

8 May 2017

<b>Committee</b>	Council – Resumption
<b>Date</b>	Tuesday, 16 May 2017 – reconvened from Tuesday, 9 May 2017
<b>Time of Meeting</b>	6:00 pm
<b>Venue</b>	Council Chamber

**ALL MEMBERS OF THE COUNCIL ARE REQUESTED TO ATTEND**



**for Sara J Freckleton  
Borough Solicitor**

**Agenda**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**

Pursuant to the adoption by the Council on 26 June 2012 of the Tewkesbury Borough Council Code of Conduct, effective from 1 July 2012, as set out in Minute No. CL.34, Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.



	<b>Item</b>	<b>Page(s)</b>
<b>3.</b>	<b>MINUTES</b>	1 - 15
	To approve the Minutes of the meeting held on 21 February 2017 and of the Extraordinary meeting held on 13 March 2017.	
<b>4.</b>	<b>ANNOUNCEMENTS</b>	
	1. When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the visitors' car park at the front of the building and await further instructions (staff should proceed to their usual assembly point). Please do not re-enter the building unless instructed to do so.	
	In the event of a fire any person with a disability should be assisted in leaving the building.	
	2. To receive any announcements from the Chairman of the Meeting and/or the Chief Executive.	
<b>5.</b>	<b>ITEMS FROM MEMBERS OF THE PUBLIC</b>	
	a) To receive any questions, deputations or petitions submitted under Council Rule of Procedure.12.	
	<i>(The deadline for public participation submissions for this meeting is 10 May 2017).</i>	
	b) To receive any petitions submitted under the Council's Petitions Scheme.	
<b>6.</b>	<b>MEMBER QUESTIONS PROPERLY SUBMITTED IN ACCORDANCE WITH COUNCIL PROCEDURE RULES</b>	
	To receive any questions submitted under Rule of Procedure 13. Any items received will be circulated on 16 May 2017.	
	<i>(Any questions must be submitted in writing to Democratic Services by, not later than, 10.00am on the working day immediately preceding the date of the meeting).</i>	
<b>7.</b>	<b>LEADER OF THE COUNCIL - STATE OF THE BOROUGH PRESENTATION</b>	
	To receive a 'State of the Borough' presentation from the Leader of the Council, Councillor R J E Vines.	
<b>8.</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT 2016/17</b>	16 - 39
	To consider the Overview and Scrutiny Committee's Annual Report.	
<b>9.</b>	<b>ELECTION OF LEADER OF THE COUNCIL</b>	
	To elect a Leader of the Council (who will also be the Chair of the Executive Committee) for the ensuing Municipal Year.	

**10. ELECTION OF DEPUTY LEADER OF THE COUNCIL**

To elect the Deputy Leader of the Council (who will also be the Vice-Chair of the Executive Committee) for the ensuing Municipal Year.

**11. MEMBERSHIP OF COMMITTEES, LEAD MEMBERS AND APPOINTMENT TO OUTSIDE BODIES**

40 - 44

Any papers available prior to the meeting will be circulated to all Members.

1. To determine the Membership of the:
  - Executive Committee
  - Overview and Scrutiny Committee
  - Audit Committee
  - Planning Committee
  - Licensing Committee
  - Standards Committee
  - Ad-hoc Committees
    - Employee Appeals Committee;
    - Employee Appointments Committee;
    - Housing Allocations and Homelessness Review Committee; and Panels and Liaison Groups as follows:
    - Gloucestershire Police and Crime Panel;
    - Shared Legal Services Joint Monitoring and Liaison Group; and
    - Shared Building Control Joint Monitoring and Liaison Group.
2. In accordance with the Constitution, to receive a report from the Leader of the Council and take any action necessary.
3. To determine:
  - a. the Outside Bodies to which the Council should make appointments and the representation on those Bodies.
  - b. To delegate authority to the Borough Solicitor, in consultation with the Leader of the Council, to nominate other Members to attend a meeting of an outside body in the event that the nominated Member or their representative is unable to attend.
4. The Council will at this stage adjourn for a brief period to allow each Committee, as set out below, to hold a formal meeting to conduct the business set out in the enclosed Agenda:
  1. Overview and Scrutiny Committee
  2. Audit Committee
  3. Planning Committee
  4. Licensing Committee
  5. Standards Committee

**12. MAYOR OF TEWKESBURY'S APPEAL FUND**

To appoint three Members of the Council as Trustees of the Mayor of Tewkesbury's Appeal Fund for the ensuing Municipal Year. The Trustees for 2016/17 were:

Councillors P W Awford, J R Mason and D J Waters.

*The Mayor and Chief Executive are automatically Trustees and as such Councillor Turbyfield cannot be one of the named Trustees for this year.*

*NB: The Fund is officially called the Mayor of Tewkesbury's Appeal Fund but this does of course refer to Tewkesbury Borough.*

**13. RECOMMENDATION FROM EXECUTIVE COMMITTEE**

The Council is asked to consider and determine recommendations of a policy nature arising from the Executive Committee as follows:-

**(a) Council Plan 2016/20 Refresh - Year Two**

45 - 69

At its meeting on 26 April 2017 the Executive Committee considered a report which detailed the year two refresh of the Council Plan and **RECOMMENDED TO COUNCIL** that the Council Plan refresh be **ADOPTED**.

**14. TEWKESBURY BATTLEFIELD**

70 - 81

To consider the progress to date in exploring the whole of the Battlefield as a heritage, cultural and economic asset for the Borough and to agree that officers meet with Historic England and other partners to explore utilising the Battlefield as a cultural and heritage asset; that officers continue to work through the preparation of the Borough Plan to ensure the wider Battlefield area is recognised in planning policy; and that future progress be reported to the Executive Committee.

**15. SEPARATE BUSINESS**

The Chairman will move the adoption of the following resolution:

That under Section 100(A)(4) Local Government Act 1972, the public be excluded for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

**16. SEPARATE MINUTES**

82 - 86

To approve the Separate Minutes of the meeting held on 21 February 2017 and of the Extraordinary meeting held on 13 March 2017.

**Recording of Meetings**

Please be aware that the proceedings of this meeting may be recorded and this may include recording of persons seated in the public gallery or speaking at the meeting. Please notify the Democratic Services Officer if you have any objections to this practice and the Mayor will take reasonable steps to ensure that any request not to be recorded is complied with.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the public and press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

## TEWKESBURY BOROUGH COUNCIL

**Minutes of a Meeting of the Council held at the Council Offices, Gloucester Road, Tewkesbury on Tuesday, 21 February 2017 commencing at 6:00 pm**

### **Present:**

The Worshipful the Mayor  
Deputy Mayor

Councillor Mrs G F Blackwell  
Councillor H A E Turbyfield

### **and Councillors:**

R E Allen, P W Awford, Mrs K J Berry, R A Bird, R Bishop, G J Bocking, K J Cromwell, D M M Davies, Mrs J E Day, M Dean, R D East, A J Evans, D T Foyle, R Furolo, R E Garnham, Mrs P A Godwin, Mrs M A Gore, Mrs J Greening, Mrs R M Hatton, Mrs S E Hillier-Richardson, Mrs A Hollaway, Mrs E J MacTiernan, J R Mason, Mrs H C McLain, A S Reece, V D Smith, T A Spencer, Mrs P E Stokes, P D Surman, M G Sztymiak, R J E Vines, D J Waters, M J Williams and P N Workman

### **CL.96 APOLOGIES FOR ABSENCE**

96.1 Apologies for absence were received from Councillors J H Evetts and B C J Hesketh.

### **CL.97 DECLARATIONS OF INTEREST**

97.1 The Committee's attention was drawn to the Tewkesbury Borough Council Code of Conduct which was adopted by the Council on 26 June 2012 and took effect from 1 July 2012.

97.2 There were no declarations of interest made on this occasion.

### **CL.98 MINUTES**

98.1 The Minutes of the meeting held on 24 January 2017, and of the Extraordinary meeting held on 31 January 2017, copies of which had been circulated, were approved as correct records and signed by the Mayor, subject to an amendment to the first sentence at Minute No. CL.95.13, to read 'At the workshop which had been held with Mr Thomas earlier in January, a Member **Mr Thomas** had pointed out that part of the Innsworth side of the Strategic Allocation, which was designated for housing, flooded through pluvial flooding and ~~he~~ **the Member** questioned whether that area of development had now been removed'.

