

Overview & Scrutiny Committee

Monday, 28th May, 2012

6.00 - 7.40 pm

Attendees	
Councillors:	Duncan Smith (Chair), Klara Sudbury (Vice-Chair), Nigel Britter, Colin Hay, Penny Hall, Helena McCloskey, Ian Bickerton, Andrew Wall, Jo Teakle and Diane Hibbert
Also in attendance:	Councillor Wendy Flynn, Councillor Jacky Fletcher, Councillor Anne Regan, Andrew North, Councillor Jon Walklett, Councillor Andrew Chard, Councillor Peter Jeffries, Councillor John Rawson and Councillor Roger Whyborn

Minutes

1. APOLOGIES

Apologies were received from Councillor Driver and Councillor Penny Hall was attending as her substitute.

2. DECLARATIONS OF INTEREST

None received.

3. REVIEW OF TERMS OF REFERENCE

The chair referred members to the functions of the overview and scrutiny committee which had been circulated with the agenda. As chair, he intended this to be a business meeting which would not undertake scrutiny itself but act as a commissioning body for scrutiny task groups to undertake further review work. This committee would review any suggested topics and if agreed set up high-level terms of reference for a scrutiny task group (STG) and set a timescale. The STG would have a free hand to carry out their work but the committee would request an update when the time set for the review had elapsed. When the STG reported back their recommendations, the committee would not go through their report in detail but would satisfy themselves that the terms of reference had been met. It was his intention that the majority of scrutiny reports would be sent to Council so as many members as possible could contribute to the debate and influence the outcomes.

He acknowledged that there would be exceptions to this such as call-in. The Chief Executive also reminded members that the chair had requested that the report on the Warden Hill elections should come to the July meeting of this committee. Some members did suggest that this topic would be better dealt with by a STG but the chair responded that an independent person had been set up to carry out the review and he didn't want to set up another group to scrutinise the work of the independent review.

Referring to the specific functions for the committee set out in the constitution, a member queried the wording of the function, "nominate members to Cabinet working groups when representatives of O&S are requested". He suggested that it should refer to "non-executive members" as "O&S" could be interpreted as being restricted to members of this committee. The Democratic Services Manager agreed to follow this up with One Legal.

4. MINUTES OF THE LAST MEETING

The minutes of the Social and Community Overview and Scrutiny meeting of the 27 February 2012 and the Environment meeting of the 29 February 2012 were approved as a correct record.

The chair requested that the minutes should be referred to the new Cabinet so that they could review the minutes for any outstanding actions for their consideration.

5. PUBLIC QUESTIONS AND PETITIONS

None received.

6. MATTERS REFERRED TO COMMITTEE

None received.

7. END OF YEAR DRAFT PERFORMANCE REPORT

The Strategy and Engagement Manager introduced the report which set out the corporate performance of the organisation as at the end of the financial year 2011/12. The report was due to go to Cabinet in June and so this was an opportunity for this committee to make any comments and observations.

The Chief Executive advised members that the first milestone reported as red was now green as the government had agreed to provide funding to the county council for sustainable transport.

Members requested further information on the cost of local appeals which had been upheld and the trend over previous years. The officer agreed to request this information from the Director Built Environment and pass on to the committee.

The chair concluded that there were no issues arising where a scrutiny review had been identified. Regarding commissioning, he suggested that there was an important role for scrutiny in looking at services that had been taken through the commissioning route. Scrutiny could review the efficiency of this process as well as the delivery of the anticipated benefits.

8. REVIEW OF SCRUTINY WORKPLAN

The Democratic Services Manager introduced the workplan which had been circulated with the agenda. She explained that each of the three previous

committees had maintained their own workplan and any issues which they wished to be carried forward were set out in the new plan.

Members were keen that the committee was consistent on its strategy to avoid carrying out detailed scrutiny themselves. On this basis it was queried why this committee should look at the draft Corporate Strategy in February and why this would not be done by a STG.

