

Overview and Scrutiny Committee work plan – 2023/24

Item	Objective	What is required?	Author/presenter
Monday 5th June 2023 (deadline 23rd May)			
Report of the Scrutiny Task Group on Tackling Multiple Deprivation	To consider the final report of the Scrutiny Task Group on Tackling Multiple Deprivation, including any proposed workplan or recommendations to Cabinet/Council	Final report and covering report	Richard Gibson (Head of Communities, Wellbeing and Partnerships), Cllr. David Willingham (Chair of the Task Group)
Gloucestershire Airport	Following on from 28th March 2022 Gloucester City Council meeting : looking at GAL's financial sustainability, both in relation to recent improvements and in the long term (EXEMPT)	Discussion paper	Mike Morton (Chair), Ally McLaughlin (Head of Finance), Paul Jones (Executive Director Finance and Assets)
Golden Valley update	Strategic risk review (EXEMPT)	Discussion paper, Clearview risk register	Paul Minnis (Director of Major Developments and Regeneration), Paul Jones (Executive Director Finance and Assets)
Monday 3rd July 2023 (deadline 21st June)			
Race week	Looking back on 2023 festival: what were the successes and failures, and how can we learn from them?	Discussion paper	Louis Krog (Head of Public Protection), Representative from Gloucestershire Police
Culture Strategy	To understand the final version of the strategy, how it will be implemented and how success will be measured.	Discussion paper, action plan	Richard Gibson (Head of Communities, Wellbeing and Partnerships), Ali Mawle (Chair of the Culture Board)
Municipal Offices	Update on progress with the Municipal Offices (EXEMPT)	Briefing note, verbal update	Paul Jones (Executive Director Finance and Assets)
Minster Exchange *** (future meeting TBA)	Project learning, benefits realisation. Is it generating the occupancy/income we expected, and if not what are we doing about it? (EXEMPT)	Discussion paper, SWAP report	Bruce Gregory (Workshop Group), Gareth Edmundson (Chief Executive), Paul Jones (Executive Director Finance and Assets)

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Monday 4 th September 2023 (deadline 22 nd August)			
UBICO Annual Report	To consider the annual performance report, where Ubico are performing well, what challenges and risks they are facing and how these are being mitigated	Discussion paper	Karen Watson (Environmental Partnerships Manager), Cllr. Iain Dobie (Cabinet Member Waste, Recycling and Street Services), UBICO
Climate change pathway	To consider the progress of the pathway to net zero: what has been achieved, and what are the next set of initiatives?	Discussion paper	Laura Tapping (Climate Emergency Programme Officer), Cllr. Alisha Lewis (Cabinet Member Climate Emergency)
CBH emissions	To consider Cheltenham Borough Homes' report on their carbon footprint.	Discussion paper, emissions report	CBH officer/s, Cllr. Alisha Lewis (Cabinet Member Climate Emergency), Cllr. Victoria Atherstone (Cabinet Member Housing)
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	Ann Wolstencroft (Head of Performance, Projects & Risk)
Annual report	To consider the O&S Annual Report for 2022/23 before it goes to Council on 16 th October.	Annual report	Darren Knight (Executive Director Place and Communities)
Monday 2 nd October 2023 (deadline 20 th September)			
Monday 30 th October 2023 (deadline 18 th October)			
Tourism	To consider CBC's current tourism provision, how effective it is and what plans there are for further development.	Discussion paper, visitor economy data	Helen Mole (Head of Place Marketing and Inward Investment), Tracey Birkinshaw (Director of Community & Economic Development), Cllr. Max Wilkinson (Cabinet Member Economic Development, Culture, Tourism and Wellbeing)

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Monday 15th January 2024 (deadline 20th December)			
Monday 26th February 2024 (deadline 14th February)			
Monday 25th March 2024 (deadline 13th March)			
Monday 3rd June 2024 (deadline 21st May)			
Monday 1st July 2024 (deadline 19th June)			

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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 SWOT has been concluded	Tracey Birkinshaw (Director of Community & Economic Development) and Chair of Public Art Panel
North Place and Portland Street	Update on these sites	TBD	Paul Jones (Executive Director of Finance, Assets and Regeneration)
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)
Accessibility	How does the council ensure that accessibility 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), Tracey Birkinshaw (Director of Community & Economic Development)

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Annual Items		
Budget proposals for coming year	January	Chair of the Budget Scrutiny Working Group
End of year performance review	July	Ann Wolstencroft (Head of Performance, Projects and Risk)
UBICO annual report	September	Karen Watson (Environmental Partnerships Manager), Cllr. Iain Dobie (Cabinet Member Waste, Recycling and Street Services), UBICO representative
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
CIL Neighbourhood Panels	Towards the end of the year	Cllr. Martin Horwood (Cabinet Member Customer and Regulatory Services), Tracey Birkinshaw (Director of Community & Economic Development)