### **CL.99 ANNOUNCEMENTS**

99.1 The evacuation procedure, as set out on the Agenda, was advised to those present.

### **CL.100 ITEMS FROM MEMBERS OF THE PUBLIC**

100.1 There were no items from members of the public on this occasion.

**CL.101 MEMBER QUESTIONS PROPERLY SUBMITTED IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

101.1 There were no Member questions on this occasion.

**CL.102 RECOMMENDATIONS FROM EXECUTIVE COMMITTEE****Budget 2017/18**

- 102.1 At its meeting on 1 February 2017, the Executive Committee had considered a report which set out the proposed budget for 2017/18. The Executive Committee had recommended to Council that a net budget of £9,913,693 be approved; that a Band D Council Tax of £109.36, an increase of £5.00 per annum, be approved; that the use of New Homes Bonus, as proposed in Paragraph 3.8 of the report, be approved; that the Capital Programme, as proposed in Appendix A to the report, be approved; that the Capital Prudential Indicators, as proposed in Appendix B to the report, be approved; that the annual Minimum Revenue Provision (MRP) statement, as contained in Appendix B to the report, be approved; and that the 2017/18 Treasury Management Strategy, as proposed in Appendix C to the report, be approved.
- 102.2 The report which was considered by the Executive Committee had been circulated with the Agenda for the current meeting at Pages No. 28-60.
- 102.3 The recommendation was proposed and seconded by the Chair and Vice-Chair of the Executive Committee. In seconding the recommendation, the Vice-Chair of the Committee explained that this had, once again, been a tough budget setting process under difficult circumstances and he offered his thanks to the Council's Finance Team for its help in ensuring a balanced budget was produced. He further indicated that, even by raising Council Tax, which was an unfortunate position to be in, the Council had still needed to use a relatively large amount of its reserves to balance the budget and these would need to be replaced in future years.
- 102.4 During the discussion which ensued, a Member questioned whether there was an overall statement of where all the reserves were held and the amounts that they contained. She felt it was important to be aware of how many reserves were being used and how much was left. In addition, she expressed the view that the cost for the waste, recycling and street cleansing services seemed very high and she was unsure why; she questioned whether this was connected to the Council joining Ubico and, if so, why being a member of Ubico should be costing the Council so much. In response, the Head of Finance and Asset Management advised that the overall reserves position was not included within the budget report as it was considered by the Executive Committee as a separate 'Reserves report'. Overall, the Council had £3.72million in reserves with £837,000 being used in the 2017/18 budget in order to ensure a balanced budget was achieved. In response, the Member asked that she be provided with a list of all of the reserves so that she could keep track of them and the Head of Finance and Asset Management indicated that the Executive Committee reports were available to all Members. In terms of waste and recycling, he explained that the amount referred to covered the manning of the new vehicle fleet, fuel and insurance etc. and this had all been advised within the Medium Term Financial Strategy which Members had approved in December 2016. The other element was the increasing cost of dealing with recyclate which, in the current year, had cost an extra £200,000. He confirmed that, at the end of 2016/17, a new contract was required and this had also been factored into the Medium Term Financial Strategy as an extra cost. In addition, the Lead Member for Finance and Asset Management advised that the waste fleet had been procured through a tendering process so the Council had gained the best

value possible.

- 102.5 In terms of community grants, a Member questioned how much had been allocated. In response, the Head of Finance and Asset Management advised that, in the current year, £150,000 had been provided for community grants, along with a sum of approximately £32,000 which funded the Community Grants Officer post. Members had suggested that the £150,000 be eliminated from 2017/18 with the Community Grants Officer being utilised to find alternative funding for those projects that needed it. The Member indicated that the lack of allocation of any New Homes Bonus funding for community grants was a major issue as far as he was concerned. He was of the view that New Homes Bonus money should be used for the new communities being created that may have issues they wished to address and he felt that some money should be available for that purpose. He proposed that £100,000 be put into community grants from the Medium Term Financial Strategy reserve. In response, the Borough Solicitor referred the Member to the Council Procedure Rule which advised that, if a Councillor intended to move a Motion or Amendment in relation to the Council's annual budget, the text of the proposed Motion or Amendment must be submitted in writing to the Borough Solicitor by 9.00am on the working day preceding the day of the Council meeting.
- 102.6 A Member drew attention to Paragraph 6.1 which noted that the base estimate for the Chief Executive for 2017/18 was £250,187 and he questioned whether this was correct. In response, the Head of Finance and Asset Management advised that this covered the Chief Executive's Unit rather than just the Chief Executive which meant it included the costs for a number of staff members. Referring to the fact that the report included a statement about non-specified investment limits, a Member asked for reassurance that the Council would not end up in the same position as it had during the collapse of the Icelandic Bank. In response, the Head of Finance and Asset Management confirmed that all such investments would be avoided. The Council's ability to invest was not the same as it had been in previous years so that in itself offered a safeguard against foreign investments.
- 102.7 In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, voting on the proposal was recorded as follows:

<b>For</b>	<b>Against</b>	<b>Abstain</b>	<b>Absent</b>
R E Allen	Mrs S E Hillier- Richardson		J H Evetts
P W Awford	M G Sztymiak		B C J Hesketh
Mrs K J Berry			
R A Bird			
R Bishop			
Mrs G F Blackwell			
G J Bocking			
K J Cromwell			
D M M Davies			
Mrs J E Day			
M Dean			



R D East

A J Evans

D T Foyle

R Furolo

R E Garnham

Mrs P A Godwin

Mrs M A Gore

Mrs J Greening

Mrs R M Hatton

Mrs A Hollaway

Mrs E J  
MacTiernan

J R Mason

Mrs H C McLain

A S Reece

V D Smith

T A Spencer

Mrs P E Stokes

P D Surman

H A E Turbyfield

R J E Vines

D J Waters

M J Williams

P N Workman

(Councillor M G Sztymiak asked that his vote against the budget be recorded for the reason that he felt it did not put enough money into the community).

102.8 Accordingly, it was

**RESOLVED**

1. That a net budget of £9,913,693 be **APPROVED**.
2. That a Band D Council Tax of £109.36, an increase of £5.00 per annum, be **APPROVED**.
3. That the use of New Homes Bonus, as proposed in Paragraph 3.8 of the report, be **APPROVED**.

4. That the Capital Programme, as proposed in Appendix A to the report, be **APPROVED**.
5. That the Capital Prudential Indicators, as proposed in Appendix B to the report, be **APPROVED**.
6. That the annual Minimum Revenue Provision (MRP) statement, as contained in Appendix B to the report, be **APPROVED**.
7. That the 2017/18 Treasury Management Strategy, as proposed in Appendix C to the report, be **APPROVED**.

### **CL.103 COUNCIL TAX 2017/18**

- 103.1 Having agreed the Council's 2017/18 budget earlier in the meeting, attention was drawn to a report, circulated around the table, which asked Members to approve and set a Council Tax requirement for 2017/18.
- 103.2 In proposing the recommended Council Tax level, a Member indicated that, as could be seen from the budget, the Council had needed to find £800,000 and, even by raising a Band D Council Tax by £5.00 per year, only £162,000 additional funding would be found through Council Tax increases. This had not been an easy decision to make but he felt it was the only thing the Council could do in the current circumstances and was something that nearly every authority in the country was having to do.
- 103.3 In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, voting was recorded as follows:

<b>For</b>	<b>Against</b>	<b>Abstain</b>	<b>Absent</b>
R E Allen	M G Sztymiak	Mrs S E Hillier- Richardson	J H Evetts
P W Awford			B C J Hesketh
Mrs K J Berry			
R A Bird			
R Bishop			
Mrs G F Blackwell			
G J Bocking			
K J Cromwell			
D M M Davies			
Mrs J E Day			
M Dean			
R D East			
A J Evans			
D T Foyle			

R Furolo  
R E Garnham  
Mrs P A Godwin  
Mrs M A Gore  
Mrs J Greening  
Mrs R M Hatton  
Mrs A Hollaway  
Mrs E J  
MacTiernan  
J R Mason  
Mrs H C McLain  
A S Reece  
V D Smith  
T A Spencer  
Mrs P E Stokes  
P D Surman  
H A E Turbyfield  
R J E Vines  
D J Waters  
M J Williams  
P N Workman

103.4 Accordingly, it was

**RESOLVED**

1. That it be **NOTED** that, on 21 February 2017, the Council calculated:
  - a. the Council Tax base 2017/18 for the whole Council area as £32,512.32 (Item T in the formula section 31B of the Local Government Finance Act 1992, as amended (the "Act")); and
  - b. the dwellings in those parts of its area to which a Parish precept relates as attached to the report at Appendix C.
2. That the Council Tax requirement calculated for the Council's own purposes for 2017/18 (excluding Parish precepts) is £3,555,547.

