

## OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2019/20

## REGULAR ITEMS:

- Executive Committee Forward Plan
- Overview and Scrutiny Committee Work Programme 2019/20

| Committee Date: 18 June 2019                             |   |  |  |
|--|---|--|--|
| Agenda Item  | Overview of Agenda Item   | Lead Officer                               | Has agenda item previously been deferred? Details and date of deferment required |
| Citizens' Advice Bureau Presentation                     | To consider the annual update on Citizens' Advice Bureau activity in the borough.   | Economic and Community Development Manager | No.  |
| Economic Development and Tourism Strategy 2017-21        | To consider the progress made against the delivery of the Economic Development and Tourism Strategy during year two and the actions identified for 2019/20. | Economic and Community Development Manager | No.  |
| Performance Management – Quarter 4 and Full Year 2018/19 | To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee.         | Head of Corporate Services                 | No.  |
| Single Use Plastic Policy                                | To consider the actions undertaken to implement the Council motion on single use plastic.   | Deputy Chief Executive                     | No.  |
| Enviro-Crimes Annual Report                              | To consider the annual Enviro-Crime report and action plan.   | Head of Community Services                 | No.  |

## Appendix 1

| Committee Date: 18 June 2019                              |   |                            |  |
|---|---|----------------------------|--|
| Agenda Item   | Overview of Agenda Item   | Lead Officer               | Has agenda item previously been deferred? Details and date of deferment required |
| Disabled Facilities Grants Review Monitoring Report       | To consider progress against the actions arising from the Disabled Facilities Grants Review and to determine what, if any further monitoring arrangements are required, including timescales, or whether Members are content to sign off the action plan. | Head of Community Services | No.  |
| Review of Communications Strategy                         | To consider the progress made against the actions within the Communications Strategy during 2018/19 and to endorse the action plan for 2019/20.   | Head of Corporate Services | No.  |
| Corporate Policies and Strategies                         | To consider the corporate policies and strategies and identify which will be reviewed by the Overview and Scrutiny Committee during 2019/20.  | Head of Corporate Services | No.  |
| Gloucestershire Economic Growth Scrutiny Committee Update | To receive an update from the Council's representative on matters considered at the last meeting (5 June 2019).   | N/A                        | No.  |

NB – Changes from previous work programme highlighted in bold

## Appendix 1

| Committee Date: 23 July 2019   |  |                              |  |
|--|--|------------------------------|--|
| Agenda Item  | Overview of Agenda Item  | Lead Officer                 | Has agenda item previously been deferred? Details and date of deferment required |
| Ubico Report 2018/19   | To consider the Ubico performance report for 2018/19.  | Head of Community Services   | No.  |
| Community Services Improvement Plan                                    | To consider the progress made against the Community Services Improvement Plan.                                   | Head of Community Services   | No.  |
| Review of Planning Enforcement Plan                                    | To review the effectiveness of the Planning Enforcement Plan.  | Head of Development Services | No.  |
| Gloucestershire Police and Crime Panel Update                          | To receive an update from the Council's representative on matters considered at the last meeting (19 July 2019). | N/A                          | No.  |
| Gloucestershire Health and Care Overview and Scrutiny Committee Update | To receive an update from the Council's representative on matters considered at the last meeting (16 July 2019). | N/A                          | No.  |

NB – Changes from previous work programme highlighted in bold

**Appendix 1**

| <b>Committee Date: 10 September 2019</b>        |   |                              |   |
|---|---|------------------------------|---|
| <b>Agenda Item</b>                              | <b>Overview of Agenda Item</b>  | <b>Lead Officer</b>          | <b>Has agenda item previously been deferred? Details and date of deferment required</b> |
| Performance Report – Quarter 1 2019/20          | To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee. | Head of Corporate Services   | No.   |
| Complaints Report                               | To consider the annual update to provide assurance that complaints are managed effectively.   | Head of Corporate Services   | No.   |
| Review of Water Supply Outage Monitoring Report | To consider the progress made against the remaining actions arising from the review.  | Head of Community Services   | No.   |
| Healings Mill                                   | To receive an update on progress made in respect of the redevelopment of the Healings Mill site.  | Head of Development Services | No.   |

**NB – Changes from previous work programme highlighted in bold**

## Appendix 1

| Committee Date: 22 October 2019   |   |                              |  |
|---|---|------------------------------|--|
| Agenda Item   | Overview of Agenda Item   | Lead Officer                 | Has agenda item previously been deferred? Details and date of deferment required |
| Gloucestershire Joint Waste Committee Update                            | To consider the progress made to date in relation to the 2019/20 Gloucestershire Joint Waste Committee Action Plan.   | Head of Community Services   | No.  |
| Development Services Improvement Plan                                   | To consider the progress made against the actions within the plan.  | Head of Development Services | No.  |
| Housing Strategy Monitoring Report                                      | To consider the progress made in respect of the outcomes identified in the Housing Strategy Action Plan.              | Head of Community Services   | No.  |
| Warm and Well Update  | To consider the update in respect of the Warm and Well Scheme.  | Head of Community Services   | No.  |
| Gloucestershire Police and Crime Panel Update.                          | To receive an update from the Council's representative on matters considered at the last meeting (13 September 2019). | N/A                          | No.  |
| Gloucestershire Health and Care Overview and Scrutiny Committee Update. | To receive an update from the Council's representative on matters considered at the last meeting (10 September 2019). | N/A                          | No.  |

