

Overview and Scrutiny Committee work plan – 2019/20

Item	Outcome	What is required?	Author/presenter
Meeting date: 24 February 2020 (Report deadline: 12 February 2020)			
Marketing Cheltenham	Explain the purpose, current areas of focus and how they will measure success	Discussion paper	David Jackson, Manager - Marketing Cheltenham
The Retail environment in Cheltenham	Discuss the retail environment and understand that retail is one element that CBC must support, as well as a host of other demands on the town centre – living, office, leisure, food & beverage etc) / what is CBC doing well and how can it improve?	Discussion paper/presentation	Jeremy Williamson, Kevan Blackadder and David Oakhill
Scrutiny Task Group – Events	Consider the final report and recommendations of the Events STG (have they fulfilled the objectives we set)	STG Report	Harry Mayo, Democracy Officer
Scrutiny review	Consider the final report and recommendations of Campbell Tickell (CT)	Report (of CT)	Darren Knight, Executive Director for People & Change
LGA peer review	Consider progress against the action plan from the LGA peer review 2018	Briefing Note (not for discussion)	Richard Gibson, Strategy and Engagement Manager
Meeting date: 30 March 2020 (Report deadline: 18 March 2020)			
The Cheltenham Trust (TCT)	Presentation from Laurie Bell on performance over her first year (summary of financial position / progress against income generation)	Discussion paper NOT presentation (EXEMPT?)	Laurie Bell, Chief Executive – (TCT)CONFIRMED
Clearview	Look at performance on the new management system (Clearview)	Live demonstration	Ann Wolstencroft
Publica	Consider where Publica are in terms of performance, what are they doing well, where are the priorities for improvement and how do they measure the quality of service to their clients?	Discussion paper	Jan Britten and Dave Brooks CONFIRMED
Meeting date: (Tuesday) 26 May 2020 (Report deadline: 14 May 2020)			
The Cheltenham Trust	What are the community benefits and provide a Town hall update	Discussion paper	Laurie Bell, Chief Executive (TCT) CONFIRMED

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One Legal	How are One Legal performing against their Service Level Agreement / what's changed since we entered agreement (new clients, etc)	Discussion paper	Sara Freckleton or Sarah Farooqi (emailed invite 15/01)
Meeting date: 22 June 2020 (Report deadline: 10 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 (Report deadline: 15 July 2020)			
Air Quality / Schools	Consider the impact of the school run on schools	Discussion paper	Gareth Jones and GCC officer(s)

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Items for future meetings (a date to be established)			
Gloucestershire 2050	Update on Gloucestershire 2050	Update	The Leader will provide ongoing updates as part of the Cabinet briefing
Safer Gloucestershire	Officers queried whether the committee would like a presentation from Safer Gloucestershire, the county community safety partnership dealing with crime and disorder	Member seminar	Asked Richard if he'd like me to look at dates for this
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	Tracey Crews and Chair of Panel

Annual Items		
Budget proposals (for coming year)	January	Chair, Budget Scrutiny Working Group
Draft Corporate Plan	February	Richard Gibson, Strategy and Engagement Manager
Publica annual report	March	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

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Quarter 2 performance review	November	Richard Gibson, Strategy and Engagement Manager
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Briefing sessions/seminars			
Network Rail & GWR	Member seminar	27 February 2020	Confirmed
Stagecoach	Member seminar	31 March 2020	Confirmed
CBH Masterplan	A member seminar arranged at the request of the O&S Committee (15 April 2020)	Member seminar	Confirmed