3. That the following amounts be calculated for the year 2017/18 in accordance with Sections 30 to 36 of the Act:
- a. £37,853,992 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by the Parish Councils;
  - b. £32,490,743 being the aggregate of the amounts which the Council estimates for the items set out in Section 31(A)(3) of the Act;
  - c. £5,363,249 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act and its Council Tax requirement for the year (Item R in formula in Section 31B of the Act);
  - d. £164.96 being the amount at 3(c) above (Item R), all divided by Item T(1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts);
  - e. £1,807,702 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per Appendix C to the report);
  - f. £109.36 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T(1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates;
  - g. the amounts stated in Column 5 (Band D Parish/Town and Borough (b)) of Appendix B to the report are given by adding to the amount at 3(f) above the amounts of special items relating to dwellings in those parts of the Council's area specified in Column 1 of Appendix B in accordance with Section 34(3) of the Act. For completeness the table shows all areas; and
  - h. the amount set out in Appendix B to the report given by multiplying the amounts at 3(g) above by the number which, in proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular Valuation Band divided by the number which, in that proportion, is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different Valuation Bands.
4. That it be **NOTED** that, for the year 2017/18, Gloucestershire County Council and the Office of the Police and Crime Commissioner for Gloucestershire have stated the following amounts in precepts issued to the Borough Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Valuation Bands	Gloucestershire County Council (£)			Office of the Police and Crime Commissioner (£)
	ASC	General	Total	
A	29.66	756.51	786.17	142.99
B	34.60	882.60	917.20	166.83
C	39.55	1,008.68	1,048.23	190.66
D	44.49	1,134.77	1,179.26	214.49
E	54.38	1,386.94	1,441.32	262.15
F	64.26	1,639.12	1,703.38	309.82
G	74.15	1,891.28	1,965.43	357.48
H	88.98	2,269.54	2,358.52	428.98

5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts, set out in Schedule 3 to the report, as the amounts of Council Tax for the year 2017/18 for each of the categories of dwellings shown in Schedule 3.
6. The Council has determined that its relevant basic amount of Council Tax for 2017/18 is not excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2017/18 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992.

#### **CL.104 MOTION - WASTE COLLECTION SERVICE**

- 104.1 The Worshipful the Mayor referred to the Notice of Motion set out on the Agenda and indicated that, in accordance with the Rules of Procedure, it was necessary for the Council firstly to decide whether it wished to debate and determine the Motion at the evening's meeting, or whether it wished to refer the Motion, without debate, to a Committee for consideration with authority either to make a decision on the matter or to bring a recommendation back to Council. Upon being put to the vote it was agreed that the Motion would be determined at the current meeting.

104.2 Councillor R A Bird proposed and Councillor Mrs K J Berry seconded that:

‘Customer focused service is one of the highest priorities for Tewkesbury Borough Council, and the Council Plan sets out our objectives to achieve this commitment. ‘Puts Customers First’ is one of our Council values.

Tewkesbury Borough Council’s current waste collection service is the best in Gloucestershire in meeting the demands of residents, and achieves our customer service ethos.

Tewkesbury Borough Council is committed to maintaining the existing minimum service standard of:

- 1) bi-weekly residual waste (green bin) collections, to ensure that our customers receive an effective, hygienic rate of waste removal;
- 2) current large capacity residual waste bins (our existing standard), to ensure that customers are not in danger of having insufficient storage capacity, particularly where they might miss a collection; and
- 3) co-mingled recycling (blue bin) collections, the simplest recycling service currently available, and an effective encouragement to recycling.

We welcome the attempts of the Joint Waste Committee to seek efficiencies in waste management across Gloucestershire through standardisation, providing these do not reduce in any way the minimum customer service standards listed above, which would be contrary to our customer service ethos and our Council Plan’.

104.3 In speaking to the Motion, Councillor Bird indicated that the Motion was meant to be a statement of intent as to where the Council stood in terms of waste management. He had some concerns about the future direction of waste collection i.e. some authorities seemed to be considering three weekly residual collections and reducing bin sizes etc. In addition, many people saw the comingled collection, which was Tewkesbury Borough’s current recycle collection, as contaminated. However, the Council Plan was focussed on customer service and Tewkesbury Borough Council considered its own service to be the best in Gloucestershire. The Joint Waste Committee had indicated that waste was a demand-led service but he felt it was important to remember that demands came from customers. Bearing all of this in mind, the proposer of the Motion felt it was important to set out the Council’s minimum service standards and he referred to points 1-3 within the Motion set out on the Agenda. In seconding the Motion, Councillor Berry advised that she fully supported the proposer of the Motion. She had undertaken some research which had found that the highest performing authority was South Oxfordshire and that all five top performing authorities collected recycle in large bins like Tewkesbury Borough’s blue bins. She felt this showed that there was no need to change the service that Tewkesbury Borough offered except to improve it by adding things like the collection of clothes, textiles and batteries which would all achieve more at the weigh-in than the current collection. She was of the view that the worst thing the Council could do would be to remove its current blue bin service. In addition to these concerns, the Member also felt that there was probably a health and safety issue as she, along with many other residents, would not be able to carry four or five different recycling boxes out to the kerbside and that must deter people from recycling; this would also affect the waste collection operatives and was something she felt should be borne in mind.

104.4 In supporting the Motion, a Member advised that the idea of a kerbside collection was that it was cleaner and should gain a better market price for the recyclate collected. This was an advantage depending on the market but the method was not as popular with customers. Kerbside collections meant more disruption for road users since it was sorted as it was collected and as such took longer to collect; Members felt this was a big disadvantage. A Member was of the view that the Council's co-mingled service was both clean and efficient and was one that others should aspire to. Another Member expressed the view that anything that could be done to reinforce the Council's current collection methods was welcome; he was very concerned that flytipping would increase if the frequency of residual waste collections was reduced.

104.5 A Member proposed an amendment, which was seconded, that there also be a commitment to the collection of food waste at a minimum of once a week. He felt this service was extremely important to residents and that the Council's intention to continue the weekly collection should be reaffirmed. The seconder of the amendment expressed concern that she was not aware of any discussions at the authority to change the current system and she felt if there was information available to this effect it should be shared with all Members. In response, the Lead Member explained that Tewkesbury Borough, along with Cheltenham Borough, Cotswold District and the Forest of Dean District Councils were all Members of the Joint Waste Committee; Stroud District and Gloucester City Councils were not members and, although they did have representatives that attended the meetings, they had no voting rights. The Joint Waste Committee had been looking at its business plan which aimed to bring together the way that authorities dealt with waste collection under one system; at this stage it was not known what that system would be. The proposer and seconder of the original Motion, along with the Lead Member, indicated that they were comfortable with the amendment and accordingly, it was

**RESOLVED**

That the following Motion be **AGREED**:

'Customer focused service is one of the highest priorities for Tewkesbury Borough Council, and the Council Plan sets out our objectives to achieve this commitment. 'Puts Customers First' is one of our Council values.

Tewkesbury Borough Council's current waste collection service is the best in Gloucestershire in meeting the demands of residents, and achieves our customer service ethos.

Tewkesbury Borough Council is committed to maintaining the existing minimum service standard of:

- 1) bi-weekly residual waste (green bin) collections, to ensure that our customers receive an effective, hygienic rate of waste removal;
- 2) current large capacity residual waste bins (our existing standard), to ensure that customers are not in danger of having insufficient storage capacity, particularly where they might miss a collection;
- 3) co-mingled recycling (blue bin) collections, the simplest recycling service currently available, and an effective encouragement to recycling; and
- 4) weekly food waste collections.

We welcome the attempts of the Joint Waste Committee to seek efficiencies in waste management across Gloucestershire through standardisation, providing these do not reduce in any way the minimum customer service standards listed above, which would be contrary to our customer service ethos and our Council Plan’.

**CL.105 SEPARATE BUSINESS**

105.1 The Chair proposed, and it was

**RESOLVED** That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely discussion of exempt information as defined in Part 1 of Schedule 12A of the Act.

**CL.106 SEPARATE RECOMMENDATIONS FROM EXECUTIVE COMMITTEE**

**Revenues and Benefits Restructure**

*(Exempt –Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 – Information relating to any individual)*

106.1 At its meeting on 1 February 2017 the Executive Committee had considered a report detailing a restructure of the Council’s Revenues and Benefits Service and had made a recommendation to Council thereon. Having considered the report before it, the Council approved the proposals as contained within Section 3 of the report and as detailed within the appendices.

**Public Services Centre Refurbishment**

*(Exempt –Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 –Information relating to the financial or business affairs of any particular person (including the authority holding that information))*

106.2 At its meeting on 1 February 2017 the Executive Committee had considered a report which detailed a proposal to refurbish the Public Services Centre and had made a recommendation to Council thereon. Having considered the report, the Council approved the proposals for the refurbishment of the Council Offices as outlined therein.

The meeting closed at 7:20 pm



# TEWKESBURY BOROUGH COUNCIL

**Minutes of an Extraordinary Meeting of the Council held at the Council Offices,  
Gloucester Road, Tewkesbury on Monday, 13 March 2017 commencing at  
6:00 pm**

## **Present:**

The Worshipful the Mayor  
Deputy Mayor

Councillor Mrs G F Blackwell  
Councillor H A E Turbyfield

## **and Councillors:**

R E Allen, R A Bird, R Bishop, K J Cromwell, D M M Davies, M Dean, R D East, J H Evetts,  
D T Foyle, R Furolo, R E Garnham, Mrs P A Godwin, Mrs M A Gore, Mrs J Greening,  
Mrs R M Hatton, Mrs S E Hillier-Richardson, Mrs E J MacTiernan, J R Mason, A S Reece,  
V D Smith, T A Spencer, Mrs P E Stokes, P D Surman, R J E Vines and D J Waters

## **CL.107 APOLOGIES FOR ABSENCE**

107.1 Apologies for absence were received from Councillors P W Awford, Mrs K J Berry, G J Bocking, Mrs J E Day, Mrs A Hollaway, Mrs H C McLain, M G Sztymiak, M J Williams and P N Workman.

