

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

Item	Outcome	What is required?	Author/presenter
Monday 7 September 2020 (deadline: 26 August)			
Air Quality responsibilities	Understand which organisation is responsible for what issues (i.e. no idle zones outside of schools) and the committee can decide how and when it wants to look at specific issues in the future	Discussion paper	Gareth Jones
Clearview	Have a live demonstration of the Clearview system and understand how motions will be recorded / agree a process for monitoring motions going forward	Live demo of system	Democracy Officer
O&S Review	Agree the one page strategy (OPS) for the task group that the committee previously agreed should look at the recommendations	DRAFT OPS	Democracy Officer
Monday 2 November 2020 (deadline: 21 October)			
Quarter 2 performance review	Consider quarter 2 performance and any issues	Discussion paper	Richard Gibson, Strategy and Engagement Manager
Scrutiny annual report	Consider the draft annual scrutiny report and approve for consideration by Council	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
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
Monday 19 April 2021 (deadline: 7 April)			

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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)			

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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
Climate Change	Meet with the newly appointed Cabinet Member (do officers need to be there also)		Councillor tbc
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 impact of the school run on schools	Discussion paper	Gareth Jones and GCC officer(s)
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 2021 meeting was cancelled)
Retail environment post Covid?	Follow-up on this issue after the last update in Feb 2020 (pre Covid)	TBC	TBC
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	Discussion paper	Gill Morris, Cabinet Member Healthy Lifestyles and CFPA

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	future of this grant		
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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	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

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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