space to enable businesses to expand onto the highway. Currently investigating partial closure of Regents Street as further COVID measure as a trial to support social distancing and support for local businesses. Early engagement with GCC has been undertaken to understand parameters/constraints for these initiatives. Early engagement with business has taken place via BID. We will be utilising social engagement platform that has been provided by Common Place free of charge to consult on social distancing highways interventions.

Inward investment campaign 'We're moving to Cheltenham?'

The creation of the Economic Recovery Task Force coincided with the launch of the Council's inward investment campaign 'We're moving to Cheltenham?' The purpose of the campaign is to encourage business growth within the town and new inward investment. Developed by CBC and its destination and place marketing arm Marketing Cheltenham alongside Cheltenham BID and local brand agency ASHA, the new 'We're Moving to Cheltenham' initiative seeks to highlight the scale of investment and business growth that is underway across Cheltenham, the positive effect this is already having in attracting new business into the town and the range of opportunities that make it attractive for others to do the same. You can see the new 'We're Moving to Cheltenham' website at www.movingtocheltenham.com

Licensing:

CBC is producing a series of bulletins for licensed premises in response to COVID-19 issues and queries, including off-sales and minor variations. These business bulletins can be found

on the website at <https://us10.campaign-archive.com/home/?u=f97b01f6115db1bac686e8193&id=71448eeeb9> with 88 Cheltenham businesses that subscribe to the regular newsletter. We have also provided business advice through the BID's webinars to help BID businesses with compliance issues and answering questions about restriction regulations.

Finally, we have been proactively engaging with Cheltenham Night-safe to support businesses operating in the evening and night-time economy also through dedicated advice and support on a range of Covid related issues such business closures, understanding the practical implications of the regulations and regular updates as regulations change. More information can be found at -

https://www.cheltenham.gov.uk/info/11/licensing_and_permits/1608/covid-19_recovery_for_licensed_premises

'Getting Building Fund':

In August, the £5.2 million flagship Minster Innovation Exchange scheme will move forward even quicker than planned and deliver an enhanced scheme thanks to funding of £3.114 million via GFirst LEP, from central Government's £900 million nationwide 'Getting Building Fund'. This will support jobs, regeneration and the high street.

Golden Valley Development:

In July, Cheltenham's £400m Golden Valley Development has taken a significant step closer with the announcement that six potential development partners have been shortlisted after an extensive search closed earlier that month. For more information on the Golden Valley Development visit www.goldenvalleyuk.com

National Business Grants scheme:

CBC was quick off the mark in getting 'cash out of the door' through the National Business Grants scheme. The scheme closed at the end of September with 1,836 grants, totalling £23.1m being paid. The rapid approach resulted in CBC being awarded a Community & Business Award from Punchline magazine. <https://www.punchline-gloucester.com/articles/aanews/cheltenham-borough-council-applauded-for-fast-tracking-changes>

Discretionary Business Grant scheme:

Following on from the National Business Grants Scheme, CBC worked with Stroud District Council, Tewkesbury Borough Council, and Gloucester City Council to establish a Discretionary Business Grant scheme. This scheme closed in June once the funding had been allocated and CBC paid 191 grants totalling £1,150,000. The scheme was developed with input from GFirstLEP, Cheltenham BID and Gloucester BID. A scheme such as this would normally take several months to complete, but this was developed in three weeks. Our share of the funding to distribute was £1.12m. Due to the effort and thinking put into the scheme, the partnership was able to add a fifth category in addition to the four set out by BEIS so more businesses could qualify for support.

Cultural strategy:

The council is leading a piece of work with cultural partners and Creative Tourist consultants to create a new cultural strategy for Cheltenham. This will provide a framework for the recovery of the cultural sector with a draft vision of "*Cheltenham being an internationally recognised as a truly innovative creative place and destination*"

Planning Control:

CBC extended its 'standard' construction hours across the town before Government announced a similar initiative, realising that this would benefit our residents and our construction sector. We have taken a proactive and positive approach to planning control enforcement, to enable businesses and organisations in the town to erect temporary structures to support their operations and allow for social distancing, without the need for

planning permission, good examples of businesses that have capitalised on this is 131 and Cheltenham Trust. The work of the Council's planning team has been recognised by:

- 'Have I got planning news for you' as champion of the week.
- Local business community <https://www.punchline-gloucester.com/articles/aanews/cheltenham-borough-council-applauded-for-fast-tracking-changes>
- The Chief Executive of the Royal Town Planning Institute referenced CBC on a BBC Radio 4 interview

This approach has attracted significant sector interest and as a result we made time to be interviewed by the LGA and Kings Chambers who is part of an industry group providing advice to government on licencing and planning changes required to business in the short term.

Workstream - Returning CBC to a new normal:

Before Covid-19, CBC had already embarked on a modernisation programme with new telephony, laptop rollout to replace traditional desktops, WebEx, Jabba, Webcasting and Blackberry Work. This enabled remote working to be rapidly rolled out. All Council meetings can be hosted and undertaken virtually and have been for several months. As part of the wider modernisation improvements the Cllr laptop rollout has almost completed.

Staff survey:

The remote staff survey working results are summarised below:

- 92% of staff felt they have the technology to stay connected and do all aspects of my current role (BAU or redeployment role) effectively
- 87% of staff were having either, daily, twice a week or weekly contact with their line manager
- 94% of staff felt in in general, that they are supported and have enough contact with their team& line manager and can raise any issues or concerns have with them
- 77% of staff felt they would like to work from home on a more regular basis in the future, when circumstances are more normal

Municipal Offices:

Some of the Municipal Office space has been reconfigured (desks and chairs) to ensure it is Covid-19 safe. Home working is still the default option but we now allow more Officers to work from the Municipal Offices up to a maximum of 40. Those customers that need to see an Officer face to face can do on an appointment basis.

