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OVERVIEW AND SCRUTINY WORPLAN 2012/13

| PROPOSED ACTION FOR REGULAR ITEMS PREVIOUSLY GOING TO O&S UNDER NEW SCRUTINY ARRANGEMENTS (brackets indicates which O&S committee this previously went to) | | | | |
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| Corporate Risk Register (EBI) | Standard Item | Regular review before going to Cabinet | Quarterly Report Sep/Nov/Feb and May | Review the Cabinet report outside the meeting and identify any exceptions for potential scrutiny. (Bryan Parsons, Governance Officer) |
| Quarterly budget report (EBI) | Standard item | Quarterly review requested by the EBI committee before Cabinet | Report prior to Cabinet in October/ Feb/April/June and October | Refer to Budget scrutiny working group. (Paul Jones, Head of Finance (GO Shared Services)) |
| Commissioning programme – a general update (EBI) | Scrutiny | A six monthly update requested by members for an overview of the programme with a focus on costs and future savings | Report in November and May | Would recommend that this is reported to Council twice a year. On an exception basis, the budget scrutiny working group may want to scrutinise benefit realisation or O&S may want to commission a STG to look at specific aspects of service delivery. (Jane Griffiths, Director of Commissioning) |
| RIPA update report. (EBI) | Scrutiny | Reports on usage of the powers | Ad hoc notification to O&S when used | Continue to receive a report at O&S when the powers are triggered as set out in current policy. (Bryan Parsons, Governance Officer) |

O&S Committee 2012/13 work plan

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| Interim Budget consultation Budget working group then O&S committee | Scrutiny | Review interim budget proposals and comment | Report in November | Initially considered by the budget scrutiny working group and a meeting of O&S would be scheduled to review their conclusions. (Mark Sheldon, Director of Resources) |
| Corporate Performance Report (EBI) | Standard item | Regular review of quarterly performance | Six monthly report in Nov (Q2), Mar(Q3) and uly(annual report) | Review the Cabinet report outside the meeting and identify any exceptions for potential scrutiny. (Richard Gibson, Strategy and Engagement Manager) |
| Final Budget consultation Budget working group then O&S committee | Scrutiny | Review final budget proposals 2013-14 and comment | Report in January | Refer to the budget scrutiny working group and O&S committee. (Mark Sheldon, Director of Resources) |
| DRAFT Corporate Strategy 2012-13 (ALL) | Scrutiny | Review DRAFT strategy prior to Cabinet (| Annual Report In February | O&S to consider at its February meeting to identify any potential topics for further review. (Richard Gibson, Strategy and Engagement Manager) |
| Annual review of the Gloucestershire Airport – Green Policy | Scrutiny | Review of the Green Policy | Report in July | Proposed that the Cheltenham members of the joint airport working group could meet to consider the issues for Cheltenham when necessary and a STG could be set up on an exception basis (Gill Morris, Climate Change and Sustainability Officer) |
| Approval of community grants (Soc and Com) | Scrutiny | As and when required | Report | Scrutiny Members should continue to be represented on the panel but doesn't need to come to O&S committee. (Richard Gibson, Strategy and Engagement Manager) |

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| POTENTIAL ITEMS TO BE CONSIDERED FOR THE WORKPLAN IN THE FUTURE | | | | |
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| Warden Hill Elections | Scrutiny | Consider the report of the independent investigator into this matter and consider any recommendations necessary. | Report | Timetabled for the July meeting. |
| Green Travel Plan | Scrutiny | Consider the impact of a draft Green Travel Plan prior to approval | Discussion paper | Keep track of this issue via the Cabinet Forward Plan and consider setting up a STG if appropriate. (Owen Parry, Head of Integrated Transport and Sustainability) |
| Gloucestershire Airport Business Plan | Scrutiny | Review the business plan 12 months after the start of the drawdown of the loan | Report | Consider setting up a STG to review the delivery of expected benefits from the investment in airport safety. (Pat Pratley, Executive Director) |
| Glos Integrated Economic Strategy (EBI) | Scrutiny | David Owen from GFirst be invited to explain their vision currently being developed | | Review after presentation at the Gloucestershire scrutiny group in June. (Mike Redman, Director Built Environment) |
| Asset Management | Scrutiny | Communication to members | Report | Review how the work of the asset management group could be more transparent and open to public scrutiny. (David Roberts, Property and Asset Mgt) |

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| GO Programme (EBI) | Scrutiny | Update on implementation | Report | Possible topic for budget scrutiny working group regarding cost.benefits (Amanda Attfield, Director People, Organisational Development and Change) |
| Scrutiny of Cheltenham partnerships | Scrutiny | A review of latest partnership structures and proposed scrutiny arrangements | Presentation supported by report | Must give the new partnerships time to settle down and O&S would recommend a presentation to all members as part of a Council meeting. Should be aware of any working groups being set up by any of the partnerships to avoid any overlaps. (Richard Gibson, Strategy and Engagement Manager) |
| PROPOSED SCRUTINY TASK GROUPS (see separate sheet) | | | | |

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PROPOSED MEMBER BRIEFINGS OUTSIDE OF O&S COMMITTEE MEETINGS

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| Winter Weather procedures | Scrutiny | Keeping the town/borough moving | Presentation | Officer, Gloucestershire County Council |
| Gloucestershire Airport | Update | The Airport have asked if they can come and update the committee on the future direction of travel | Presentation | Potential member seminar. |
| Absence Management (EBI) | Scrutiny | 6 monthly Update requested at the January meeting | Report | Julie McCarthay, HR operations Manager |
| Art Gallery and Museum (Soc and Com) | Update | Quarterly review of development scheme and service provision during closure | Discussion paper | Jane Lillystone, Museum, Arts & Tourism Manager |
| Leisure@ (Soc and Com) | Scrutiny | Annual performance review | Discussion paper | Stephen Petherick, Commercial Manager – Leisure@ |
| Everyman Theatre (Soc & Com) | Scrutiny | Annual Report | Presentation | Geoffrey Rowe, Chief Executive |
| Cheltenham Festivals (Soc & Com) | Scrutiny | Annual Review | Presentation | Donna Renney, Chief Executive, Cheltenham Festivals |
| Proscenium Building/Gardens Gallery | Scrutiny | Tri-annual review (next due 2015) | Presentation | Bob Freeman, Chairman-Gardens Gallery |
| Town Hall and Pittville Pump Rooms (Soc and Com) | Scrutiny | Annual performance review | Discussion paper | Gary Nejrup, Entertainment and Business Manager |
| Flood update | Update | Biannual update on flood prevention in Cheltenham | September 2012 | Geoff Beer, Geoff Beer, Principal Engineer (Land Drainage) |