The chair responded that this document should come initially to this committee and they would then have the option to set up STGs to look in more detail at sections of the strategy. He added that the chair's briefings would also be important for reviewing potential items for the agenda. For example this would include looking at the Corporate Risk Register to see whether there were any issues that needed to be brought to committee. He intended that the chair's briefing should involve the vice-chair and the lead member from the other political group, Councillor Dianne Hibbert. Each of the attendees would have a responsibility for communicating to their respective groups, particularly with regard to potential nominations for STGs.

There was some discussion about the various types of working group and potential duplication if a STG was set up to look at an issue where a Cabinet working group was already in place. The chair responded that if one was already operational then it would be appropriate for that group to stay in place. However if members of the group felt unhappy about a particular aspect they could make a request to the O&S committee for a STG to do an additional piece of work. The commissioning working groups were a good example of Cabinet led working groups where non-Executive members had been invited to participate. The purpose of a Cabinet working group was to act as a sounding board for the Cabinet Member and not to carry out scrutiny. O&S could decide to scrutinise a commissioned service once it was up and running through a STG. O&S could also decide to set up a STG to review the commissioning process for that service and in that process the group would want input from members of the Cabinet working group as well as officers and the Cabinet Member.

The vice-chair expressed some concerns that the committee did not take on too much and she suggested there could be a maximum of two or three working groups at any one time. The committee must also give consideration to the capacity of officers and non-executive members to support all the STGs being suggested.

Regarding the list of information items in the workplan, members acknowledged that these were important for all members. It was suggested that such presentations could be held in external venues for example Gloucestershire Airport rather than hold it in the municipal offices. Generally the O&S committee would avoid reports from outside bodies unless there was a specific outcome which required scrutiny. The chair suggested that some of these presentations should form part of the Council meetings.

Members considered each item on the plan and the actions agreed are set out in the revised plan in an appendix to these minutes. Further work would be carried out on the plan before being brought back to the next meeting of this committee.

Resolved that the draft work plan be revised to take account of the discussion at this meeting and brought back to be next meeting of the committee.

9. SCRUTINY TASK GROUPS

The Democratic Services Manager referred members to the summary which had been circulated with the agenda. This listed all the potential scrutiny task groups as well as other bodies where O&S was required to make a nomination or have some input. It was emphasised that some of the scrutiny task groups were just ideas at this stage and terms of reference would need to be drafted and resources assessed before they were added to the scrutiny work plan. The list of potential topics had been circulated and a number of members had expressed an interest in being on one of the Scrutiny Tasks Groups should they be set up..

Regarding the Gloucestershire Scrutiny Group, Councillor Hall highlighted the value of the group and the benefit she had got from attending. After some discussion, Councillor Hall agreed to continue to represent the O&S committee and she would attend the chair's briefing of this committee to give feedback.

Regarding the Joint Planning Liaison Group, the Chief Executive explained that the member steering group for the Joint Core Strategy across the three councils had decided that they needed to liaise with a wider group of members. This had resulted in a request to each of the three councils to set up an ad hoc group of members to understand and give feedback on the specific issues for their area. Originally the Leader had sent a request to group leaders to set up this joint core strategy working group but the Chair of O&S had suggested that this should be a scrutiny task group and as Chief Executive he supported this view. The chair added that this particular working group could be in operation for as long as two years.

Regarding the Event Submission Working group, Councillor Hall, as a member of the group, reported that it had met several times and was due to meet again soon to review the final draft of an event submission form it had been developing. She highlighted that this STG was not looking at specific events but it was noted that there may be a need in the future to set up a scrutiny review to look at a particular event if there were concerns.

The vice-chair raised concerns about the proposed Expo event and suggested that it should be scrutinised as there was a general lack of information for members about it. The Chief Executive explained that specific applications for the Expo event would be dealt with by the Licensing and Planning Committees when appropriate and regarding the Bill in Parliament for road closures this would come back to the Cabinet for an Executive decision. He suggested that the vice-chair should liaise with the Cabinet Member to establish a timetable for these decisions.

Regarding climate change, members acknowledged that the working group had done some valuable work. However if this was to become a STG, it would need

to have specific terms of reference. This will be discussed with the officers responsible for the group.