Health & Safety:

Ensuring the safety of our staff is a top priority and there is a dedicated health & safety working group established to support managers and service teams with advice and guidance with any risk assessments. This working group is sponsored by a member of the Executive Leadership Team.

Workstream - Community & Volunteers:

CBC used its annual community grant scheme funding complimented with additional funding from Gloucestershire County Council to provide grant funding to those charities and community groups that were providing essential support for the most vulnerable. This provided a total fund of £100,000, with 52 grants being allocated. Five examples include:

- **The Long Table Cheltenham:** £2000
 - ✓ **Outcome:** Delivering healthy, wholesome frozen meals to people's doors, charities and NHS workers.
- **The Indian Association:** £500
 - ✓ **Outcome:** For PPE and cleaning materials to allow their community centre and place of worship to reopen with social distancing measures in place.
- **Battledown Friends Group:** £798
 - ✓ **Outcome:** To increase ICT resources in the special school to allow children to see their therapists during Covid-19
- **Gloucestershire Counselling:** £2000
 - ✓ **Outcome:** To provide laptops and licences to enable their counselling services to operate remotely.
- **Gloucestershire Deaf Association:** £1302
 - ✓ **Outcome:** To provide a Covid-19 specific information support pack to those living with deafness in the area

Holiday Hunger Programme:

In July, Local food charities in Cheltenham secured £4,818 from Gloucestershire County Council, to provide meals for children on free school meals over the summer holidays, as part of its Holiday Hunger Programme. The charities, led by Family Space working under the #feedcheltenham banner, have been supporting each other through the crisis with some additional help from CBC and GCHQ. The strengths of the relationships developed through the crisis led to the collaborative bid that will see frozen meals being distributed through seven local centres across Cheltenham.

Food distribution innovation project:

Working with GCHQ, we continue to work with the nine community food providers in the town, plus the 5 parish councils. The focus for the summer was the holiday hunger scheme. Plans are now to explore the roll –out of food pantries based on a membership model, plus a digital platform.

No Child Behind Community Agreement:

In September The No Child Left Behind community agreement launched across the town, which has so far seen over 45 schools and organisations across all sectors commit to working with families in a way that focusses on kindness, understanding and empathy. Across the borough, 18 schools and 27 organisations have signed up to the aims of the NCLB community agreement. The initiative has also launched a [new website](#), designed to highlight the strengths and achievements of Cheltenham families and organisations, and to provide signposting and support.

Youth Hubs:

The Department for Work & Pensions (DWP) are looking to set up Youth Hubs in each district and CBC are in contact with DWP partnership managers about how we can support this initiative.

Workstream - Environment & Wellbeing

'Don't be a tosser' anti littering campaign:

Following the easing of lockdown restrictions earlier in the year, there was a spike in the amount of littering in the borough's parks and gardens. CBC responded rapidly by diverting UBICO resources from other tasks to tackle the problem and CBC also launched the popular 'don't be a tosser' anti littering campaign, where posters were rolled out more widely in Cheltenham following resident demand -

<https://www.gloucestershirelive.co.uk/news/cheltenham-news/council-tough-dont-tosser-posters-4286335>

Supporting the Local Outbreak Management Plan (LOMP):

The Director of Public Health (GCC) has requested local authority support with local 'outbreak management' arrangements, for which the county has received a total of £2.2 million funding; CBC has worked up a proposal for the local authority element which would involve establishing a virtual team, capable of responding 24/7 to any new county outbreaks.

Workstream - Finance:

The impact of Covid-19 has affected the finances of all local authorities. There is a Covid-19 revised budget being taken to full Council in November, which is currently being developed by the Council's Cabinet Member for Finance and Executive Director for Finance & Assets.

Local Government Association (LGA):

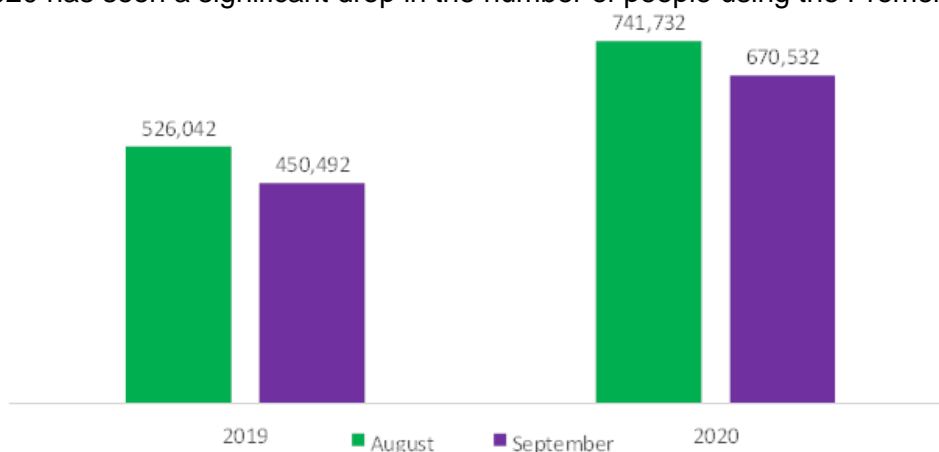
CBC has been approached by the LGA about a mini recovery peer review between the 10th and 12th November. This offer has been accepted and a LGA mini peer review will be led by the CEO and Deputy Leader of Exeter City Council. This will include a range of external stakeholders.

