

Cheltenham Borough Council

Overview & Scrutiny – 6 July 2026

Appointment to Joint Scrutiny Panel, Local Government Reorganisation

Accountable member:

Rowena Hay, Leader of the Council

Accountable officer:

Claire Hughes, Director of Governance, Housing and Communities (Monitoring Officer)

Ward(s) affected:

n/a

Key Decision: No

Executive summary:

To nominate and appoint representatives from Cheltenham Borough Council's Overview & Scrutiny Committee to represent Cheltenham Borough Council on the Joint Scrutiny Panel set up to scrutinise the implementation of Local Government Reorganisation (LGR) in Gloucestershire.

Recommendations: That Overview & Scrutiny:-

1. Nominate and appoint two representatives from Overview & Scrutiny to the Joint Scrutiny Panel set up to scrutinise the implementation of LGR in Gloucestershire.
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1. Implications

1.1 Financial, Property and Asset implications

There are no financial implications associated with this report.

Signed off by: [finance officer, post, email]

1.2 Legal implications

The Joint Scrutiny Panel has been set up as a Scrutiny Working Group in accordance with Part 4D para 2.8 of the Council's Constitution.

Signed off by: Alison McKane, Interim Deputy Monitoring Officer
alison.mckane@cheltenham.gov.uk

1.3 Environmental and climate change implications

n/a

1.4 Corporate Plan Priorities

This report contributes to the following Corporate Plan Priorities:

- Reducing inequalities, supporting better outcomes
- Securing our future

2 Background

2.1 The seven existing Gloucestershire councils (Gloucestershire County Council, Gloucester City Council, Cheltenham Borough Council, Tewkesbury Borough Council, Stroud District Council, Cotswolds District Council and Forest of Dean District Council) ("the Participating Councils") are currently progressing work associated with LGR.

2.2 The Participating Councils agreed to set up a Joint Scrutiny Panel ("the Joint Scrutiny Panel") in order to provide accountability for the LGR Portfolio and those charged with delivering it.

2.3 The Joint Scrutiny Panel is established to provide cross-council, non-executive and non-decision-making scrutiny of the process for LGR across Gloucestershire, including the arrangements for governance, decision-making, finance, engagement, evidence and transparency.

2.4 The Joint Scrutiny Panel is set up by Cheltenham Borough Council as a Scrutiny Task Group (STG) in accordance with Part 4D para 2.8 of Cheltenham Borough Council's Constitution. Two Members from each of the Participating Councils will be co-opted onto the STG in accordance with the Terms of Reference for the

STG which will be agreed formally at the first meeting of the STG.

3 Reasons for recommendations

3.1 The Council must appoint two representatives to the Joint Scrutiny Panel to represent Cheltenham Borough Council.

4 Alternative options considered

4.1 The Participating Councils could each have chosen to scrutinise the LGR process individually or a formal joint scrutiny committee or sub committee could have been established. These options were considered by the Leaders of the Participating Councils and the option of a Joint Scrutiny Panel hosted by Cheltenham Borough Council was chosen as the preferred option.

5 Consultation and feedback

5.1 All the Participating Councils' Overview and Scrutiny Committees were consulted on the proposal to set up a joint scrutiny arrangement and the various options available. There was overall support for the preferred option put forward to set up a Joint Scrutiny Panel.

Report author

Alison McKane, Interim Deputy Monitoring Officer,
alison.mckane@cheltenham.gov.uk

Appendices: None

Background information:

None

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions

Guidance for officers **(delete all of the below once assessment is completed)**

Risk description

Identify the event or trigger which may generate some new or increased risk to the council. Significant risks which are already identified are recorded on the Clearview and form part of the Corporate Risk Register. Please use *“If xx happens then xx will be the consequence” (cause and effect). For example “If the council’s business continuity planning does not deliver effective responses to the predicted flu pandemic then council services will be significantly impacted.”*

Risk owner

Identifying the person who will take responsibility for the overall risk.

Impact score

Report for Committee, Date

Use the risk management policy scorecard to evaluate the severity of impact(s); enter the highest score you gave:

1 - Negligible

2 - Minor

3 - Moderate

4 - Major

5 – Critical

Likelihood

Assign a score according to probability, timing or frequency; again enter the highest score you gave:

1 – Rare

2 - Unlikely

3 - Possible

4 - Likely

5 - Almost Certain

Raw risk score

The initial risk score is the impact score multiplied by the likelihood score. This is called the raw risk score, without any controls in place to mitigate the risk.

Risk response

For each risk identified, a risk response should be identified.

Reduce the risk

Accept the risk

Report for Committee, Date

Transfer the risk to a third party

Avoid the risk

Prepare a contingent plan

Share the risk

Enhance the risk

Exploit the risk

Managing the risk: Control/mitigating action

There are usually things the council can do to reduce either the likelihood or impact of a risky event. Mitigating controls can already be in place, such as budget monitoring. New controls or actions may also be possible, such as agreeing SLA's with partners, or obtaining additional funds.

Ownership

Identify the person who will manage/implement the risk controls/actions.

