

KEY		Review completed and report going through the endorsement/approval process	STG in progress	New topics not yet started		Review completed but awaiting further input outside O&S before recommendations are considered for approval or review progressed
O&S Task group	Purpose	Agreed nominations/membership Chairs in bold	Facilitating Officer	Sponsoring Officer	Target for reporting recs	Update
New topics						No topics are currently under consideration
Budget scrutiny working group	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 Coleman, Harman, Wall , Hibbert, Massey, Sudbury Cllr Prince (sub). Cabinet Member Finance to attend by invitation.	Rosalind Reeves, Democratic Services Manager	Mark Sheldon	Recommendations regarding the budget for 2013/14 will be input to the budget process	They have invited the Chief Executive and the Leader to their next meeting (date to be arranged) to outline their vision for the next year and they will also be having an update on the Bridging the gap. The O&S committee would like a better understanding of the approach to be adopted by the working group in order that they will be in a position to make recommendations on next years budget.
JCS and Planning Liaison Group (STG)	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 Bickerton, Harman , Wall, Godwin and McCloskey, Lib Dem vacancy	Judith Baker	Tracey Crews	No further dates currently set.	The task group forwarded their final report on household formation rates to the JCS member steering group (MSG) on 31 January 2013. MSG thanked the scrutiny task group for their contribution - all three councils accepted the report provided by consultants Cambridge Centre for Housing and Planning Research. At a meeting of the Scrutiny Task Group on 20 February 2013, the group accepted the figures and approval by MSG and agreed that the figures should only be revisited once new evidence was made available. The original terms of reference set by O&S in July still stand and the group are meeting regularly throughout the rest of this year to progress them. The group will continue to be used as a sounding board and members views will be fed into the programme moving forward so there are no specific plans for the working group to bring back recommendations to the O&S committee at any point. O&S could ask the working group at any point to carry out a specific aspect of scrutiny if they required.
Deprivation	Councillor Driver suggested a review should be carried out of small pockets in the town which may suffer from deprivation but may not get the consideration that the more obvious deprived areas get.	Councillors Driver, Coleman, McLain and Bernice Thompson as a co-optee and Caroline Walker from CBH. Councillor Walklett as an observer (as a relevant ward member but also on	Richard Gibson	tba	No dates currently set	The terms of reference were agreed by O&S on 18 February and Democratic Services are arranging the first meeting for 22 May. The Leader has designated Councillor Rowena Hay as the lead Cabinet Member for the purposes of this review.
Sex trade in Cheltenham (STG)	Council at its meeting on 25 June referred this matter to O&S with a view to bringing back a report to Council in December.	Cllrs Chard, Driver , Regan, Seacome and Massey	Rosalind Reeves	Andrew North	Cabinet date to be set for receiving further report	Reported to O&S on 18 February and Council on 22 February. Cabinet considered the report on 16 April 2013 but decided to refer the report to the Cheltenham Safeguarding Forum and positive Lives Partnership and then receive a further report from the council's safeguarding officer, Tracey Brown on their responses to recommendations at July Cabinet.
Event Submissions task group (STG)	Review and make recommendations for the process for organisers of events to submit proposals.	Cllrs Regan, Hall , Britter, Hibbert and Seacome and Councillor Sudbury .	Democratic Services - Saira Malin/Rosalind Reeves	Grahame Lewis	Cabinet due to receive further officer report in July.	The Cabinet received the final report on 5 February 2013 and requested a further report from officers on the implementation of the recommendations. O&S flagged at their March meeting that no date has currently been scheduled for this in the Forward plan and asked the Chief Executive/Leader to raise this with the Cabinet. Officers have now met with the Cabinet Member to discuss actions and the report is scheduled to come back to Cabinet in July 2013.
Youth provision (STG)	A potential STG to review CBC investment in CCP to develop resilience in VCS Youth provision and assess the impact of the GCC grant allocations	Cllr Anne Regan, Chris Coleman, Suzanne Williams, Rob Reid and Barbara Driver	Richard Gibson	Jane Griffiths		O&S on 19 February asked the task group to consider whether they wished to continue meeting as a scrutiny task group or carry out their scrutiny role as a member of a wider partnership group. This 'Activities and facilities for young people' partnership group met on 25 February 2013 and four of the scrutiny working group were in attendance. As this is no longer operating as a scrutiny task group it is suggested that this is now closed but the partnership group continues to invite members from scrutiny to attend their meetings. A role has also been defined for scrutiny members in considering bids for funding but this is more of a Cabinet Advisory Role than a scrutiny task group as the Cabinet Member is asking for input from scrutiny when considering bids.
Community Governance review (STG)	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.	Cllrs Barbara Driver and Klara Sudbury and 3 Parish Council members. Member chair not appointed.	Helen Down Commissioning	Jane Griffiths	The O&S committee reported to Council in December following receipt of the task group report in November.	O&S did not support the recommendations from the task group when they reviewed them in November and made alternative recommendations to Council. The task group will be reconvened in January 2014 when the scope and terms of reference will be redefined. The Leader is being consulted on how he wishes to carry out the review. It has been suggested that a way forward for this review is set out in the report to Council on the future council size and electoral cycle.
ICT review (STG)	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 .	Rosalind Reeves		Report to O&S in March and then Cabinet if necessary.	Recommendations all accepted by Cabinet. Most being picked up by ICT commissioning review. A further remit was set to review the ICT virus outbreak and the task group agreed the resulting action plan at their meeting on 12 March. A public version of the Internal audit report on the virus has been circulated to all members.
Allotments (STG)	Review allotment strategy Identify lessons learnt from Weaver's Field.	Cllrs Regan , Smith, McCloskey, Britter , Stewart and Hay	DS- Bev Thomas 10 days	Sonia Phillips or Grahame Lewis	O&S in January followed by Council then Cabinet.	Cabinet agreed the recommendations at its meeting on 12 March 2013.
Grass verge cutting (STG)	Review grass cutting policy and operational issues.	Cllrs Hall , Fletcher and Britter,	Jane Griffiths	Jane Griffiths	O&S in November followed by Cabinet in December.	Recommendations approved by Cabinet in December 2012.
UBICO (STG)	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	Saira Malin	Jane Griffiths	Report recommendations to O&S in March then Cabinet on 16 April.	Reported to O&S on 18 March and the recommendations were approved at Cabinet on 16 April 2013 subject to a number of comments from the Cabinet Member Sustainability.

Skills

Strategic thinking and
big picture

Understanding risks

Decision making

Public speaking

Dealing with m

Committee or Working Group
Cabinet
Committees of Council
Planning Committee
Licensing Committee (and ad hoc sub-committees)
Audit Committee
Standards Committee (and sub committees to deal with complaints)
Overview and Scrutiny Committee
Appointments Committee
Disciplinary Committee
Appeals Committee
Advisory Panels/working groups
Treasury Management Panel
Asset Management Working Group
Constitution working group
Staffing working group
Public art panel
Overview and Scrutiny
Scrutiny Task Groups
Glos Health, Community and Care O&S Committee
Glos Community Safety O&S committee
Police and Crime Panel
Budget scrutiny working group
Climate change working group

x

x

x

x

x

x

x

x

Chairing skills

Team working

Negotiation and influencing

x

x

x

x

x

xx