Recovery Performance Measures:

A range of performance measures will be used to measure recovery and a selection of these are briefly highlighted below:

- Unemployment rate
- Job postings
- Benefit claimants trend
- Vacancy rate
- Footfall
- Infection rate
- Carbon emissions
- CBC MTFS

Footfall: 41% increase in visitor numbers in August when compared to last year. September saw an even higher increase of 49%. The majority of the footfall is on High Street, with a very different picture for the Promenade. Footfall on the Promenade fell as soon as lockdown came into force in March. July saw a 40% increase on June's visitor numbers and those numbers more than doubled again in August. However, when compared with 2019, 2020 has seen a significant drop in the number of people using the Promenade.



During September there was a steep decline in the number of people coming to town during the evenings on Mondays, Tuesdays and Wednesdays. Saturday evenings continued to be the peak visitor time of the week, even during the Eat Out to Help Out scheme.

Visit Cheltenham: There was an increase in the number visits to the Visit Cheltenham website during this time. The number of unique visits was up by 53.5% with 'things to do' being the most popular pages viewed, closely followed by shopping and food and drink.

Vacant units: Based on latest BID survey we have a 10.5% vacancy rate, which is actually lower than it was at its peak in July when it was 12.5%. (Note this only covers vacancies with BID zone). According to the last quarterly report produced by Springboard, the national average is 10.8% and the South West average 12%. These are street access units only so will differ from our actual vacancy figures.

Risks:

There are a number of risks to the recovery efforts with several briefly summarised below:

- Increasing infection rate: if the trend continues increase it could lead to further lockdown restrictions as shown in other parts of the UK
- End of Furlough at the end of October: this may see the unemployment rate increase further and putting more pressure on the economy
- Pressure on CBC resources: if more resources are needed to support the emergency response work this will increase pressure on resources available for maintaining council services and leading recovery efforts
- Financial impact; local government has been affected and the financial outlook remains challenging
- If our community partners are not sufficiently resilient throughout autumn and winter, this could mean that vulnerable people struggle to get support from much valued organisations.

Summary:

Whilst a lot of recovery work has been commenced in a short-period of time, there is a long way to go and the challenge ahead is not under estimated. This briefing paper does not cover all recovery activity underway by summarises a range of key initiatives. More information can be provided to the committee on request.

Background Papers	None
Contact Officer	Darren Knight, Executive Director People & Change 01242 264137 & Darren.knight@cheltenham.gov.uk
Accountability	Cllr Steve Jordan, Leader of the Council

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Information/Discussion Paper

Overview and Scrutiny – 2 November 2020

Climate emergency – a response to Overview and Scrutiny

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 In October 2019, Council considered the ‘Carbon Neutral Cheltenham – Leadership through Stewardship’ report and associated roadmap. In early 2019, the council had approved a motion to declare a climate emergency, which was later formally endorsed by the cabinet. The Overview and Scrutiny Committee has asked for a report covering current actions towards the 2030 target for carbon neutrality and the priorities for the coming year. Most recently, in July 2019, Council considered a petition by Cheltenham residents entitled ‘*We call for urgency on our climate emergency*’. The report from that meeting covers much of the existing work being undertaken on climate change and carbon reduction.

2. Summary of the Issue

- 2.1 The international consensus on climate change is clear and is now acknowledged across the political spectrum, with some notable exceptions. The UK government has set a target for carbon neutrality by 2050. While a commitment is welcomed, the effectiveness of the long-term nature of the target is contested by scientists and campaigners.
- 2.2 In setting a target for carbon neutrality by 2030, Cheltenham Borough Council has shown a commitment to setting a more ambitious environmental target. The baseline for the council’s carbon output as an organisation as outlined by DCA in the Carbon Neutral Cheltenham report, is 5,060 tonnes CO₂. The council’s efforts over its own carbon output should be measurable, but at the moment, processes to do this are not up to date and require refining for accuracy. The target considers carbon emissions not just from within the council, but the wider borough. The baseline for carbon output for the borough, as used in DCA’s Carbon Neutral Cheltenham Report, is 459,491 tonnes CO₂. Therefore, very considerable work will need to be undertaken with partners, businesses and Cheltenham people if significant progress is to be made, including securing behavioural changes which are likely to present a particular challenge.
- 2.3 In the February 2019 council budget funds were allocated to facilitate this work. The funds totalled £425,000, including both revenue and capital funding, to cover the financial years 2020/21 and 2021/22. Demands placed on the council by the COVID-19 pandemic response have slowed progress towards the development of new workstreams, but work towards these is now underway.
- 2.4 On 1 September 2020, I was appointed as cabinet member for Climate and Communities. This brings responsibility for climate emergency response work under one cabinet portfolio. The role had previously been split across the cabinet members for Clean and Green Environment and for Corporate Services.

3. Summary of evidence/information

3.1 The Carbon Neutral Cheltenham report by DCA sets out in outline detail the scale of the challenge we face as a town. It also sets out some of the sorts of projects that the council needs to consider, including the likely carbon reduction impact which these could have (at page 18). This list includes:

- Ensuring all policies and actions align with the carbon neutral target;
- Procuring 100% renewable electricity at all council-owned sites;
- Introducing a zero carbon sports and leisure experience;
- Upgrading the crematorium to zero carbon operation;
- Providing a 'Net Positive' council office as the headquarters of the Council;
- Developing the business case for renewable energy generation, like wind and solar power on suitable sites;
- Installing solar powered storage and charging infrastructure in Council owned car parks;
- Moving the base of fleet operations to a 'Net Positive' depot;
- Rolling out a zero emission fleet;
- Planting a net one million new trees.

