

Overview and Scrutiny Committee work plan – 2022/23

Item	Objective	What is required?	Author/presenter
Tuesday 31st January 2023 (deadline 18th January)			
Race week	Outlining the steps the council are undertaking, in partnership with others, to improve residents' experience of race week.	Briefing note on direction of travel	Louis Krog (Head of Public Protection), Andre Klein (Cheltenham Racecourse)?
Budget proposals for coming year	Update from the Chair of the Budget Scrutiny Working Group on the group's response to the 2023/24 budget proposals.	BSWG summary	Cllr. Matt Babbage (Chair of the Budget Scrutiny Working Group), Gemma Bell (Director of Finance and Assets)
Residents' survey	Detailed look at the results of the residents' survey, including benchmarking against the last results in 2019.	Discussion paper, presentation	Darren Knight (Executive Director Place and Communities)
27th February 2023 (deadline 15th February)			
Race week	Action plan following on from January item, looking to understand the steps the council are undertaking, in partnership with others, to improve residents' experience of race week.	Discussion paper, action plan	Louis Krog (Head of Public Protection), Andre Klein (Cheltenham Racecourse)?
Information Governance	To understand the council's information governance arrangements, how it is performing and the key risks.	Discussion paper, organisational chart/action plan	Claire Hughes (Monitoring Officer)
Tackling Multiple Deprivation STG report	To consider the final report of the Scrutiny Task Group on Tackling Multiple Deprivation, including the proposed workplan and any recommendations to Council	Discussion paper, STG report	Harry Mayo (Democracy Officer), Richard Gibson (Head of Communities, Wellbeing and Partnerships)
Culture Strategy	To understand the final version of the strategy, how it will be implemented and how success will be measured.	Discussion paper	Richard Gibson (Head of Communities, Wellbeing and Partnerships)
Cheltenham Trust	How is the Trust performing relative to its business plan? Risks, opportunities and challenges. (EXEMPT)	Discussion paper	Laurie Bell (Trust CEO), Richard Gibson (Head of Communities, Wellbeing and Partnerships), Louis Eperjesi (Chair of the Board)

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Municipal Offices	Update on progress with the Municipal Offices (EXEMPT)	Discussion paper	Emma Morgan (Project Manager), Paul Jones (ED Finance and Assets)
Monday 17th April 2023 (deadline 5th April)			
Minster Exchange	Project learning, benefits realisation. Is it generating the occupancy/income we expected, and if not what are we doing about it?	Discussion paper	Bruce Gregory (Workshop Group), Paul Jones (Executive Director Finance and Assets)
Gloucestershire Airport	Following on from 28th March Gloucester City Council meeting : looking at GAL's financial sustainability, both in relation to recent improvements and in the long term (EXEMPT)	Discussion paper	Karen Taylor (Managing Director), Mike Morton (Chair), + Chair of Gloucester City Council O&S?
Monday 5th June 2023 (deadline 24th May)			
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 (Head of Communities, Wellbeing and Partnerships), Darren Knight (Executive Director of Place and Communities) Ann Wolstencroft (Head of Performance, Projects & Risk)
Monday 3rd July 2023 (deadline 21st June)			
UBICO Annual Report	To consider the annual report, where Ubico are performing well, what risks are they facing and how they are mitigating them	Discussion paper	UBICO, Client Officer and Cabinet Member

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Items for future meetings			
Title	Objective	Format and expected date	Author
Public Art Panel	Consider its effectiveness, successes and difficulties faced	To be scheduled once SWOT has been concluded	Tracey Birkinshaw (Director of Planning) and Chair of Public Art Panel
North Place and Portland Street	Update on these sites	TBD	Paul Jones (ED Finance & Assets)
Business continuity	To consider the robustness of CBC business continuity arrangements in the event of a cyber incident, and update the cyber business continuity plan	TBD Discussion paper, FAQ responses	Darren Knight (Executive Director People and Change), Ann Wolstencroft (Program Manager, HR), John Chorlton (Chief Technology Officer, Publica)
Wheelchair access	How does the council ensure that disabled access is always carefully considered in CBC's decision-making, and implemented wherever possible?	TBD Discussion paper	TBD
Building Control	General overview and performance review	TBD	Ian Smith (Building Control Manager)
Community Infrastructure Levy Neighbourhood Panels	Cabinet Member Customer and Regulatory Services answers questions on the decisions over allocations, and presents a report evidencing the impact of allocations made with the investment.	Annual item (towards the end of the year)	Cllr. Martin Horwood, (Cabinet Member Customer and Regulatory Services) + officers? e.g. Tracey Birkinshaw (Director of Community & Economic Development), Liam Jones (Head of Planning)

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Annual Items		
Budget proposals for coming year	January	Chair of the Budget Scrutiny Working Group
End of year performance review	June	Richard Gibson (Head of Communities, Wellbeing and Partnerships)
UBICO annual report	July	Ubico, Client Officer and Cabinet Member
Overview & Scrutiny annual report	September	Democracy Officer
Annual report of the Police and Crime Commissioner	September	PCC (Chris Nelson)
Publica annual report	October (after Publica AGM)	Jan Britton (Managing Director), Bill Oddy
Quarter 2 performance review?	November	Richard Gibson (Head of Communities, Wellbeing and Partnerships)