NB – Changes from previous work programme highlighted in bold

## Appendix 1

| Committee Date: 3 December 2019  |   |                             |  |
|--|---|-----------------------------|--|
| Agenda Item  | Overview of Agenda Item   | Lead Officer                | Has agenda item previously been deferred? Details and date of deferment required |
| Performance Report – Quarter 2 2019/20                                 | To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee. | Head of Corporate Services. | No.  |
| Gloucestershire Police and Crime Panel Update                          | To receive an update from the Council's representative on matters considered at the last meeting (12 November 2019).                                | N/A                         | No.  |
| Gloucestershire Health and Care Overview and Scrutiny Committee Update | To receive an update from the Council's representative on matters considered at the last meeting (19 November 2019).                                | N/A                         | No.  |
| Gloucestershire Economic Growth Scrutiny Committee Update              | To receive an update from the Council's representative on matters considered at the last meeting (30 October 2019 PROVISIONAL and 20 November 2019) | N/A                         | No.  |

NB – Changes from previous work programme highlighted in bold

| Committee Date: 14 January 2020 |  |                             |  |
|---------------------------------|--|-----------------------------|--|
| Agenda Item                     | Overview of Agenda Item  | Lead Officer                | Has agenda item previously been deferred? Details and date of deferment required |
| Trade Waste Report              | To review progress against the action plan and make a recommendation on the long-term sustainability of a trade waste service going forward. | Head of Community Services. | No.  |
| Enviro-Crimes Interim Report    | To consider the six month interim report Enviro-Crimes and progress made against the action plan.  | Head of Community Services  | No.  |

| Committee Date: 11 February 2020  |  |                             |  |
|---|--|-----------------------------|--|
| Agenda Item   | Overview of Agenda Item  | Lead Officer                | Has agenda item previously been deferred? Details and date of deferment required |
| Tewkesbury Borough News Review  | To consider the progress made against the recommendations arising from the Tewkesbury Borough News Review.   | Corporate Services Manager  | No.  |
| Annual review of the effectiveness of the Council's involvement in the Gloucestershire Health, Community and Care Overview and Scrutiny Committee | To conduct the annual review of the effectiveness of the Council's involvement in the Gloucestershire Health and Care Overview and Scrutiny Committee in order to authorise payment of the Council's contribution to the running costs for the forthcoming year. | Head of Corporate Services. | No.  |



**Appendix 1**

| <b>Committee Date: 10 March 2020</b>    |  |                            |   |
|---|--|----------------------------|---|
| <b>Agenda Item</b>                      | <b>Overview of Agenda Item</b>   | <b>Lead Officer</b>        | <b>Has agenda item previously been deferred? Details and date of deferment required</b> |
| Performance Report – Quarter 3 2019/20. | To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee.                                      | Head of Corporate Services | No.   |
| Flood Risk Management Group Report      | To consider the annual summary report of the Flood Risk Management Group and to make a recommendation to the Executive Committee as to whether there is a continuing role for the Group. | Head of Community Services | No  |

**NB – Changes from previous work programme highlighted in bold**

## Appendix 1

| Committee Date: 14 April 2020                          |   |                            |  |
|--|---|----------------------------|--|
| Agenda Item  | Overview of Agenda Item   | Lead Officer               | Has agenda item previously been deferred? Details and date of deferment required |
| Overview and Scrutiny Committee Work Programme 2020/21 | To approve the Overview and Scrutiny Committee Work Programme for the forthcoming year.   | Head of Corporate Services | No.  |
| Overview and Scrutiny Committee Annual Report 2019/20  | To approve the annual report as required by the Council's Constitution to ensure that the activities of the Overview and Scrutiny Committee are promoted both internally and publicly to reinforce transparency and accountability in the democratic process. | Head of Corporate Services | No.  |
| Community Safety Partnership Update                    | To consider the report on local arrangements for community safety.  | Head of Community Services | No.  |
| Housing Strategy Monitoring Report                     | To consider the progress made in respect of the outcomes identified in the Housing Strategy Action Plan.  | Head of Community Services | No.  |
| Customer Care Strategy                                 | To consider the progress made in relation to the actions contained within the Customer Care Strategy Action Plan 2019/20 and to endorse the action plan for 2020/19.  | Corporate Services Manager | No.  |

NB – Changes from previous work programme highlighted in bold

## PENDING ITEMS

| Agenda Item  | Overview of Agenda Item  |
|--|--|
| Review of Corporate Enforcement Policy                                     | Review by O&S Workshop – agreed by Overview and Scrutiny Committee at its meeting on 13 June 2017 – March 2019.  |
| Review of Complaints Policy  | Identified for review in the Corporate Policies and Strategies Report and agreed by the Overview and Scrutiny Committee at its meeting on 4 September 2018.  |
| <del>Single Use Plastic Policy</del>                                       | <del>Identified in the Corporate Policies and Strategies Report and agreed by the Overview and Scrutiny Committee at its meeting on 4 September 2018 – Workshop to be arranged for March 2019.</del><br>A report to Overview and Scrutiny Committee on 18 June 2019 will mitigate the need for a workshop. |
| Planning Key Performance Indicators – Annual Review of Committee Overturns | To approve the template for the annual review of Committee overturns – agreed by Overview and Scrutiny Committee at its meeting on 8 January 2019.   |
| Safeguarding Policy and Procedure  | Identified for review in the Corporate Policies and Strategies Report and agreed by the Overview and Scrutiny Committee at its meeting on 4 September 2018 – put on hold pending new national guidance.  |

## ITEMS FOR INCLUSION IN 2020/21 WORK PROGRAMME

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