3.2 Speeding up progress

3.2.1 In the absence of the available staff resourcing level needed to effectively deploy the climate emergency budget during the COVID-19 pandemic, a meeting was held with officers in early October 2020 to discuss how we can speed up our work. It is clear that within existing resource there is little spare capacity to pursue enough new projects. Ongoing uncertainty over the pandemic, including the extra demands placed on the council and financial support from the government, provides further difficulties.

3.2.2 Since being appointed as cabinet member, I have held numerous meetings with senior officers and cabinet colleagues to establish an outline for the next steps. Progress so far has not been as fast as the public would like and the council has welcomed constructive challenge on this, including the recent petition. In the initial instance, it has been necessary to proceed with plans to use the climate emergency budget to employ new members of staff who can take forward some of the key projects. This includes those listed above, but also to undertake any extra activities that may be needed. Senior officers are working on job descriptions and have identified a reporting structure to provide effective line management arrangements.

3.3 The different categories of activity

3.3.1 Early discussions with officers have focused on a number of projects. Some of these relate to matters entirely within the control of the council; some are matters the council can influence via policy changes; some are items the council can work with partners to achieve; some are matters entirely outside the council's control. For successfully delivering carbon neutrality in projects and activities in all four categories, public engagement will be vitally important.

3.4 Priority projects

- 3.4.1** Discussions about priorities have focused on matters in the Carbon Neutral Cheltenham report. This includes: feasibility studies on energy generation; better resourcing for tree-planting; electric car charging points in council car parks; sustainable transport; and assessing options for council office accommodation.
- 3.4.2** Energy generation investment could take different forms, including direct investment in infrastructure managed by a council-owned company, provision for energy generation within the council's estate, investment in energy generation elsewhere in the borough or further afield and potentially, hybrid options. There are also opportunities for investment in green energy via community bonds.
- 3.4.3** Tree-planting will need to significantly increase if the council is to meet local and national targets. Gloucestershire County Council, via the Gloucestershire Local Nature Partnership, is suggesting a target of 35 million trees over the next decade, with the ambition of achieving 20% tree cover across the county. That equates to an ambitious target of planting nearly 10,000 trees every day. Cheltenham's share of that tree planting would be about 117 ha of canopy cover. If this area was represented by one single circle on a map of Cheltenham, it would stretch from Montpellier Terrace in the south to the northern tip of the Brewery, and from Overton Park in the west to Hewlett Road in the east. Around 2,500 trees were planted in Cheltenham last year and the Borough Council is seeking to increase tree planting activities, as well as undertaking public engagement on tree-planting.
- 3.4.4** The Municipal Offices is currently a barrier to the council becoming carbon neutral. It is old, draughty, expensive to maintain and energy/carbon inefficient. Even prior to the COVID-19 pandemic, the building was only being used to around 10% of its capacity. In addition to the inappropriate size of the building, the costs of turning the Municipal Offices into energy-efficient, modern office accommodation would be prohibitive for a public sector organisation.
- 3.4.5** Much is rightly made of the importance of sustainable transport. The County Council is the Highways Authority and therefore, has the power (and veto) over transport schemes. The Borough Council's 'Connecting Cheltenham' report included ambitious proposals for sustainable transport initiatives in the town, including provision of a Cheltways network of cycle paths. The Borough Council aims to take forward these proposals soon with further studies and consultation. The Borough Council has noted the government's 'Gear Change' report into sustainable transport and endorses much of the content. The Gear Change report urges highways authorities to bring forward plans for fully segregated cycle lanes, ending the 'paint-on-the-road' approach to cycle infrastructure delivery. It is noted that the County Council has not yet responded to this, save for one aborted trial in Gloucester. The Borough Council would like to work with the County Council on the Cheltways cycle network and is seeking meetings to discuss this. CBC members have also led the way on persuading the County Council to introduce School Streets trials to reduce traffic congestion associated with the school run, thereby improving air quality.
- 3.4.6** On wider carbon cutting initiatives, public and business engagement will be very important. The Borough Council is working to facilitate a climate change conference involving local businesses and community organisations later this autumn. A toolkit is being produced to enable residents to measure their own carbon output and identify ways to cut it. A significant revamp of the council's climate web pages is taking place to help support the journey to carbon zero and better signpost people to the considerable level of work already being undertaken. The appointment of an environmental expert to the Cheltenham Economic Recovery Task Force is also expected to take place soon, helping to further embed climate change and carbon

reduction as a key aim of the Task Force. Cheltenham Borough Homes has been developing in its own strategy for carbon neutral homes and is considering demonstration projects in carbon neutral homes to set a local standard for other developers.

3.5 More support is needed

3.5.1 The initial motion brought to council called for more support from the government to enable local government to pursue ambitious carbon neutral targets. A letter was sent by the council leader to the Secretary of State to ask for more support. A follow-up letter is being drafted to restate the case for changes to legislation and increased funding.

4. Next Steps - possible next steps for the committee to consider e.g. potential witnesses, further report, site visit etc.

4.1 Update on progress with assessing the contribution the council's property estate can make to the council becoming carbon neutral.

4.2 Alternative investment options which could help drive the council's green credentials, whilst still providing a healthy return on investment.

