

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

Item	Outcome	What is required?	Author/presenter
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	Draft notes of meeting (14/01)	Cllr Babbage, Chair - Budget Scrutiny Working Group
New cabinet member	What are her priorities for the coming year – what does she hope to achieve?	Discussion paper	Cllr Atherstone, Cabinet Member Economy & Development
Housing review	Consider the recommendations of Campbell Tickell and comment as necessary	Discussion paper	Gareth Edmundson, Chief Executive and Cllr Jeffries, Cabinet Member Housing
Strategic waste site	An exempt briefing note on the strategic waste site project	EXEMPT Briefing note (not for discussion)	Karen Watson, Environmental Partnerships Manager
Monday 8 March 2021 (deadline: 24 February)			
Cheltenham Development Task Force	Meet Diane Savory who is now heading-up the task force (post-covid retail situation) SHOULD THIS BE A SEMINAR?	Discussion paper	Diane Savory / relevant cabinet member?
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/client officer and cabinet member too?
Community Infrastructure Levy Governance Arrangements	Consider the governance arrangements, particularly in terms of accountability and transparency (can communities see how the money is being spent and where) and comment as necessary THERE HAS BEEN A DELAY AND AS SUCH THIS MIGHT NOT BE GOING TO CABINET IN	Discussion paper	Mike Holmes EMAILED
Municipal Offices	Consider the options for the future of the Municipal offices and comment as necessary	Discussion paper (EXEMPT)	Mark Sheldon, Director of Corporate Projects
Monday 19 April 2021 (deadline: 7 April)			

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Risk and Performance	Look at risk and performance scorecard on Clearview	Live demo	Darren Knight
Marketing Cheltenham	Data relating to return on investment (from a CBC standpoint) CONFIRMED THAT THIS WAS A GOOD DATE TO REVIEW PHASE 1 AND CONSIDER PHASE 2	Discussion paper	David Jackson
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
New Homes and Regeneration Strategy	Consider the draft cabinet report and comment as necessary	Discussion paper	David Oakhill (may be July meeting?)
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 25/02/20)	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		

Annual Items

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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