## **CL.108 DECLARATIONS OF INTEREST**

108.1 The Committee's attention was drawn to the Tewkesbury Borough Council Code of Conduct which was adopted by the Council on 26 June 2012 and took effect from 1 July 2012.

108.2 There were no declarations of interest made on this occasion.

## **CL.109 ANNOUNCEMENTS**

109.1 The evacuation procedure, as noted on the Agenda, was advised to those present.

109.2 The Mayor announced her intention to take Item 8 – Facilities at Cold Pool Lane, Badgeworth before Item 6 – Tewkesbury Ward Boundaries.

## **CL.110 ITEMS FROM MEMBERS OF THE PUBLIC**

110.1 There were no items from members of the public on this occasion.

## **CL.111 MEMBER QUESTIONS PROPERLY SUBMITTED IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

111.1 There were no Member questions on this occasion.

**CL.112 SEPARATE BUSINESS**

112.1 The Mayor proposed, and it was

**RESOLVED** That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely discussion of exempt information as defined in Part 1 of Schedule 12A of the Act.

**CL.113 FACILITIES AT COLD POOL LANE, BADGEWORTH**

*(Exempt –Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 –Information relating to the financial or business affairs of any particular person (including the authority holding that information))*

113.1 The Council considered the transfer of sports facilities at Cold Pool Lane and agreed that it would be appropriate for the facilities to be transferred to a suitable club or organisation on a 25 year lease.

113.2 At the conclusion of this item of business the Mayor proposed and it was

**RESOLVED** That the public be invited back to the meeting for the remaining items on the Agenda as they would not involve the likely discussion of exempt information as defined in Part 1 of Schedule 12A of the Act.

**CL.114 TEWKESBURY BOROUGH WARD BOUNDARIES**

114.1 The report of the Head of Democratic Services, circulated separately at Pages No. 1-23, asked Members to agree a pattern of Borough Wards to be provided to the Local Government Boundary Commission for England in response to its consultation on Warding arrangements; and to delegate authority to the Head of Democratic Services, in consultation with the Leader and Deputy Leader of the Council, to prepare the written submission to accompany the approved arrangements.

114.2 In introducing the report, the Head of Democratic Services explained that, as Members were aware, the Local Government Boundary Commission for England was in the process of undertaking an electoral review of Tewkesbury Borough. There were two stages to the process; the first being the decision on Council size; and the second being the Warding arrangements. In December 2016, the Council had approved a submission on size which proposed that the number of Members remain at 38. The Local Government Boundary Commission for England had accepted that Council size and, in January 2017, had commenced a consultation for the pattern of Wards for the Council; this consultation was due to close on 20 March 2017. The aim of the review was to agree Ward boundaries which would ensure that each Councillor represented approximately the same number of voters within a tolerance of +/-10%.

114.3 Currently, nine of the Council's 22 Wards had an electoral imbalance outside the +/-10% ranging from -17 to +26. The submission in December had contained a projection of the development taking place in the Borough (only that where there were 'spades in the ground' in accordance with the Commission's requirements) and this information had been used to show the likely projections for 2022 which had resulted in a declining position in terms of being outside of the +/-10% variance. The Commission's statutory criteria, in addition to electoral equality, stated that the Wards should reflect the identities and interests of local communities and secure

effective and convenient local government. To this end, the Boundary Review Working Group had met to consider proposals which had used the existing Parishes as building blocks. Those proposals had also been discussed individually with the Members whose Wards would be most affected and via a 'drop in' session for all Members. Following those sessions, some other options had been worked up in line with the wishes of local Members and any that met the criteria were also presented as options for consideration by the Council.

114.4 In terms of proposals, there were changes suggested for every Ward with the exception of the Highnam with Haw Bridge, Northway and Shurdington Wards, all of which would be within the +/-10 tolerance in 2022, and in the case of Highnam with Haw Bridge and Northway had strong definable boundaries such as the River Severn for Highnam with Haw Bridge and the M5 motorway and the railway line for Northway. In terms of the Wards to be changed these were set out in detail at Appendix 1 to the report, including options in respect of Bishops Cleeve, Churchdown and Tewkesbury/Twyning. Currently the Council had 22 Wards; 9 x single Member, 10 x two Member and three x 3 Member. Depending upon the choices made in respect of those areas with options, the overall proposals would result in either 20 Wards with 5 x single Member Wards, 12 x two Member Wards and 3 x three Member Wards or 21 Wards with 7 x single Member Wards, 11 x two Member Wards and 3 x three Member Wards. In respect of naming the new Wards, some suggestions had been made which were included at Appendix 1, otherwise existing names had been applied but the Council could change this if it wished to put forward alternatives.

114.5 Particular attention was drawn to the Brockworth Ward which had expanded through development to such an extent that it needed to have four Members rather than three. As the Commission's guidance did not accept four Member Wards, it was suggested that the Ward be split into 2 x two Member Wards; as far as the Head of Democratic Services was aware the local Members were broadly in agreement with the proposals made. In terms of Churchdown, the current arrangement would not work in 2022 so it was suggested that part of the Churchdown Brookfield Ward would go into Churchdown St John's and the rest of Churchdown Brookfield would combine with Hucclecote; these would be 2 x two Member Wards. There were two options on the papers before Members and it was up to the Council which, if any, it chose for its submission. A number of areas highlighted in blue on the plans were pieces of land, with no electors, which it was proposed would be moved to 'tidy up' the Borough Ward boundaries. Referring to Bishop's Cleeve, the Head of Democratic Services explained that, again, there were a number of options which would work in terms of the numbers so it was for Members to decide which they preferred. The local Members had expressed a preference towards Option A which was the most similar to that which currently existed. As before, there was a blue area which could be used to tidy up the Borough Ward boundaries but which contained no electors. Finally, in terms of Tewkesbury, the Head of Democratic Services explained that the current Wards had five Members but, looking ahead to 2022, the electorate could not sustain that position and would have to reduce to four Members. Currently, there were two Members for the Tewkesbury Town with Mitton Ward; two for the Prior's Park Ward; and one for the Twyning Ward. Officers had worked with local Members to try and get agreement on a new arrangement but none of the options put forward were ideal from their perspective. Option A was strange in the way it linked Tewkesbury Town with Mitton and Prior's Park leaving Twyning on its own; Option B combined Twyning with Mitton and a small part of Tewkesbury Town and was much neater in the way the boundary ran as well as retaining Tewkesbury's identity; these would result in a North Tewkesbury Ward and a South Tewkesbury Ward with two Members representing each. The current Newtown Ward would be combined with the highly developed area of Wheatpieces to make a Tewkesbury East Ward which was similar to the County Council's Tewkesbury East Division. Option C was a variation on that option but took in a

different part of Tewkesbury Town.

- 114.6 The Head of Democratic Services explained that the Council could decide to use a mixture of the options within the Council papers to make a submission; or it could decide to make a part submission, if there were areas that it did not wish to support; or it could agree not to make a decision at all. In the event that the Council did not make a submission, the Local Government Boundary Commission for England would put together its own proposals. The Commission's consultation would run until 20 March and anyone that wished to make a submission was entitled to do so.
- 114.7 During the discussion which ensued, a Member suggested that the names Tewkesbury North, Tewkesbury South and Tewkesbury East would help people to understand the Ward boundaries better; he also suggested that Option B for Tewkesbury would be his preference. In terms of Bishop's Cleeve, a Member expressed a preference for Option B and indicated that the names Cleeve Grange, Cleeve St Michael's and Cleeve West would remain appropriate for the new Wards.
- 114.8 It was proposed and seconded that the revised pattern of Borough Wards, as set out at Appendix 1, be approved for submission to the Local Government Boundary Commission for England in response to its consultation on Warding arrangements for Tewkesbury Borough Council with the inclusion of Option A for Churchdown, Option B for Bishop's Cleeve and Option B for Tewkesbury (the names of those Wards would be as set out above); and that authority be delegated to the Head of Democratic Services, in consultation with the Leader and Deputy Leader, to prepare the written submission to accompany the approved Warding arrangements. The proposer of the motion offered his thanks to the Head of Democratic Services and the Electoral Registration Assistant for their hard work in preparing proposals upon which Members could base their views.
- 114.9 Accordingly, it was
- RESOLVED**
1. That, subject to the inclusion of Option A for Churchdown (Churchdown Brookfield with Hucclecote and Churchdown St John's), Option B for Bishops Cleeve (Cleeve Grange, Cleeve St Michael's and Cleeve West) and Option B for Tewkesbury (Tewkesbury North and Tewkesbury South), the revised pattern of Borough Wards, as set out in Appendix 1 to the report, be approved for submission to the Local Government Boundary Commission for England in response to its consultation on Warding arrangements for Tewkesbury Borough Council.
  2. That authority be delegated to the Head of Democratic Services, in consultation with the Leader and Deputy Leader, to prepare the written submission to accompany the approved Warding arrangements.