Background Papers	n/a
Contact Officer	Mike Redman, Director of Environment, mike.redman@cheltenham.gov.uk , Tel: 01242 246160, or 07825 450603
Accountability	Councillor Max Wilkinson, Cabinet member for Climate and Communities, max.wilkinson@cheltenham.gov.uk

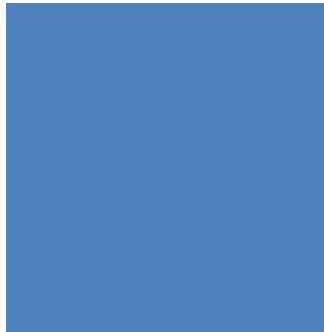
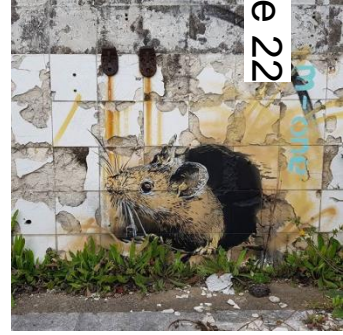
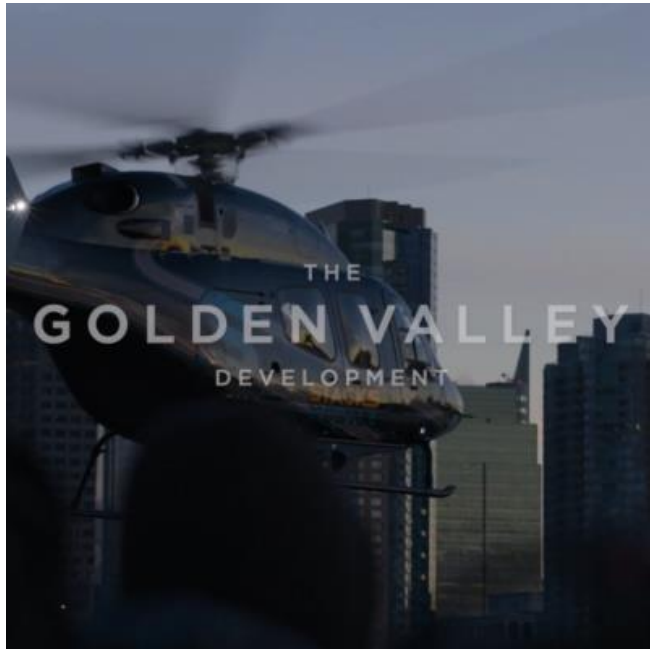
SCRUTINY ANNUAL REPORT 2019-20

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Agenda Item 8



Marketing Cheltenham



FOREWORD

COUNCILLOR CHRIS MASON, CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE

As Chair of the Overview and Scrutiny Committee, I am pleased to present the Annual report for 2019/20.

Before starting I would like to thank Councillor Klara Sudbury, Councillor John Payne, Daren Knight and Saira Malin for their invaluable support.

In essence the work of the committee is to be a “critical friend” to the Cabinet, Council and external partners. Naturally this requires asking challenging and searching questions. As to be expected, those presenting to the committee have addressed its concerns in an open manner.

For me the key piece of work during 2019/20 was the commissioning of the Campbell Tickell report. The company was asked to review the work of the committee, how it operated and the range of issues it considered. I would recommend reading the report to any Member of the Council. The report made a number of recommendations but perhaps the two most important are the need to focus on what the Council can influence, and review how the meetings are conducted. With regard to the latter, the expectation is that members now have all reports coming to the committee seven days in advance. Thus providing an opportunity to forward questions to those presenting in advance of the meeting itself. The adoption of this practice means that more time can be spent on discussing the heart of the matter, and where relevant make justified recommendations. All of Campbell Tickell’s recommendations were accepted by the O&S Committee.

As can be seen in the annual report below, the committee has considered a number of relevant issues. Some such as unauthorised encampments, Police & Crime Commissioner’s annual report and NHS – Fit for the Future, involved input from partner organisations, for which I thank them for their openness and candour. Other issues considered included high street improvements, public conveniences, climate change, the North Place site, strategic waste and marketing Cheltenham.

I hope Members find the annual report of interest and would be pleased to answer any questions when it is presented to the Council.

