

Overview and Scrutiny Committee work plan – 2021/22

Item	Outcome	What is required?	Author/presenter
Monday 4 October 2021 (deadline: 22 September)			
Housing Delivery Strategy/Development Delivery Update	Consider the draft strategy and comment as necessary	Discussion paper	David Oakhill, Senior Development Manager
Town Centre Projects & Programmes	To consider the changing demands on High Street related schemes and the approach for co-ordinating initiatives and understanding how they fit into the wider objectives for the High Street.	Presentation	Tracey Crews, Director of Planning and Jackie Jobes, Townscape Manager
Municipal Offices: Options appraisal	Has the project concluded and what are the next steps?	Discussion paper (EXEMPT)	Mark Sheldon, Director of Corporate Resources
Monday 1 November 2021 (deadline: 20 October)			
Community Infrastructure Levy register	Review register (monies collected/held/spent and details of how the decisions were made), key objectives and measures of success.	Discussion Paper	Andy Robbins, Head of Planning
Asset Management Strategy 2021- 2023	Review the draft strategy and provide constructive feedback	Discussion paper and draft strategy	Peter Jeffries (AMWG Chair) Gemma Bell, David Oakhill
BID	Chair of BID to present the business plan, Director of Planning to reassure members of unified approach between BID and public realm.	Business plan	BID Chair and CEO, Tracey Crews
Carbon footprinting	Officers to brief on carbon footprinting work, especially the risks and what is being done to address them.	Discussion paper (+carbon data)	Alexandra Wells, Climate Emergency Project Support Officer
Monday 17 January 2022 (deadline: 05 January)			
Budget proposals (for coming year)	Consider feedback from the Budget Scrutiny Working Group on the budget proposals for 2022-23	Discussion paper	Chair of Budget Scrutiny Working Group
Review of Council KPIs	To review key performance indicators across council services		Darren Knight, Ann Wolstencroft

Overview and Scrutiny Committee work plan – 2021/22

The Council's response to the Covid crisis	To consider the outcomes and lessons learned from the council's Covid response – what went well and what could have been done better?	Discussion paper	Darren Knight, Ann Wolstencroft
North Place and Portland Street	Possible update on these sites if this proves timely	EXEMPT	Paul Jones, Executive Director Finance & Assets
Monday 28 February 2022 (deadline: 16 February)			
Review of Publica KPIs	Update on KPIs	Discussion paper	Gareth Edmundson, Jan Britton, Sally Walker (Publica)
Monday 28 March 2022 (deadline: 16 March)			
Monday 6 June 2022 (deadline: 25 May)			
Solace	Update on performance of this service	Discussion paper	Louise Boyle, Team Leader (Solace)
Overview and Scrutiny Review (2020) – follow up	Follow-up on the recommendations (actions) that were agreed in June 2021 – is there anything that needs to be revisited?	Discussion paper	Saira Malin, Democracy Officer
End of year performance review	Consider the end of year performance, have we achieved what we set out to and if not, why	Discussion paper	Richard Gibson, Strategy and Engagement Manager
Publica annual report	Consider annual report, where is performance good/need improving and where are they with the CT recommendations	Discussion paper	Dave Brooks (Chair) and MD
Monday 4 July 2022 (deadline: 22 June)			
Air Quality Management Plan and general update		Discussion paper	Gareth Jones, GCC?
UBICO annual report	Consider the annual report, where are Ubico performing well and what risks are they facing, how are they mitigating them	Annual report	Ubico, Client Officer and Cabinet Member
Monday 1 August 2022 (deadline: 20 July)			

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Items for future meetings (a date to be established)			
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
Risk and Performance	Look at risk and performance scorecard on Clearview	Real time data shown on Clearview (pdf in advance)	Darren Knight, Executive Director People & Change / Ann Wolstencroft
Cyber Security	Is this something that O&S want to look at		Darren Knight
The Council's response to the Covid crisis	To consider the outcomes and lessons learned from the council's Covid response – what went well and what could have been done better?	Still an ongoing process, no particular date for it	suggested by Cllr. Willingham Darren to report? Internal Audit has taken place, LGA Peer Review to take place DK – ready at any time CM suggested January
July 2021 Council Motion	' Work with scrutiny to investigate ways the Borough Council can encourage more people to participate in future elections in Cheltenham – with a particular focus on the next Borough Council elections in 2022 and 2024.' Consider strategies to improve participation	before May 2022	Kim Smith (Elections), ELT, Communications

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	June	Dave Brooks (Chair) and MD
End of year performance review	June	Richard Gibson, Strategy and Engagement Manager
UBICO annual report	July	Ubico, Client Officer and Cabinet Member
Scrutiny annual report	September	Democracy 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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