

Overview and Scrutiny Committee work plan – 2022

Item	Outcome	What is required?	Author/presenter
Monday 17 January 2022 (deadline: 05 January)			
Budget proposals (for coming year)	To consider feedback from the Budget Scrutiny Working Group on the budget proposals for 2022-23	Discussion paper	Matt Babbage (BSWG Chair)
Asset Management Strategy 2021- 2023	To review the draft strategy and provide constructive feedback	Discussion paper and draft strategy	Gemma Bell (Head of Finance)
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 (Executive Director People and Change), Ann Wolstencroft (Program Manager, HR)
Community Infrastructure Levy register	Review register (monies collected/held/spent and details of how the decisions were made)	Discussion paper	Andy Robbins (Head of Planning)
BID	CEO of BID to present the business plan	Business plan	Heath Gunter (BID CEO)
Monday 28 February 2022 (deadline: 16 February)			
Review of Publica KPIs	Update on KPIs	Discussion paper	Gareth Edmundson (Chief Executive), Jan Britton, Sally Walker (Publica)
One page strategy (Deprivation STG)	Agreement of the One Page Strategy for the Scrutiny Task Group on Deprivation	One Page Strategy draft/template	Richard Gibson (Strategy and Engagement Manager)
Climate change	To look at CBC's climate change initiatives and the relevant Cabinet/Council decisions in the near future, measuring outcomes and addressing risks	Discussion paper	Alexandra Wells (Climate Emergency Project Support Officer)
Improving participation	How does the council seek to improve participation in local elections, and what else can it do in the future? (following July 2021 Council motion)	Discussion paper	Kim Smith (Electoral Services Manager)
North Place and Portland Street	Possible update on these sites if this proves timely	Discussion paper EXEMPT	Paul Jones (Executive Director Finance & Assets)

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Monday 28 March 2022 (deadline: 16 March)			
Review of Council KPIs, Projects and Risks	To review key performance indicators across council services, the risk register and the Clearview system	Discussion paper(s) EXEMPT	Darren Knight (Executive Director People and Change), Ann Wolstencroft (Program Manager, HR)
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	Harry Mayo (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 (Publica)
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 Public Art 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
Cybersecurity	Possible topic for O&S to consider		Darren Knight
July 2021 Council Motion	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
No Child Left Behind	What have we done well, and how can it be improved in the future/is it correctly resourced?	TBC	Richard Gibson, Cllr. Clucas
Municipal Offices options appraisal	further update from Mark Sheldon on Muni situation (6 months after October meeting)		Mark Sheldon

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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	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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