

KEY	Advisory Grps to Cabinet (those in light green are no longer meeting)	Commissioning working groups	Advisory Grps to Council	Advisory Group to other committee	Appointment to an outside advisory body	Governance group for shared or commissioned services
Name of Working Group	Purpose	Membership	Cabinet portfolio	Lead Officer	Any target dates currently set	Update
Climate Change Working Group	Identifying, prioritising, scrutinising and reviewing carbon reduction projects Reviewing investment plans and sponsoring invest-to-save schemes. Championing carbon reduction, and Gaining an understanding of the potential effects of climate change on the council's operations.	Penny Hall, Ian Bickerton, Pat Thornton, Suzanne Williams, Roger Whyborn	Sustainability - Cllr Whyborn	Gill Morris	No reporting targets as such. It is an ongoing group rather than a group with a specific task.	Discussion with Matt Thomas, ICT manager for CBC and Forest of Dean District Council, about future investment plans. The group was particularly interested in how these plans will impact on carbon emissions and improve climate resilience. The discussion included plans for the server room, the disaster recovery system, merging of systems, PC replacement and telephony and officers were required to provide further information. Input to Cabinet report on the feasibility of adopting a 40% carbon emissions reduction target. Additions and changes requested. Update received on the retained CBC transport function. Cllr Whyborn taking up the issue of a green travel plan for the council. Updates received on energy projects and county council PV framework. Cllr Bickerton investigating the possibility of the council claiming zero carbon emissions from its electricity supply. Cabinet briefing note received on what the council is doing on adapting to climate change.
Public Art Panel	The Public Art Panel was set up in 1992 in order to encourage the provision of public art within the Borough; to provide direction, advice and support to those delivering it; and to encourage wider community involvement in the siting and development of projects.	Diggory Seacome, Andrew Lansley are member representatives. It has an external chair.	Leisure and Culture - Cllr Rowena Hay Built Environment - Cllr McKinlay	Wilf Tomaney	Targets dates are set by spending targets for the budgets which come its way (usually tied to a 5 year period by S106 agreement before unspent funds need to be returned to the contributing developer).	The group meets on the last Wednesday of every second month. It meets its objectives through - directing spend of public art budgets (largely funded through S106 agreements under the Planning Act); - putting project manager into the delivery of art, where required; - engaging with artists; - commissioning work as appropriate; - advising developers who are providing art on-site; - assessing design quality of public art; - Selecting artists when required, for commissions. Currently there is an issue about public accountability as minutes are taken, but decisions are not published or reported to Cabinet or open to member scrutiny.
Waste	To provide advice on the identification of new projects which will reduce waste and encourage recycling and the prioritisation of them. To review the progress of existing projects and reviewing the effectiveness of completed projects. To review the effectiveness of the current delivery arrangements and the identification of any changes which may need to be made and to review funding and investment plans and sponsor invest to save schemes	Jacky Fletcher, Diggory Seacome, Nigel Britter, Pat Thornton, Suzanne Williams	Sustainability - Roger Whyborn	Jane Griffiths	The working group gave views on the waste and recycling policy which went to Cabinet last year	The group meets on a quarterly basis with the aim to coincide with the meeting of the Joint Waste Committee. The group provided input into the review of the service disruptions during the snow and provided input into suggested improvements which was reported via a briefing note to Cabinet, they considered the draft business plan for the Joint Waste Committee and their views were incorporated into the plan which is being discussed at the first GJWC meeting in July. They have talked about service improvements and how we can increase recycling rates. This is an ongoing working group which provides a useful cross party sounding board on waste and recycling matters but the Cabinet Member has suggested that its role should be reviewed in the Autumn once a report has been produced for Cabinet on the latest stage of waste and recycling.
Asset Management working group	The role of the Asset Management Working Group is to act as a sounding board on strategic asset management issues and to make recommendations to Cabinet on controversial disposals or those falling outside best consideration.	Andrew Chard, Bernard Fisher, Jacky Fletcher, Wendy Flynn, Rowena Hay, John Rawson, Malcolm Stennett.	Finance - John Rawson	David Roberts	Timetable are driven by the Asset Management plan	Meets four times a year and formal minutes are produced which are available to members on request.
Air Quality Management Steering Group	To produce air quality plan, raise awareness and work with County to secure funding.	Penny Hall, Ian Bickerton, Rowena Hay, Helena McCloskey,	Housing and Safety - Peter Jeffries	Paul Scott	Awaiting clarification on when it last met and future meetings	Used to report to former Environment O&S committee on a regular basis.
Housing Review Group (not currently meeting)	The group was set up with a specific remit to look at the welfare reforms and other legislative housing changes.	Andrew Chard, Barbara Driver, Wendy Flynn, Peter Jeffries, Klara Sudbury, David Prince	Housing and Safety - Cllr Jeffries Built Environment - Cllr McKinlay	Jane Griffiths	Housing and Homelessness strategy reported to Cabinet in June 2012	The group helped support the development of the housing and homelessness strategy which went to Cabinet in June 2012 but there has been no requirement for the group to meet in the last 12 months.
