

Cheltenham Borough Council
Cabinet – 11th October 2016
Cheltenham Development Task Force Business Plan

Accountable member	Andrew McKinlay
Accountable officer	Tim Atkins
Ward(s) affected	All
Key Decision	Yes
Executive summary	To consider the updated Task Force business plan
Recommendations	<ol style="list-style-type: none"> 1. To endorse the Task Force Business Plan 2016-2019, and 2. To note that a review of governance and direction of the Task Force has been initiated by the MD Place & Economic Development and to receive a report on that review later in 2016 and update the Task Force Business Plan as necessary

Financial implications	<p>No direct financial implications arising from the report.</p> <p>Contact officer: Nina Philippidis, nina.philippidis@cheltenham.gov.uk, 01242 264121</p>
Legal implications	<p>None specific arising from the report recommendation. Individual items in the Business Plan will require legal input as necessary when bringing forward to Cabinet for approval.</p> <p>Contact officer: Peter Lewis, peter.lewis@tewkesbury.gov.uk, 01684 272012</p>
HR implications (including learning and organisational development)	<p>There are no direct HR implications arising from this paper.</p> <p>Contact officer: Carmel Togher, carmel.togher@cheltenham.gov.uk, 01242 775215</p>
Key risks	<p>If cabinet does not support the updated Task Force Business Plan, then it may fail to either capitalise upon the opportunities or address any challenges identified by the Task Force for development, and in so doing put CBC's reputation and corporate strategy delivery at risk.</p>

<p>Corporate and community plan Implications</p>	<p>The Council's 2016-17 corporate strategy includes a priority action (ECON 5) for the council is to support delivery of Cheltenham Development Task Force's Business Plan. The review of CDTF's Business Plan will support the delivery of this priority and its associated milestones.</p>
<p>Environmental and climate change implications</p>	<p>There are a number of projects identified in the proposed Business Plan that will significantly improve the environmental quality of Cheltenham's public realm.</p>
<p>Property/Asset Implications</p>	<p>Property Services will continue to work closely with the Managing Director of the Cheltenham Development Task Force to ensure delivery of the Councils objectives.</p> <p>Contact officer: David Roberts, david.roberts@cheltenham.gov.uk, 01242 264151</p>

1. Background

- 1.1 The updated Business Plan was considered at the Task Force on Friday 15th July 2016 and was supported subject to CBC approval (as sponsoring body).
- 1.2 This was the final version of the draft considered at the Task Force meeting on Friday 15th April 2016; the main amendment being an appendix, requested by Task Force members highlighting the successes to date.
- 1.3 This appendix demonstrates the extent of successes delivered by the Task Force and reinforces the decision of the Council to maintain funding for the Task Force for the 3 years 2016-2019.
- 1.4 In parallel to this regular Business Plan updating exercise there has also been an internal audit carried out by Audit Cotswolds. Whilst the assurance levels for both controls and compliance was High, it did recommend that future governance is reviewed in light of changing circumstances of some of the founding partners.
- 1.5 A review is underway under the direction of MD Place & Economic development, with key partners and the proposals will be reported to the Task Force and relevant cabinets in the autumn, with engagement with members through a commissioning approach. In the interim it is proposed to adopt the plan as written, on the basis that it is fluid and regularly reviewed.

2. Reasons for recommendations

- 2.1 To ensure alignment of the Task Force Business Plan with the Council's corporate strategy, particularly:
 - Cheltenham's environmental quality and heritage is protected, maintained and enhanced
 - Sustain and grow Cheltenham's economic and cultural vitality

3. Alternative options considered

- 3.1 As Cabinet have already agreed to fund the Task Force for the period 2016-2019 the adoption of the updated Business Plan is the next step, however, as signalled above a review of the Task Force and its governance is underway.

4. Consultation and feedback

- 4.1 The Business Plan was considered by the Task Force which has representation from both CBC and GCC cabinets. Attendance at Overview & Scrutiny by invitation for key items such as the progression of Cheltenham Spa railway station upgrade.

5. Performance management – monitoring and review

- 5.1 The Business Plan is regularly reviewed by the Task Force with input from cabinet members of both CBC and GCC. Additionally key risks to delivery are monitored via the Task Force Risk & Accountability group with representatives of both CBC and GCC and external business membership too.

Report author	Contact officer: Tim Atkins tim.atkins@cheltenham.gov.uk , 01242 775045
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Appendices	1. Task Force business plan 2016-2019 and appendix
Background information	Final Internal Audit Report on The Cheltenham Development Task Force 2015/2016

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If cabinet does not support the updated Task Force Business Plan, then it may fail to either capitalise upon the opportunities or address any challenges identified by the Task Force for development, and in so doing put CBC's reputation and corporate strategy delivery at risk	Managing Director – Place & Economic Development	October 2016	4	3	12	Reduce	Prepare a report and Business Plan that provides a framework that will support the Task Force principles and deliver the CBC corporate vision and outcomes. Monitor progress through Task Force meetings; monthly leader and SLT operation programme board updates	21 st October 2016	Task Force Managing Director	
<p>Explanatory notes</p> <p>Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)</p> <p>Likelihood – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)</p> <p>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											