Regarding the proposed ICT review, the Chief Executive indicated that a commissioning review of ICT was due to be set up later in the year. It may be appropriate for the committee to set up a STG which could give some direction to the commissioning review.

Regarding Gloucestershire Airport, the suggestion was that the Cheltenham members of the Joint Airport Working Group could pick up on any issues requiring further investigation. A member suggested that there had been a significant injection of finance for the airport safety project with the objective of increasing passenger numbers and it may be appropriate for this committee to set up a STG to review whether those benefits have been achieved.

The chair suggested that it may be appropriate for the September meeting of this committee to look at setting up a STG to review the success of money spent on flood alleviation schemes in Cheltenham.

It was noted that the times of meetings for scrutiny task groups needed to be set so that all members have the potential to attend. STGs should also consider relevant co-optees and if they were having a presentation as part of their work they should consider inviting other members.

Members welcomed the workplan and felt it was also important that at each meeting they had some information regarding the scrutiny task groups and the timescales they were working to.

The list circulated at the meeting would be updated.

Resolved that actions set out in the summary attached to these minutes are progressed and interests in potential scrutiny task groups be noted.

10. DATE OF NEXT MEETING
Monday 16 July 2012.

Duncan Smith
Chairman

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Item	Purpose	Outcome	What is required?	Proposal under new arrangements (Lead Officer)
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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)

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)

Item	Purpose	Outcome	What is required?	Proposal under new arrangements (Lead Officer)
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 Corn)	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)

Item	Purpose	Outcome	What is required?	Proposal under new arrangements (Lead Officer)
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)

POTENTIAL ITEMS TO BE CONSIDERED FOR THE WORKPLAN IN THE FUTURE

Item	Purpose	Outcome	What is required?	Proposal under new arrangements (Lead Officer)
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)

Item	Purpose	Outcome	What is required?	Proposal under new arrangements (Lead Officer)
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PROPOSED MEMBER BRIEFINGS OUTSIDE OF O&S COMMITTEE MEETINGS

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 McCarthy, 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)

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Overview and Scrutiny	Time commitment	Purpose	Agreed nominations/membership	Lead Officer	Proposed Action
Glos Health, Community and Care O&S Committee	6 meetings per year daytime at Shire Hall and time to participate in smaller task and finish groups	The committee focuses on health issues from a public perspective and works in partnership with other agencies to improve local health services. It also scrutinises council services relating to adult social care, libraries and information, equalities, customer services and lifelong learning.	Council appointed Cllr Klara Sudbury on 14/05/2012 as CBC's representative with Councillor Colin Hay as substitute	County	No regular report required but report back on any significant issues to O&S committee.
Police and Crime Panel	Daytime at Shire Hall	A joint committee with the county and other district councils in Gloucestershire to scrutinise the Police and Crime Commissioner who in turn holds the Chief Constable to account.	Council appointed Cllr Helena McCloskey on 14/05/2012 as CBC's representative with Councillor Klara Sudbury as substitute	County	Ditto
Glos Community Safety O&S committee	6 meetings per year 10 am at Shire Hall	The committee is responsible for overview and scrutiny of crime and disorder related issues and the county council's community safety activities.	Council appointed Cllr Helena McCloskey on 14/05/2012 as CBC's representative with Councillor Klara Sudbury as substitute	County	Ditto
Gloucestershire Scrutiny Group	Quarterly 10 am at Shire Hall	To exchange ideas and share learning and help develop scrutiny across Gloucestershire	Cllr Penny Hall to continue attending.	Rosalind Reeves attends as well	Attendees to report back through chair's briefing.
Budget scrutiny working group	Bi monthly usually on a Tuesday at 6 pm	The working group's role is to develop the budget process, support the development of Members' scrutiny role and to consider ideas from Members for reducing the budget gap.	Cllrs Harman, Wall, Hibbert, Massey Prince (sub). Cabinet Member Finance to attend by invitation.	Mark Sheldon	First meeting scheduled for 9 July 2012.
Environmental Improvements Fund (Cabinet Advisory Group)	July to September 2012	To review the applications for the Environmental Improvements Fund as part of panel advising the Cabinet Member Built Environment and Sustainability	Cllr Suzanne Williams, Cllr Penny Hall	Mike Redman	Advise nominations
Community Governance review (STG)	First meeting in May and aim to report TOR to Council in July and final recommendations in December 2012.	Council in December 2011 agreed to set up a cross party working group to review the Parish Council boundaries ahead of the PC elections in 2014. Terms of Reference tba by Council in July.	Cllrs Barbara Driver, Anne Regan, David Prince, Andrew Chard and Klara Sudbury. Parish Council members will also be appointed so that all five parishes are represented on the group.	Helen Down	Advise nominations

