



SCRUTINY REVIEW – ONE PAGE STRATEGY

FOR COMPLETION BY THE OVERVIEW AND SCRUTINY COMMITTEE	
Broad topic area	Events in the town
Specific topic area	'Events Submission' – consider the draft process from Officers, develop, approve and recommend for adoption
Ambitions for the review	<ul style="list-style-type: none"> • Understand the requirement for organisers of events which do not form part of the Cheltenham Festivals programme which are likely to or will impact more broadly on the environment of Cheltenham, to prepare an 'event submission' • Recommend ways that this process could be improved, to include criteria for the identification of a 'major' event and timescales • Apply the process retrospectively to assess its effectiveness • A long term ambition for the review is to establish a Cheltenham based 'safety advisory group'
Outcomes	Develop a robust process by which the impact and their requirements of a proposed event in the town can be considered to safeguard our communities and the town's reputation
How long should the review take?	March 2012 start. Final report and recommendations to be considered by the O&S Committee in November 2012 and endorsed for adoption by Cabinet
Recommendations to reported to:	O&S and Cabinet
Membership:	Councillors Britter, Hall, Hibbert, Regan, Seacome and Sudbury
FOR COMPLETION BY OFFICERS	
Officers experts and witnesses	Trevor Gladding, Community Protection Team Leader Louis Krog, Business Support & Licensing Team Leader Adam Reynolds, Green Space Development Manager Sarah Clark, Public & Environmental Health Team Leader Owen Parry, Integrated Transport & Parking Manager
Sponsoring officer	Grahame Lewis, Strategic Director
Facilitator	Saira Malin, Democracy Officer
FOR COMPLETION BY THE SCRUTINY TASK GROUP	
Are there any current issues with performance?	An issue arose whereby a major event was being proposed which had not been assessed by CBC officers or external partners
Co-optees	None
Other experts and witnesses	None
Other consultees	<ul style="list-style-type: none"> • Gloucestershire Police • Gloucestershire Fire & Rescue Services • NHS • Gloucestershire County Council

Appendix 1

	<ul style="list-style-type: none">• CBC internal officers
Background information	<ul style="list-style-type: none">• Olympic Torch Relay papers• Notes of the Cheltenham Olympic Task Force
Suggested method of approach	<ul style="list-style-type: none">• Research outside of meetings• Series of meetings to discuss draft documentation
How will we involve the public/media? Or at what stages	By appropriate press release in due course
Preferred timing for meetings	4pm starts and the Sherbourne room is preferable