DARREN KNIGHT

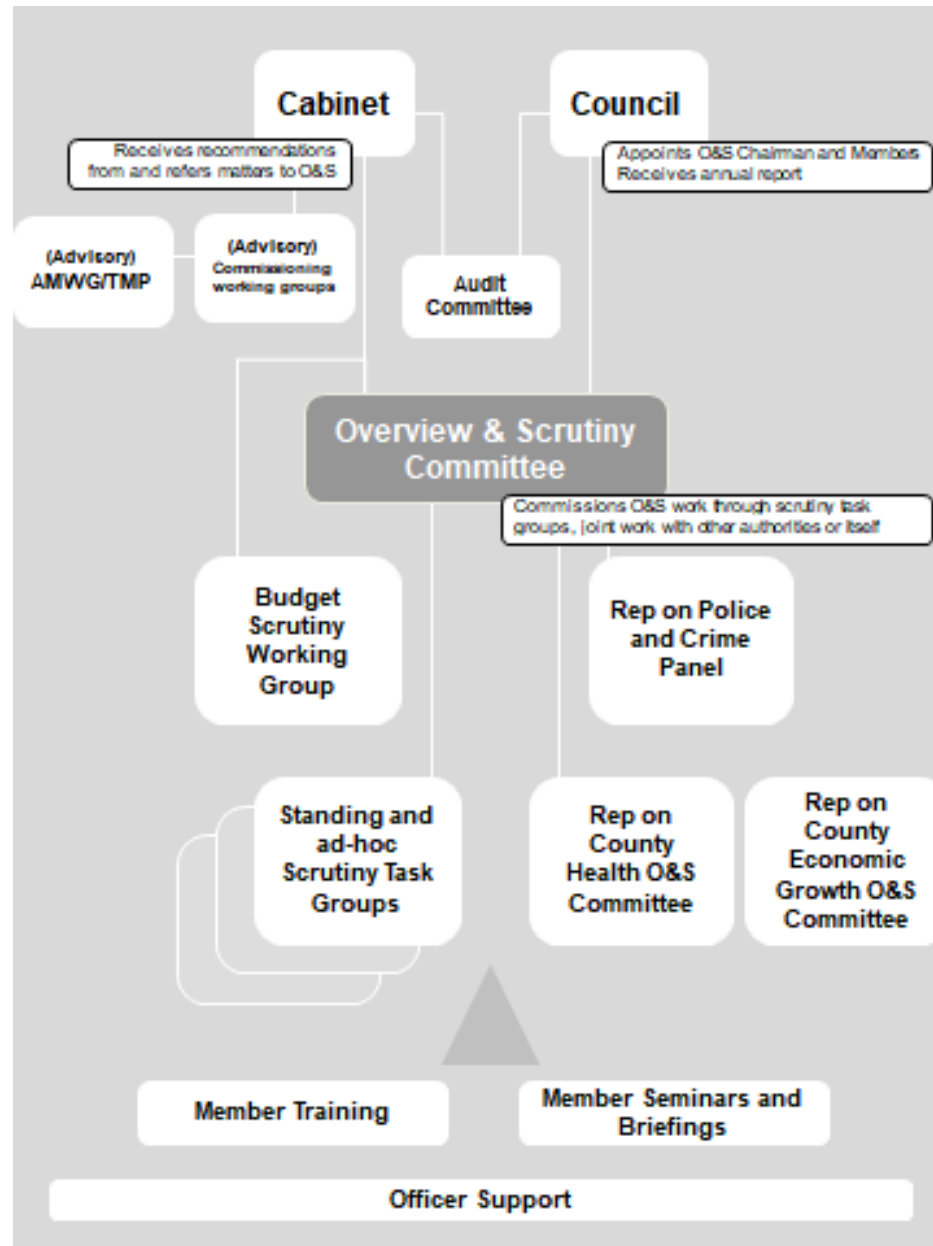
EXECUTIVE DIRECTOR OF PEOPLE & CHANGE

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.

With the Council progressing major projects such as the Golden Valley Development and the £100m housing investment plan, it was good to see the Committee commission an independent review to help identify ways to further improve their effectiveness, as they will have a key role reviewing the progress of these initiatives and as well as other ambitions the Council is taking forward.

The findings from the review have been positively welcomed by the committee and put into an action plan to take forward with a dedicated task and finish group established.

OVERVIEW & SCRUTINY STRUCTURE



TASK GROUPS

BUDGET SCRUTINY

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 financial challenges it is facing.

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 2020/21. We acknowledged the difficult economic conditions the council was operating in and looked ahead to the challenges that the council may face as a result of the Covid pandemic. Achieving a balanced budget continues to be a challenge for this Council and therefore there remains an important role for the budget scrutiny working group throughout the year.

I would like to put on record my thanks to Andrew Knott for all his support to this group going forward, and we all wish him well with his new role as Section 151 officer at Forest of Dean District Council.

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.”

TASK GROUPS

EVENTS TASK GROUP

A review of events management was initiated by the Overview and Scrutiny Committee in 2019, with a task group being asked to **identify strengths and weaknesses of the increased commercialisation strategy, and to identify possible improvements to the process of events application, approval and management.**

The Task Group made a total of 19 recommendations having heard evidence from relevant officers, community groups and event organisers. These were categorised under 5 key themes:

1. Community/engagement
2. Process
3. Events strategy
4. Commercial
5. Enforcement

The group considered that their recommendations would:

Improve transparency and efficiency with the events process;

Improve engagement with community impacted by events in their locality;

Guide the drafting of the events strategy;

Strengthen Land Use Agreements and the consequently the council's approach to enforcement.

The Overview and Scrutiny Committee fully endorsed the report for consideration by Cabinet, as well as a minority report which was produced by one of the members of the task group.

The recommendations within both reports were noted and the Cabinet Member Healthy Lifestyles committed to fully considering the recommendations and formally responding by taking a report to Cabinet. This was in March 2020 and in May 2020 the Interim Events Strategy was agreed by Cabinet and a commitment made to review the minority report post Covid-19, when time could be dedicated to reviewing the options and engaging with officers.

SCRUTINY REVIEW

In July 2019, Campbell Tickell were commissioned to undertake a review of the council's Overview and Scrutiny (O&S) Committee. The key aim of the review was to make recommendations as to how the O&S Committee could be more effective and what changes could be made to ensure it made a tangible difference to the work of the council, and also consider whether existing resources were sufficient to support effective scrutiny.

The review was conducted through a combination of a desk-top review of governance and constitutional documentation; interviews with council officers, committee members and the leader of the council; and observation of a committee meeting.

Campbell Tickell presented their findings to the committee in January 2020 and then reported their recommendations, unchanged, in February. The committee resolved to establish a task group to look at the recommendations, how best they could be implemented and devising an action plan.

The ambitions and outcomes for this task group were agreed in September 2020, after a number of committee meetings were cancelled due to Covid-19.

OTHER SUCCESSES

In addition to standard items, including reviewing Council performance, briefings from the Leader on key issues and regular updates from representatives on county-wide scrutiny groups, the Overview and Scrutiny Committee:

High Street Improvements

Reviewed plans for public realm improvements, since the focus had moved from Boots Corner, to the Strand and Cambray Place. Members were able to discuss the scope of the work and achieve a better understanding of who had responsibility for future repairs.