The meeting closed at 6:45 pm

## TEWKESBURY BOROUGH COUNCIL

<b>Report to:</b>	Council
<b>Date of Meeting:</b>	16 May 2017
<b>Subject:</b>	Draft Annual Overview and Scrutiny Report 2016/17
<b>Report of:</b>	Graeme Simpson, Head of Corporate Services
<b>Corporate Lead:</b>	Mike Dawson, Chief Executive
<b>Lead Member:</b>	Councillor Mrs E J MacTiernan
<b>Number of Appendices:</b>	One

**Executive Summary:**

The role of the Overview and Scrutiny Committee is to assure that the Council's work is transparent, that it is held accountable for its decision-making, and that the needs of the community are considered. Reporting the work of the Overview and Scrutiny Committee through an annual report provides an opportunity for both the Council and the public to view the work of the Committee. The draft report was considered and approved by the Overview and Scrutiny Committee on 2 May 2017 subject to an addition to the report around the work of the Flood Risk Management Working Group.

**Recommendation:**

**To consider the contents of the Overview and Scrutiny Annual Report 2016/17.**

**Reasons for Recommendation:**

It is important 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. It is also a requirement of the Council's Constitution that the Overview and Scrutiny Committee must report annually to the Council on its workings.

**Resource Implications:**

None.

**Legal Implications:**

None.

**Risk Management Implications:**

None.

**Performance Management Follow-up:**

Annual review of the work of the Committee provides transparency and accountability and helps the Overview and Scrutiny Committee prepare its work programme.

**Environmental Implications:**

None.

**1.0 INTRODUCTION/BACKGROUND**

**1.1** The Overview and Scrutiny function must deliver the work required of it as set out in the Council's Constitution. The Committee has a formal work programme for the year and it ensures the volume of work does not compromise the depth of examination required, does not duplicate the work of other Committees and adds value.

**2.0 OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT**

**2.1** Not only is it a requirement of the Council's Constitution to report the activities of the Committee on an annual basis but it is good practice. The annual report demonstrates the broad coverage of activities the Committee has scrutinised and reviewed during the year. This coverage has been undertaken through a combination of the following:

- progress reports from Officers on the delivery of key strategies and policies;
- quarterly performance management reporting;
- Working Groups to review specific areas of interest;
- presentations from Officers and external organisations; and
- scrutiny review of new strategies and policies.

Overall, the activity of the Committee underlines the value it contributes to the Council's policy and assurance framework. The 2016/17 annual report can be found in Appendix 1.

**2.2** The report was considered by the Overview and Scrutiny Committee at its meeting held on 2 May 2017. The report was approved but subject to an addition around the work of the Flood Risk Management Group. This addition can be found on Page 4 of Appendix 1.

**3.0 OTHER OPTIONS CONSIDERED**

**3.1** None.

**4.0 CONSULTATION**

**4.1** None.

**5.0 RELEVANT COUNCIL POLICIES/STRATEGIES**

**5.1** None.

**6.0 RELEVANT GOVERNMENT POLICIES**

**6.1** None.

- 7.0 RESOURCE IMPLICATIONS (Human/Property)**
- 7.1 None.
- 8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)**
- 8.1 None.
- 9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)**
- 9.1 None.
- 10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**
- 10.1 None.

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**Background Papers:** None.

**Contact Officer:** Graeme Simpson, Head of Corporate Services.  
Tel: 01684 272002 Email: [graeme.simpson@teWKesbury.gov.uk](mailto:graeme.simpson@teWKesbury.gov.uk)

**Appendices:** 1 – Overview and Scrutiny Committee Annual Report 2016/17

# Overview and Scrutiny Committee's annual report

**2016-17**



**May 2017**



# Message from the Chairman of Overview and Scrutiny Committee, Councillor Phil Awford



I am pleased to present the 2016-17 Annual Report of Tewkesbury Borough Council's Overview and Scrutiny Committee. Since May 2015, I have chaired the committee, supported by Councillor Gill Blackwell as vice chair, and by a very able and committed group of councillors.

This has been another productive year for the committee. Providing support to key priority areas, facilitating the delivery of new strategies - such as the Housing and Homelessness strategy and the Economic Development and Tourism Strategy.

The committee has also not been frightened to challenge itself, and with an independent facilitator has reviewed the committee's own effectiveness. Recommendations made will ensure the value of the committee is maximised.

We continue to monitor the progress of important activities such as formal complaints, Ubico performance, the communications strategy and enviro-crimes. The committee also continues to receive quarterly performance information on the delivery of the new Council Plan (2016-2020).

The committee also received presentations from key partners to build up our knowledge and understanding of how partners help deliver our priorities. These included the Office of the Police and Crime Commissioner, Healthwatch Gloucestershire and Gloucestershire Fire and Rescue Service.

Looking ahead, I am positive the committee will add even greater value to support the council in its future challenges, and through the work of the committee this will have a positive impact on our communities. I would like to take this opportunity to thank all the committee members for their contributions and continued support.

Best wishes

**Councillor Phil Awford**

## contents

The role of overview and scrutiny	1
Formal work programme	1
Scrutiny reviews of policy and strategy	2
Presentations made to overview and scrutiny	2
Overview and scrutiny working groups	3
Other general areas for review	4
Looking forward to 2017-18	7
Members of the Overview and Scrutiny Committee	8
Appendix A- How to select a potential scrutiny review	9
Appendix B- 2017-18 Draft Workplan	10



## The role of overview and scrutiny

The role of overview and scrutiny is an important one in the council's governance structure, in providing challenge and driving improvement. It is often referred to as the “critical friend” of the council and can hold a magnifying glass over any area which is causing concern or issues for local residents.

## Formal work programme

Tewkesbury Borough Council has a single overarching Overview and Scrutiny Committee that examines all areas of the council's business.

The Overview and Scrutiny Committee has a number of roles within the council. These include:

- Holding the Executive Committee to account by thoroughly scrutinising their decisions to ensure that the council continues to provide the best services possible for Tewkesbury Borough residents.

As part of this role, the committee has the power to ‘call-in’ decisions made by the Executive Committee and request that they consider them again, taking into account the issues raised by the committee.

- Acting as a ‘critical friend’ to the Executive Committee by reviewing council policies and strategy, making recommendations where appropriate.
- Overviews of work areas or topics of interest to the committee and members of the council –

including feedback from the Gloucestershire Police and Crime Panel and the Gloucestershire County Council Health and Care Overview and Scrutiny Committee.

- Performance and financial monitoring, to ensure the council services are sustainable and to the highest possible standard.
- Commissioning reviews of services/topics that impact on the council or on the lives of Tewkesbury Borough residents.
- Pre-scrutiny of items prior to their consideration by the Executive Committee.
- Complaints – on an annual basis a report is received summarising customer complaints and Local Government Ombudsman complaints made in the year. This helps to identify trends and potential opportunities to learn from the complaints made.
- Setting up task and finish groups to focus on specific reviews and recommend ways to improve existing practices within the council. A flow chart on how to consider potential scrutiny reviews can be found at Appendix A.

## Overview and scrutiny activity during 2016-17

### Scrutiny reviews of policy and strategy

#### Review of Car Parking Strategy 29 November 2016

Following work by an Overview and Scrutiny Working Group, a new Car Parking Strategy was approved by Council on 27 January 2015. A report on the success of the strategy was considered by committee, which was pleased to be informed that the aspiration to encourage visitors to stay longer was being achieved and that overall ticket sales had also increased. Recommendations in relation to the introduction of mobile phone technology, improved signage and a programme of inspections and maintenance were also confirmed as implemented.

### Presentations made to overview and scrutiny

#### Gloucestershire Families First Update 12 April 2016

The committee has received a number of updates on the progress of the scheme since its inception in 2012. Gloucestershire has seen great success in delivering the scheme and was one of the first in the country to achieve its targets and expand the scheme further. It was explained to committee that one of the reasons behind the underlying success is the number of agencies working together under one roof within the Public Services Centre.

More details can be found [here](#).

#### Citizens Advice Bureau (CAB) presentation 14 June 2016

The bureau manager demonstrated to the committee how the council receives value for money in relation to the £54k granted to CAB. The presentation gave an insight into the breadth of advice given, the parts of the borough which were seeking advice and this was supported with a couple of case studies.

More information on the discussion can be found [here](#).

#### Planning review presentation 19 July 2016

The planning service is a high profile, front line service which deals with a significant number of transactions, queries and applications. To improve its performance and customer focus, the service undertook a review to see how it could do things better.

A presentation given by the development manager explained this was an ongoing piece of work with particular emphasis around the use of ICT, customer improvements and website information. The committee recognised the importance of this work whilst being delivered against a backdrop of unprecedented numbers of applications and related pressures.

More information can be found [here](#).

## **Healthwatch Gloucestershire Presentation**

**6 September 2016**

At the request of the committee, a presentation was given by the chief executive of Healthwatch Gloucestershire.