Deadline

Put in a deadline for the completion of each control or action

Appendix 2: Equality Impact Assessment (Screening)

to be included in all Cabinet and Council reports

1. Identify the policy, project, function or service change

a. Person responsible for this Equality Impact Assessment

Officer responsible:	Service Area:
Title:	Date of assessment:
Signature:	

b. Is this a policy, function, strategy, service change or project?

Choose an item.

If other, please specify:

c. Name of the policy, function, strategy, service change or project

Is this new or existing?	Choose an item.
Please specify reason for change or development of policy, function, strategy, service change or project	

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:	
Objectives:	

Outcomes:	
Benefits:	

e. What are the expected impacts?	
Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.	Choose an item.
Do you expect the impacts to be positive or negative?	Choose an item.
Please provide an explanation for your answer:	

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate	
Stage Two required	Choose an item.
Owner of Stage Two assessment	
Completion date for Stage Two assessment	

Please move on to Stage Two if required – see below – or delete if not required.

STAGE 2 – Full Equality Impact Assessment

2. Engagement and consultation

The best approach to find out if a policy etc, is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those equality groups.

a. Research and evidence

List below any data, consultations (previous, relevant, or future planned), or any relevant research, studies or analysis that you have considered to assess the policy, function, strategy, service change or project for its relevance to equality.

b. Consultation

Has any consultation be conducted?

Choose an item.

Describe the consultation or engagement you have conducted or are intending to conduct.

Describe who was consulted, what the outcome of the activity was and how these results have influenced the development of the strategy, policy, project, service change or budget option.

If no consultation or engagement is planned, please explain why.

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3. Assessment

a. Assessment of impacts

For each characteristic, please indicate the type of impact (positive – contributes to promoting equality or improving relations within an equality group, neutral – no impact, negative – could disadvantage them).

Please use the description of impact box to explain how you justify the impact and include any data and evidence that you have collected from surveys, performance data or complaints to support your proposed changes

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Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
AGE	Older people (60+)	Choose an item.		
	Younger People (16-25)	Choose an item.		
	Children (0-16)	Choose an item.		
DISABILITY A definition of disability under the Equality Act 2010 is available here . <i>See also carer responsibilities under other considerations.</i>	Physical disability	Choose an item.		
	Sensory Impairment (sight, hearing)	Choose an item.		
	Mental health	Choose an item.		
	Learning Disability	Choose an		

		item.		
GENDER REASSIGNMENT		Choose an item.		
MARRIAGE & CIVIL PARTNERSHIP	Women	Choose an item.		
	Men	Choose an item.		
	Lesbians	Choose an item.		
	Gay Men	Choose an item.		
PREGNANCY & MATERNITY	Women	Choose an item.		
RACE*	White	Choose an		

Further information on the breakdown below each of these headings, is available here. For example Asian, includes Chinese, Pakistani and Indian etc		item.		
	Mixed or multiple ethnic groups	Choose an item.		
	Asian	Choose an item.		
	African	Choose an item.		
	Caribbean or Black	Choose an item.		
		Choose an item.		
RELIGION & BELIEF** A list of religions used in the census is available here	See note	Choose an item.		

SEX (GENDER)	Men	Choose an item.		
	Women	Choose an item.		
	Trans Men	Choose an item.		
	Trans Women			
SEXUAL ORIENTATION	Heterosexual	Choose an item.		
	Lesbian	Choose an item.		
	Gay	Choose an item.		
	Bisexual/Pansexual	Choose an item.		
Other considerations				
Socio-economic		Choose an item.		

factors (income, education, employment, community safety & social support)				
Rurality i.e. access to services; transport; education; employment; broadband		Choose an item.		
Other (e.g. caring responsibilities)		Choose an item.		

* To keep the form concise, race has not been included as an exhaustive list, please augment the list above where appropriate to reflect the complexity of other racial identities.

** There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions in the census is available [here](#)

4. Outcomes, Action and Public Reporting

a. Please list the actions identified through the evidence and the mitigating action to be taken.

Action	Target completion date	Lead Officer

b. Public reporting

All completed EqIA's are required to be publicly available on the Council's website once they have been signed off. EqIA's are also published with the papers for committee and full council decisions.

Please send completed EqIA's to [email address]

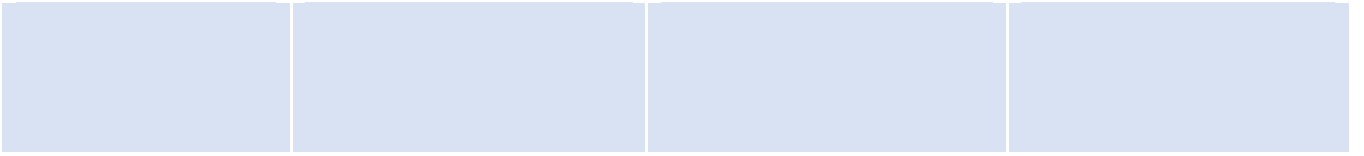
5. Monitoring outcomes, evaluation and review

The Equalities Impact Assessment is not an end in itself but the start of a continuous monitoring and review process. The relevant Service or Lead Officer responsible for the delivery of the policy, function or service change is also responsible for monitoring and reviewing the EqIA and any actions that may be taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from Corporate Policy and Governance will be available to provide support and guidance, please email xxxx if you have any questions.

6. Change log

Name	Date	Version	Change



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