List of all scrutiny task groups and other appointments related to Overview and Scrutiny

Overview and Scrutiny	Time commitment	Purpose	Agreed nominations/membership	Lead Officer	Proposed Action
Joint Planning Liason Group (originally called Joint Core Strategy but brief has now been extended to other aspects) (STG)	Monthly and as and when required	To provide a vehicle with which to engage with elected members on strategic development management issues in light of the changes to the planning framework.	Cllrs Harman, Wall, Godwin, Chard, McCloskey, Teakle, Sudbury and Bickerton.	Strategic Land Use Team	Advise nominations and get Terms of Reference drawn up.
Air quality management order working group (Cabinet Member Working Group)	Next meeting in July 2012 tbc. Not a significant time commitment.	To raise awareness and work with the county to develop an air quality action plan including seeking funding sources.	Cllrs McCloskey, Hall and Bickerton are currently on it so continuity would be welcomed.	Paul Scott	Advise nominations
Event Submissions task group (STG)	March to September 2012	Review and make recommendations for the process for organisers of events to submit proposals	Current membership: Cllrs Regan, Hall, Britter, Hibbert and Seacome to continue and Councillor Sudbury expressed an interest in joining the group.	Trevor Gladding with support from Saira Malin, Democratic Services	Report back to O&S in September.
Climate change working group (status to be determined)	tba	Consider and support carbon reduction plans and potential effect of climate change on council operations, liaising with and influencing other relevant groups. Looking for a decision from O&S on whether there are any specific issues they would like a STG to look at.	Cllr. Hall, Bickerton, Thornton and Cllr Williams expressed an interest.	Gill Morris/Jane Griffiths	Discuss the terms of reference with the Lead Officers and then decide whether this should be set up as a STG or whether it is just a forum of interested parties to act as a sounding board for the Cabinet Member.
Youth provision (STG)	tba	A potential STG to review CBC investment in CCP to develop resilience in VCS Youth provision and assess the impact of the GCC grant	Cllr Anne Regan, Chris Coleman, Suzanne Williams, Rob Reid, Jo Teakle and possibly Barbara Driver (tbc).	tba	Bring back Terms of Ref to next meeting. Should be completed within six months to inform the budget process.
ICT review (STG)	tba	A potential to review ICT services and resilience. Is the infrastructure sufficiently robust, is a shared ICT the right approach and do we have the right delivery model in place.	Cllrs Andrew Chard, Andrew Wall, Simon Wheeler and Colin Hay.	tba	Discuss with Director of Resources. Bring back Terms of Ref to next meeting and timescales should facilitate input to the commissioning review of ICT.
UBICO (STG)	tba	To review the service post implementation of UBICO and benefits realisation	Cllrs Jacky Fletcher, Suzanne Williams, Tim Harman, Andrew Chard, Charlie Stewart and Pat Thornton	Jane Griffiths	Report back to July meeting with proposed terms of reference. DSM to ask all members for any issues they wish to raise.

Overview and Scrutiny	Time commitment	Purpose	Agreed nominations/membership	Lead Officer	Proposed Action
Airport scrutiny working group (possible STG)	as and when required	To scrutinise issues relating to Gloucestershire Airport from a Cheltenham perspective.	Cllrs Suzanne Williams, Tim Harman, Andrew Chard and Nigel Britter expressed an interest	Pat Pratley	Review role of the Joint Airport working group and potential for STG with Lead Officer