The presentation informed the committee on the statutory functions of Healthwatch Gloucestershire along with what areas are most talked about, the areas of increased feedback and what the health and social care issues are within the borough.

The information broadened the committee’s knowledge on how Healthwatch supports the health and well-being of communities and how the council can act as an advocate for this.

More information on the presentation and can be found [here](#)

## **Gloucestershire Fire and Rescue Service Presentation**

**10 January 2017**

The committee received an informative presentation from the local risk manager of Gloucestershire Fire and Rescue Service.

A strategic review of the service had been undertaken and one of the significant outcomes was that prevention and protection is now at the heart of the service. A national study identified seven at-risk groups within communities. Examples were given on how these groups were being targeted within the borough, particularly successful work undertaken within Priors Park.

Another successful outcome was an 82% reduction in false alarms for automatic fire detection devices within commercial premises and committee was interested to know how this had been achieved.

More information can be found [here](#).

## **Overview and scrutiny working groups**

### **Scheme of public participation at planning committee review working group.**

A working group reviewed the [Scheme of Public Participation at Planning Committee](#) following council’s decision to introduce the scheme for a one year trial period.

The group interviewed numerous stakeholders as part of the process and it was concluded that the opportunity to speak at Planning Committee is valued. It supports an open, transparent and accountable local government and the scheme should be introduced on a permanent basis. Council supported this and resolved on 17 May 2016 that the scheme be confirmed as a permanent arrangement.

### **Housing Strategy review working group**

A working group was set up to develop a new [Housing Strategy](#). Housing is a key priority in the new Council Plan. The resultant work has produced a strategy which pulls together the council’s strategic priorities around housing,

including homelessness and tenancy management. The strategy was approved at Council on 10 January. An action plan for the first year was agreed and is to be updated annually to allow the council to be proactive as well as reactive to the changing needs of the community, and to respond when new government policies are implemented.

## **Other general areas of review**

### **Performance management (quarterly report)**

The committee has an important role in scrutinising the delivery of the council’s priorities. To achieve this, on a quarterly basis, the committee receives a Council Plan Performance Tracker. This provides a wealth of information in relation to the overall progress of the Council Plan’s actions. The committee reviews and scrutinises the information including missed target dates, progression of key projects and outcomes, and where appropriate, refer for a response or action from the Executive Committee. During the year, the committee has consistently challenged areas such as planning performance, sickness absence and the level of enviro-crimes.

### **Flood risk management (quarterly report)**

The Flood Risk Management Group (FRMG) oversees delivery of the council’s flood risk management projects and contributes to the future development of flood risk management policies and report their work to the Overview and Scrutiny Committee.

Various works have been carried out during 2017/18 which include drawing up a schedule of proposed maintenance works and completing numerous maintenance works to banks and watercourses running through council owned land, as well as flood relief outfalls in Chaceley.

### **Review of Ubico (12 month update) 12 April 2016**

Ubico is the local authority management company which delivers the council’s waste and recycling, grounds maintenance and street cleaning services. Given the high profile of the service, delivery of the contract is monitored annually by the committee. The first 12 month review took place and performance was robustly scrutinised. In particular, members requested more effective performance information on the grounds maintenance and street cleaning services.

### **Revenues and Benefits Improvement Project (12 month update)**

#### **12 April 2016**

Members were advised that the transformation project started in the summer of 2014. Following the presentation at its meeting on 7 April 2015, the Overview and Scrutiny Committee had resolved that a further update be provided in 12 months. The update reported that performance was being successfully sustained and remains in the top quartile nationally, the service previously being bottom quartile performers. Committee passed on its congratulations to the team.

### **Review of complaints (six monthly) 12 April 2016 and 6 September 2016**

Complaints are an important indicator as to how well the council is performing. As such, on a six monthly basis, committee receives a report on numbers, type, by service and any resulting improvements. On an annual basis, the report from the Local Government Ombudsman is also presented. Reports were brought to the committee on 12 April and 6 September 2016. Committee supported an officer recommendation that given the low number of complaints received an annual report would suffice for future reporting.

“The committee considered the latest information on the extent of enviro-crimes, **with particular focus on fly-tipping.**”

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## **Review of Communications Strategy 2014-2016 (annual review)**

**14 June 2016**

The committee was involved in the development of this strategy. It provides the framework to promote and protect the reputation of the council. The annual review considered the progress made against the actions within the strategy. The majority of actions have been completed or are ongoing into year three. Key actions such as promoting the new leisure centre as well as providing continued support for the Joint Core Strategy have been achieved.

## **Enviro-Crimes (six monthly update)**

**19 July 2016**

At the Overview and Scrutiny Committee in April, members requested additional information in relation to enviro-crimes. The report focused on the three main enviro-crimes: dog fouling, abandoned vehicles and fly-tipping. Members were informed about current measures being considered and actioned in respect of these. It was recognised that enviro-crimes would continue to be a serious concern for members, and several issues had been raised for officers to address. It was requested that a report be brought back to the committee in six months' time to consider the progress made.

**7 February 2017**

The committee considered the latest information on the extent of enviro-crimes, with particular focus on fly-tipping. Since the last report there had

been notable activity and progress dealing with enviro-crimes, including the successful prosecution of a householder whose waste had been fly-tipped by a contractor who was not a registered waste carrier. Members were informed about further options that were being explored. An action plan was requested to be brought to the Overview and Scrutiny Committee meeting on 2 May 2017.

## **Peer Challenge Action Plan (six monthly update)**

**19 July 2016 and 7 February 2017**

Members were given an update to consider the progress made in delivering the recommendations within the Peer Challenge Action Plan. The peer challenge had been an excellent learning opportunity for the council, providing an external health check of the council's position. The second half yearly report confirmed the majority of actions as being complete. Committee agreed to sign off the action plan on the basis that two remaining recommendations were being monitored by Audit Committee.

## **Gloucestershire Joint Waste Committee (JWC) 2016/17 action plan update and 2017-20 business and action plan outline (annual update)**

**18 October 2016**

Members were updated on the progress against the Gloucestershire Joint Waste Committee Action Plan for 2016/17 and were given a detailed outline business plan for 2017-20. The action plan sets out how the JWC and the Joint Waste Team monitor,

co-ordinate and add improvement to the waste and street cleansing service. Significant actions noted by the committee included the ongoing procurement of a new vehicle fleet, addressing needle contamination within the waste stream, retender of material reclamation facility and recycling awareness campaigns.

### **Grounds maintenance update (annual update)**

**18 October 2016**

Committee noted the performance of the grounds maintenance service. In particular, the transformational project on tree inspections through introducing mobile technology, the scheduling and quality of grass cuts and general number of service requests received. To monitor performance more effectively, the committee tasked the service to develop a set of performance indicators. These will be reported in 2017/18.

### **Gloucestershire Families First (Six monthly report)**

**29 November 2016**

Members were given an update to consider the progress made in delivering the Families First Programme and to remove it from the Overview and Scrutiny Committee reporting cycle. The programme had been introduced in 2013 and members were advised that it had proven to be a great success and was now run as ‘business as usual’. Members felt it beneficial for the committee to still be kept informed and that updates be brought on an annual basis as opposed to six monthly.

### **Disabled Facilities Grants Review Monitoring Report**

**29 November 2016**

An update was given to the committee on the progress made against recommendations arising from the Disabled Facilities Grants Review. The way in which the council delivered Disabled Facilities Grants was reviewed by working group and adopted in April 2016. The review has streamlined the way the service is delivered and many improvements to the service have already been made, as well as possible savings to the authority.

### **Gloucestershire County Council updates**

The committee receives regular updates from Gloucestershire Health and Care Overview and Scrutiny Committee, and the Gloucestershire Police and Crime Panel. These updates provide the committee with information on any issues arising and where the council can act as advocates for both community safety and for health and well-being.

For further details on both, Gloucestershire Health and Care Overview and Scrutiny Committee, and the Gloucestershire Police and Crime Panel, see links below to Gloucestershire County Council’s website:

- [Health and Care Overview and Scrutiny Committee](#)
- [Police and Crime Panel](#)



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## Review of the effectiveness of the Overview and Scrutiny Committee 10 January 2017

Members are keen for the committee to maximize the value of overview and scrutiny within the council. As part of this process, a committee meeting was peer reviewed by an independent assessor, Ann Reeder. Initial observations were fed back to the committee directly following the meeting with a draft formal report considered by Overview and Scrutiny on 10 January 2017.

Ann had highlighted numerous examples of good practice and how the committee really added value when undertaking reviews. In terms of improvement, there were three overarching recommendations:

1. The identification of key partners who contribute to the delivery of the council’s priorities and programming in their attendance at the Overview and Scrutiny Committee – it was felt that it would be more beneficial to focus on partners who would help to deliver the Council Plan rather than choosing them randomly due to an interest in a particular area.
2. Consistency of approach across all monitoring reports e.g. the use of RAG (Red, Amber, Green) or direction of travel indicators – It was agreed that this would be advantageous and officers would ensure that future reports included a RAG rating or direction of travel indicators in a similar way to the performance tracker.