Environmental Improvements Fund	To review potential bids for funding and make recommendations to Cabinet.	Penny Hall, Andrew McKinlay, Klara Sudbury, Suzanne Williams, Roger Whyborn	Built Environment - Cllr McKinlay Sustainability - Cllr Whyborn	Mike Redman	Last reported to Cabinet in September 2012	In 2012-2013, Council agreed to allocate £160,000 from the New Homes Bonus to the Cheltenham Environmental Improvements Fund. Bids were prioritised by a member panel comprising the Cabinet Members for Built Environment and Sustainability and a Cabinet appointed advisory group.
Promoting Cheltenham Fund	To review potential bids for funding and make recommendations to Cabinet.	Rob Garnham, Peter Jeffries, Klara Sudbury, Malcom Stennett	Leader - Steve Jordan	Richard Gibson	Last reported to Cabinet in July 2012	The Promoting Cheltenham Fund was a pot of funding allocated from the New Homes Bonus in 2012/13 to support events, projects and initiatives that would stimulate economic and business growth in Cheltenham. It is no longer in operation.

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Future Council Size	To assess the appetite amongst members for a change to the size of the council and to the electoral cycle and to make any recommendations from this point.	Rob Garnham, Steve Jordan, Diggory Seacome, Jon Walklett, Simon Wheeler, Leslie Godwin	Corporate Services - Cllr Walklett	Rosalind Reeves	Reported to Council on 22 July 2013	The working group have completed their work and the Cabinet Member Corporate Services took a report to Council on the 22nd July. Council supported the recommendations and decided that any further work to reduce the number of councillors or move to a four yearly electoral cycle would not be followed at this time.
Green Environment	As part of work strand 1 of the Cheltenham Futures programme the lead officer has been asked to ascertain if those service areas which are likely to be "retained" within the core function of the Council are fit for purpose or if there is a feasible opportunity to externally commission them or share the service with others.	Tim Harman, Nigel Britter, Bernard Fisher, Charles Stewart, Roger Whyborn	Sustainability - Roger Whyborn	Grahame Lewis	31/10/2013 to Council	The group is still meeting. There is an officer working group and a Member steering group. From work already undertaken its clear that there is no appetite or need to externally commission or share some services. However one element of the Green Environment portfolio is the Nursery. Officers are currently considering if there is a viable business case to retain the nursery activity.
Leisure and Culture	To act as member champions for the review and to act as a consultative/reference group for the Cabinet Member on the commissioning of the services. Specifically it has recently received the out of the procurement process.	Barbara Driver, Paul McLain, Anne Regan, Chris Ryder, Garth Barnes, Wendy Flynn, Rowena Hay, Andrew Lansley,	Leisure and Culture - Rowena Hay	Ken Dale	1/4/2014 to complete the review process.	The group are currently discussing how it can best support the Cabinet Member responsible in the remainder of the review and are planning to put out suggestions to them and to ask for their feedback.
Gardens Working Group	To advise on use of the gardens by Cheltenham Festivals and other organisers	Penny Hall, Garth Barnes, Roger Whyborn	Sustainability - Roger Whyborn	Adam Reynolds		Completed its work.
Joint Airport Working Group	Joint working group with Gloucester City to scrutinise issues relating to Gloucestershire Airport.	Tim Harman, Steve Jordan, Suzanne Williams, Leslie Godwin.	Leader - Steve Jordan	Pat Pratley	Annual review of the green policy in the autumn	The group meets when there is a need. The chair was briefed on the financial situation with the airport. The next task will be to review the airport's green policy.
Development Task Force	An advisory body set up to lead on regeneration and development opportunities for the town.	Rob Garnham, Andrew McKinlay	Built Environment - Cllr McKinlay Leader - Cllr Jordan	Jeremy Williamson	The business plan was considered and endorsed by Cabinet in March 2013 to provide legitimacy, given that the Cheltenham Development Task Force is purely an advisory body.	The group meets quarterly and has its own website. The first part of the meetings are open to the public and there are plans to make the public minutes available via the CDTF webpages. The Council is one of the sources of funding for the delivery of its work and assists in the delivery of projects.
Appointments to outside bodies	The Council appoints members to a range of outside bodies with varying purposes	Appointments listed on the council's website	All	Democratic Services		There is no formal reporting requirements for members appointed to outside bodies.
JMLG One Legal	Set up in December 2009 to oversee the performance and development of the Shared Legal Service on behalf of Cheltenham Borough Council and Tewkesbury Borough Council	Andrew Wall, Jon Walklett	Corporate Services - Jon Walklett	Jane Griffiths	??	Meets twice a year and at other times when required and does not formerly report to any other body
JMLG Built Environment	Set up in December 2009 to oversee the performance and development of the Shared Building Control Service on behalf of Cheltenham Borough Council and	Andrew Wall, Andrew McKinlay	Built Environment - Andrew McKinlay	?	??	Meets quarterly and does not formerly report to any other body
GO JMLG	Set up in July 2011 to oversee the performance and development of GO Shared Services of the council partners	Jon Walklett	Corporate Services - Jon Walklett	Pat Pratley	The group meets on a quarterly basis to consider matters of relevance to GO, monitors service performance and achievement of the GO business case. The group is tasked with considering the strategic direction of GO.	Next meeting is scheduled for 12 August 2013.
ICT JMLG	Set up in December 2012 to oversee the performance and development of the ICT Shared Services on behalf of Cheltenham Borough Council and Forest of Dean	Jon Walklett	Corporate Services - Jon Walklett	Sanjay Mistry, Mark Sheldon	??	Meets ? and does not formerly report to any other body