Call-in

Dealt with the call-in of a decision relating to the proposed removal of four bring bank sites. Ultimately, the committee supported the cabinet decision without qualification or comment, given that the decision was simply to undertake further consultation.

Unauthorised encampments

A representative of Gloucestershire Constabulary provided the committee with a better understanding of the Police powers when dealing with unauthorised camping, as well as commenting on proposed legislative amendments aimed at improving the effectiveness of enforcement against unauthorised encampments.

Public conveniences

Considered a report which identified a number of options for the future provision of public conveniences in the town; with the aim of providing access to a greater number of well-maintained and more accessible facilities. The committee supported the preferred option within the report, for a community partnership scheme initiative.

OTHER SUCCESSES

Police & Crime Commissioner

Gloucestershire's Police and Crime Commissioner, Martin Surl, attended a meeting of the committee to discuss his annual report and answer questions. Members of the committee questioned the value of such updates and whether these should continue in the future.

NHS – Fit for the Future

Members felt that the public would find it as difficult to comment, as they had, given the lack of any proposals. The request was that they come back once the consultation phase had begun, and well in advance of any decisions being taken, so that members of this council would have the opportunity to comment on actual proposals.

Climate Change

Having declared a Climate Emergency in July 2019, the committee heard from Simon Graham, a consultant who had assisted with the development of an action plan. He talked through some potential concepts which would result in greater carbon reduction, including reduction; generation; engagement of the wider community, and; connecting with other organisations.

Crematorium project

The committee had monitored the project closely throughout delivery and felt it would be useful to hear about any lessons learned, given the scale of the project.

North Place

Members were provided with an update on the current situation and future plans for this site. This was commercially sensitive and as such was held in exempt session, but the committee welcomed the opportunity to understand more about it.

OTHER SUCCESSES

Town Hall redevelopment

Given the conclusions of the work that had been done, there were 5 redevelopment options and having discussed the merits and limitations of each option, the committee ultimately supported the continued preservation of the building and the need to modernise.

Strategic waste

Officers and the Cabinet Member explained the drivers behind consideration into the future waste site relocation and some of the possible options that could be considered. The committee asked that they be given the opportunity to consider any future proposals.

Air quality

A detailed assessment confirmed the need to re-define the Air Quality Management Area (AQMA). By law the council had to revoke the existing borough-wide AQMA and simultaneously declare a new, smaller one. The committee considered the new AQMA and asked for further updates specific to schools.

Social Value policy

The council sought to use legislation, to secure wider social, economic and environmental benefits when commissioning or procuring services and tabled an initial draft social value policy. Members supported the proposal, given the substantial procurement activities that would be undertaken as part of the cyber central project and the housing investment plan.

Marketing Cheltenham

The committee was introduced to Marketing Cheltenham which was officially launched in 2017 as the town's official 'in-house' Destination Marketing Organisation. It's principal purpose was to lead delivery of Cheltenham's Visitor Economy Strategy, which sought to grow the town's visitor economy by 5% p/a from 2019 to 2021 and they outlined the 4 priorities which underpinned the work programme.

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 for 2019/20 included:

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

WHAT'S NEXT?

Please note that this report looks back over the work undertaken by the committee between April 2019 and March 2020 and as such, this section may refer to events which have already taken place and which will be covered in more detail in the 2020/21 Annual Report. Also, the work of the committee is in no way limited to the items listed below.

Covid-19 – this will be a major focus for the committee in 2020/21, with them looking at a range of things including performance, lessons learned and the Recovery Plan. The committee will also look at how the pandemic has impacted shared services and organisations including The Cheltenham Trust.

Golden Valley Development – the committee have requested updates, at appropriate junctures of this project, which represents the biggest project ever undertaken by the council.

Outside Bodies Special Responsibility Allowance STG – the task group will understand the options and restrictions relating to such payments, look at what other authorities do, consider the budget implications of any payments and then make recommendations to the Independent Remuneration Panel regarding payments of SRAs to members who are appointed to outside bodies as non-executive directors or trustees.

O&S Review STG – the task group will review the recommendations made by Campbell Tickell, decide how best they can be implemented and devise an action plan, which once approved will be monitored by the O&S Committee.

(NHS) Fit for the Future – the council will consider proposals put forward as part of the 'Fit for the Future' consultation and this may or may not be undertaken by the committee, or full Council.

CONTACTS

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Democracy Officers:

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Harry Mayo

Claire Morris

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Democratic.services@cheltenham.gov.uk

Phone:

01242 264246



SCRUTINY TOPIC REGISTRATION

Date:	
Name of person proposing topic:	
Contact:	
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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OFFICER IMPLICATIONS (for office use only)

Date:	
Officer name:	
Officer title:	
Contact:	
Please give your comments on this proposed topics, for example is there any other similar review planned or in progress, are there any potential resources constraints etc	

Briefing for Overview and Scrutiny Committee – 2nd November 2020

The Forward Plan lists the reports expected to come to Cabinet in the next 3 or 4 months. This note supplements that with other issues that may be of interest to O&S.

COVID-19

The Gloucestershire Covid-19 Outbreak Engagement Board has now met 4 times – 3 monthly meetings from August and a special on 16th October. To quote the Terms of Reference “the purpose of the Gloucestershire Covid-19 Outbreak Engagement Board is to provide member and community oversight of the Gloucestershire Local Outbreak Management Plan and communicate appropriately with local communities and settings.”

The 16th October meeting mentioned was set up specifically to discuss the proposed 6 point action plan to help prevent the local spread of Covid-19, subsequently published by the County Council, and the partnership work between districts on spending the extra funding allocated for this.