3. Ongoing training and development, particularly in respect of effective questioning and developing the relationship between the Executive Committee and Overview and Scrutiny Committee.

### Looking forward to 2017/18

The committee has an exciting work programme for the forthcoming year. The hard work of the Economic Development and Tourism Strategy working group will come to fruition in the early part of 2017/18 when the draft strategy will be considered. This is a key strategy for the council, as we have an ambition to be the ‘primary growth engine for Gloucestershire’.

The review of Tewkesbury Borough News will start in May 2017. This promises to be a good piece of work on one of the council’s key communication tools and whether we can do things differently.

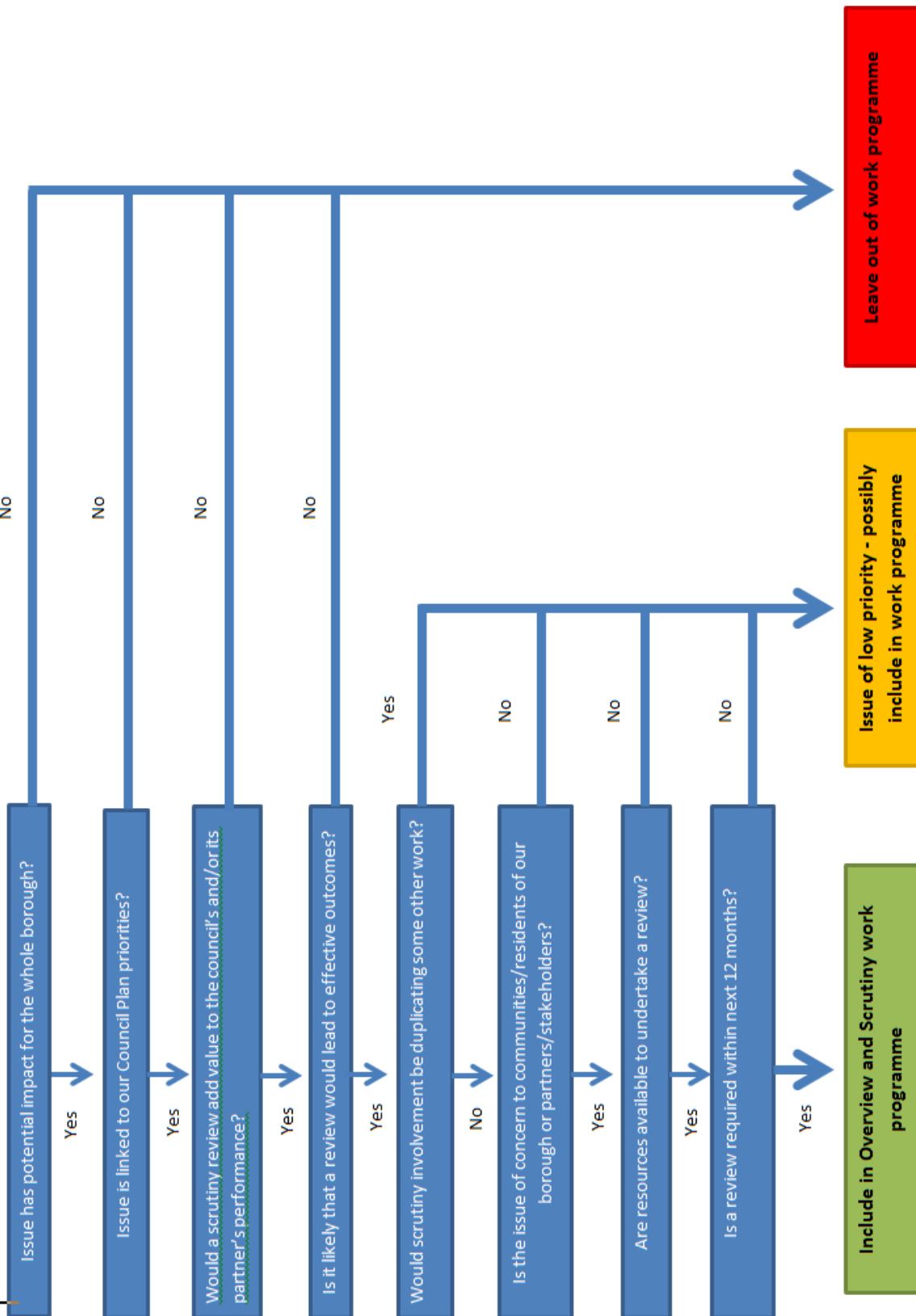
The committee’s work programme also includes periodic review of key strategies such as Housing and Homelessness, Communications and Customer Care and ongoing scrutiny of key performance areas such as the Council Plan, enviro crimes and Ubico. The programme is flexible so any new areas for review can be added. The 2017-18 work programme can be found in Appendix B.

The committee also looks forward to challenging its effectiveness and ensuring it continues to play an important role in helping deliver successful outcomes for both the council and its communities.

## Members of the Overview and Scrutiny Committee 2016-2017

			
Chair Councillor Phil Awford Highnam with Haw Bridge	Vice Chair Councillor Gill Blackwell Hucclecote	Councillor Bob East Cleeve St Michael's	Councillor David Foyle Churchdown Brookfield
			
Councillor Graham Bocking Innsworth with Down Hatherley	Councillor Harry Turbyfield Brockworth	Councillor Heather McLain Ashchurch with Walton Cardiff	Councillor Janet Day Winchcombe
			
Councillor Kevin Cromwell Tewkesbury Priors Park	Councillor Mark Williams Coombe Hill	Councillor Mike Sztymiak Tewkesbury Town with Mitton	Councillor Pearl Stokes Churchdown St John's
			
Councillor Philip Surman Shurdington	Councillor Ruth Hatton Brockworth	Councillor Terence Spencer Twynning	

Flowchart on how to select a potential scrutiny review



<b>Committee Date: 13 June 2017</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 deferral required</b>	
Citizens' Advice Bureau Presentation.	To provide an update on CAB activity in the borough.	Andy Sanders, Economic and Community Development Manager	No.	
Performance Management – Quarter 4 and Full Year 2016/17.	To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee.	Graeme Simpson, Head of Corporate Services	No.	
Corporate Policies and Strategies.	For potential review by the Overview and Scrutiny Committee during 2017/18.	Graeme Simpson, Head of Corporate Services	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 (6 June 2017).	N/A	No.	

<b>Committee Date: 18 July 2017</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>
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 (11 July 2017).	N/A	No.
Gloucestershire Police and Crime Panel Update	To receive an update from the Council's representative on matters considered at the last meeting (14 July 2017).	N/A	No.

<b>Committee Date: 5 September 2017</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 2017/18.	To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee.	Graeme Simpson, Head of Corporate Services	No.
Complaints Report	To consider – annual update.	Graeme Simpson, Head of Corporate Services	No.

<b>Committee Date: 17 October 2017</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 deferral required</b>
Housing, Renewal and Homelessness Strategy Review Monitoring Report	To consider – six month update.	Paula Baker, Housing Services Manager	No.
Update from Joint Waste Team	To receive an update from the Joint Waste Team on the business plan.	Peter Tonge, Head of Community Services / Rachel Capon	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 (12 September 2017).	N/A	No.
Gloucestershire Police and Crime Panel Update	To receive an update from the Council's representative on matters considered at the last meeting (8 September 2017).	N/A	No.

Committee Date: 28 November 2017			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Performance Report – Quarter 2 2017/18.	To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee.	Graeme Simpson, Head of Corporate Services	No.
Review of Ubico	To consider – six month update.	Peter Tonge, Head of Community Services	No.
Disabled Facilities Grants Review Monitoring Report	To consider - six monthly update.	Peter Tonge, Head of Community Services	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 (14 November 2017).	N/A	No.
Gloucestershire Police and Crime Panel Update	To receive an update from the Council's representative on matters considered at the last meeting (8 November 2017).	N/A	No.

<b>Committee Date: 9 January 2018</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>
Gloucestershire Families First Update	To consider – annual update.	Adrian Goode, Community Development Officer	No.

<b>Committee Date: 6 February 2018</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>
Annual review of the effectiveness of the Council's involvement in the Gloucestershire Health, Community and Care Overview and Scrutiny Committee	In order to authorise payment of the Council's contribution to the running costs for the forthcoming year.	Graeme Simpson, Head of Corporate Services	No.



Committee Date: 20 March 2018			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Performance Report – Quarter 3 2017/18.	To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee.	Graeme Simpson, Head of Corporate Services	No.
Flood Risk Management Group Report	To receive an annual report on the progress against the Flood Risk Management Action Plan.	Peter Tonge, Head of Community Services	No.

<b>Committee Date: 1 May 2018</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>
Overview and Scrutiny Committee Work Programme 2018/19.	To approve the Overview and Scrutiny Committee Work Programme for the forthcoming year.	Graeme Simpson, Head of Corporate Services	No.
Annual Overview and Scrutiny Report 2017/18.	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.	Graeme Simpson, Head of Corporate Services	No.
Housing, Renewal and Homelessness Strategy Review Monitoring Report	To consider – six month update.	Paula Baker, Housing Services Manager	No.
Review of Ubico	To consider – six month update.	Peter Tonge, Head of Community Services	No.
Customer Care Strategy	To consider - annual update.	Clare Evans, Communications and Policy Manager	No.
Disabled Facilities Grants Review Monitoring Report	To consider - six monthly update.	Peter Tonge, Head of Community Services	No.