Members of the Engagement Board are sent a weekly dashboard of data. Some of this is provided by Public Health England on the basis that it is not published. As a result the dashboard is only circulated to Cabinet and ELT members within CBC.

It appears that a recent version of the dashboard reached the media and the county has now suspended circulation of the confidential data. This is a concerning development since with the speed of change with Covid-19 it is important that all decision makers have the most accurate and up to date information possible. We are taking steps to ensure those involved in decisions on behalf of CBC have the data they need.

Airport

It had been hoped to bring a report relating to the airport to the special council meeting on 16th November. It is unlikely to be ready by then but a report will be brought to the 7th December Council at the latest and member briefing session(s) will be set up in advance.

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Overview and Scrutiny Committee work plan – 2019/20 and 2020/21

Item	Outcome	What is required?	Author/presenter
Monday 2 November 2020 (deadline: 21 October)			
Covid-19 Recovery Programme	Update on progress against Covid-19 recovery plan	Discussion paper	Darren Knight, Executive Director of People & Change
Climate emergency – a response to Overview and Scrutiny	Hear from the newly appointed Cabinet Member on his priorities for the next 12 months and what does he envisage as a route map to the 2030 target	Discussion paper	Cllr Max Wilkinson, Cabinet Member Climate and Communities
Scrutiny annual report	Consider the draft annual scrutiny report and approve for consideration by Council	DRAFT Report	Democracy Officer
Monday 18 January 2021 (deadline: 6 January)			
Budget proposals (for coming year)	Consider the views of the Budget Scrutiny Working Group on the budget proposals for 2021/22	Verbal update	Chair, Budget Scrutiny Working Group
Marketing Cheltenham	Data relating to return on investment (from a CBC standpoint)	Discussion paper	David Jackson
Risk and Performance	Look at risk and performance scorecard on Clearview	Live demo	Darren Knight
One Legal	How are One Legal performing against their Service Level Agreement / what's changed since we entered agreement (new clients, etc)	Discussion paper	Sarah Farooqi, One Legal (May 2020 meeting was cancelled)
New cabinet member	What are her priorities for the coming year – what does she hope to achieve?	Discussion paper	Victoria Atherstone
Monday 8 March 2021 (deadline: 24 February)			
Draft Corporate Plan	Consider the draft Corporate Plan and comment as necessary	Discussion paper	Richard Gibson, Strategy and Engagement Manager
Cheltenham Development Task Force	Meet Diane Savoury who is now heading-up the task force (post-covid retail situation)	Discussion paper	Diane Savoury / relevant cabinet member?

Overview and Scrutiny Committee work plan – 2019/20 and 2020/21

Monday 19 April 2021 (deadline: 7 April)			
Monday 7 June 2021 (deadline: 26 May)			
End of year performance review	Consider end of year performance and comment as necessary	Discussion paper	Richard Gibson, Strategy and Engagement Manager
Monday 5 July 2021 (deadline: 23 June)			
UBICO annual report	Consider annual report from Ubico – how are they performing?	Discussion paper	Ubico and Cabinet Member
Monday 2 August 2021 (deadline: 21 July)			

Overview and Scrutiny Committee work plan – 2019/20 and 2020/21

Items for future meetings (a date to be established)			
Gloucestershire 2050	The Leader will provide ongoing updates as part of the Cabinet briefings	Update	The Leader
Public Art Panel	Consider what is it, is it effective, what has it done, what difficulties does it face	To be scheduled once SWOT has been concluded (chased TC for date 25/02)	Tracey Crews and Chair of Panel
Solace process	Understand the process for housing homeless people in Cheltenham and identify opportunities for improvement		Officers and Cabinet Member Housing (Cllr Jeffries)
Waiver(s)	Consider recent instances where the O&S Chair has been asked to waive his right to call-in and the reasons behind these requests	??	
Air Quality / Schools	Consider the new AQMA action plan and data from the GCC 'Streets for Schools' project	Discussion paper	Gareth Jones and GCC officer(s)
Holst Birthplace Museum	Consider the £7.5k p/a grant given to the Holst Birthplace Museum before it is due to expire in March 2021 / consider VfM before any decisions on the future of this grant	Discussion paper??	Gill Morris, Cabinet Member Healthy Lifestyles and HBM
Cheltenham Festival of Performing Arts	Consider the £20k p/a grant given to Cheltenham Festival of Performing Arts before it is due to expire in March 2021 / consider VfM before any decisions on the future of this grant	Discussion paper??	Gill Morris, Cabinet Member Healthy Lifestyles and CFPA
Strategic Waste	Consider the draft recommendations prior to a decision by cabinet		

Overview and Scrutiny Committee work plan – 2019/20 and 2020/21

Budget proposals (for coming year)	January	Chair, Budget Scrutiny Working Group
Draft Corporate Plan	February	Richard Gibson, Strategy and Engagement Manager
Publica annual report	tbc	Dave Brooks (Chair) and MD
End of year performance review	June	Richard Gibson, Strategy and Engagement Manager
UBICO annual report	July	Ubico and Cabinet Member
Scrutiny annual report	September	Democracy Officer
Update on motions	September	Relevant Officer
Police and Crime Commissioner (circulate his annual report in advance)	September	P&CC
Quarter 2 performance review	November	Richard Gibson, Strategy and Engagement Manager

Overview and Scrutiny Committee work plan – 2019/20 and 2020/21

Briefing sessions/seminars			
Stagecoach	A member seminar arranged at the request of the O&S Committee	31 March 2020	CANCELLED
CBH Masterplan	A member seminar arranged at the request of the O&S Committee	15 April 2020	CANCELLED

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