## PENDING ITEMS

Agenda Item	Overview of Agenda Item
Community Safety Partnership	Agreed by the Overview and Scrutiny Committee at its meeting on 7 February 2017 that updates would be provided as the County Community Safety Partnership progressed.
Risk Management Strategy Review	Agreed by the Overview and Scrutiny Committee at its meeting on 14 June 2016.
Absence Management Policy Review	Agreed by the Overview and Scrutiny Committee at its meeting on 14 June 2016.
Financial Inclusion	Requested by the Overview and Scrutiny Committee on 12 April 2016 – report to be considered by the Committee prior to the Executive Committee.
<i>Economic Development and Tourism Strategy Monitoring Report</i>	<i>Pending outcome of Working Group Review.</i>
Review of Communications Strategy	June 2018
<i>Enviro-Crimes</i>	<i>Pending outcome of meeting on 2 May 2017.</i>
<i>Review of Borough News Monitoring Report</i>	<i>Pending outcome of Working Group Review.</i>

**Graeme Simpson**  
**Head of Corporate Services**  
Tewkesbury Borough Council  
Tel: 01684 272002  
email: [graeme.simpson@teWKesbury.gov.uk](mailto:graeme.simpson@teWKesbury.gov.uk)





8 May 2017

<b>Committee</b>	Overview and Scrutiny
<b>Date</b>	Tuesday, 16 May 2017
<b>Time of Meeting</b>	Not before 6:15 pm
<b>Venue</b>	Council Chamber

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND

for Sara J Freckleton  
Borough Solicitor

## Agenda

### 1. ELECTION OF CHAIR

To elect a Chair for the ensuing Municipal Year.

### 2. APPOINTMENT OF VICE-CHAIR

To appoint a Vice-Chair for the ensuing Municipal Year.

### 3. NOMINATION TO GLOUCESTERSHIRE HEALTH AND CARE OVERVIEW AND SCRUTINY COMMITTEE

To appoint one representative and one reserve to sit on the Gloucestershire Health and Care Overview and Scrutiny Committee for the ensuing Municipal Year.

### 4. NOMINATION TO GLOUCESTERSHIRE ECONOMIC GROWTH SCRUTINY COMMITTEE

To appoint one representative and one reserve to sit on the Gloucestershire Economic Growth Scrutiny Committee for the ensuing Municipal Year.



8 May 2017

<b>Committee</b>	Audit
<b>Date</b>	Tuesday, 16 May 2017
<b>Time of Meeting</b>	Not before 6:15 pm
<b>Venue</b>	Council Chamber

**ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND**



**for Sara J Freckleton  
Borough Solicitor**

<b>Agenda</b>
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**1. ELECTION OF CHAIR**

To elect a Chair for the ensuing Municipal Year.

**2. APPOINTMENT OF VICE-CHAIR**

To appoint a Vice-Chair for the ensuing Municipal Year.

8 May 2017

<b>Committee</b>	Planning
<b>Date</b>	Tuesday, 16 May 2017
<b>Time of Meeting</b>	Not before 6:15 pm
<b>Venue</b>	Council Chamber

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND



**for Sara J Freckleton  
Borough Solicitor**

<b>Agenda</b>
---------------

**1. ELECTION OF CHAIR**

To elect a Chair for the ensuing Municipal Year.

**2. APPOINTMENT OF VICE-CHAIR**

To appoint a Vice-Chair for the ensuing Municipal Year.

8 May 2017

<b>Committee</b>	Licensing
<b>Date</b>	Tuesday, 16 May 2017
<b>Time of Meeting</b>	Not before 6:15 pm
<b>Venue</b>	Council Chamber

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND



**for Sara J Freckleton  
Borough Solicitor**

<b>Agenda</b>
---------------

**1. ELECTION OF CHAIR**

To elect a Chair for the ensuing Municipal Year.

**2. APPOINTMENT OF VICE-CHAIR**

To appoint a Vice-Chair for the ensuing Municipal Year.





8 May 2017

<b>Committee</b>	Standards Committee
<b>Date</b>	Tuesday, 16 May 2017
<b>Time of Meeting</b>	Not before 6:15 pm
<b>Venue</b>	Council Chamber

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND



**for Sara J Freckleton  
Borough Solicitor**

<b>Agenda</b>
---------------

**1. ELECTION OF CHAIR**

To elect a Chair for the ensuing Municipal Year.

**2. APPOINTMENT OF VICE-CHAIR**

To appoint a Vice-Chair for the ensuing Municipal Year.

## TEWKESBURY BOROUGH COUNCIL

<b>Report to:</b>	Executive Committee
<b>Date of Meeting:</b>	26 April 2017
<b>Subject:</b>	Council Plan Year 2 (2016-20)
<b>Report of:</b>	Graeme Simpson, Head of Corporate Services
<b>Corporate Lead:</b>	Mike Dawson, Chief Executive
<b>Lead Member:</b>	Councillor R J E Vines
<b>Number of Appendices:</b>	Two

**Executive Summary:**

The Council Plan is a key strategic document which establishes an overarching vision for the Borough and sets out in broad terms the priorities, objectives and actions that the Council will focus upon to work towards the vision. The new plan (2016-20) was approved by Council on 19 April 2016. As with the previous council plan, actions under each priority theme are reviewed on an annual basis and refreshed where appropriate. The council plan attached at Appendix 1 is the first refresh and sets out the proposed actions to be delivered in year two.

**Recommendation:**

**Subject to any amendments from the Executive Committee, the Council Plan refresh is RECOMMENDED TO COUNCIL for adoption.**

**Reasons for Recommendation:**

To ensure the plan remains a live document, actions need to be reviewed on an annual basis and refreshed where appropriate.

**Resource Implications:**

None arising directly from this report.

**Legal Implications:**

None arising directly from this report.

**Risk Management Implications:**

If the Council does not have an up to date Council Plan then it cannot demonstrate that priorities are being achieved.

**Performance Management Follow-up:**

Delivery of the Council Plan actions are monitored through a Performance Tracker which is reported to Overview and Scrutiny Committee on a quarterly basis. The outcome of the Overview and Scrutiny Committee is reported to Executive Committee by the Chair of Overview and Scrutiny.

**Environmental Implications:**

None arising directly from this report.

**1.0 INTRODUCTION/BACKGROUND**

**1.1** The Council Plan is a key strategic document which establishes an overarching vision for the Borough and sets out in broad terms the priorities, objectives and actions that the Council will focus upon to work towards the vision. The Plan (2016-20) contains four priority themes supported by a number of key objectives and actions. As with the previous Council Plan (2012-16), where appropriate, actions are subject to an annual refresh. The refresh ensures the plan is a 'live' document. The draft plan (Year 2) is attached in Appendix 1.

**2.0 THE COUNCIL PLAN 2016-20 (Year 2)**

**2.1** It is proposed the vision, values and priority themes remain unchanged. The vision for the Borough is 'a place where a good quality of life is open to all'. The plan also sets out the values which we will hold as we work to deliver the vision. We are a Council which puts customers first, is positive about working with others and which values its employees.

**2.2** The plan re-affirms the four priority themes that were established at the inception of the plan. The priorities are:

- Finances and resources.
- Economic development.
- Housing.
- Customer-focused services.

Each of the four priorities is supported by a series of key objectives and actions which will focus activity on delivery of the priorities. Similar to the priority themes, it is proposed the key objectives remain unchanged.

**2.3** The actions tend to be of an operational nature and are updated where appropriate to reflect progress made in the year. Any amendments or new actions are clearly shown on pages 6 - 9 and a summary of these can be found in Appendix 2. Any deletions, for example where an action has been delivered, can also be found in this summary. Actions which are not subject to change, tend to be those that straddle a number of years or are of an ongoing nature.

- 2.4 Examples of changes to the current actions include;
- 'to develop and roll out a new website .....
  - 'develop a new garden waste system' is a **new** action to reflect the setting up of the new project.
  - 'continue working with our partner councils to ensure the Joint Core Strategy is adopted' remains **unchanged** as this is an ongoing action.
  - 'develop a new Housing and Homelessness Strategy for 2016-2020' has been **amended** to 'deliver year one of the Housing and Homelessness Strategy ( 2016-2020)' to reflect approval of the new strategy.

### 3.0 MONITORING PROGRESS

- 3.1 A performance tracker is in place to monitor delivery of the Council Plan actions and this is reported to Overview and Scrutiny Committee on a quarterly basis. Outcomes of the Overview and Scrutiny Committee review are then reported to Executive Committee.

### 4.0 PROMOTING THE COUNCIL PLAN

- 4.1 The prime audience for the Council Plan are the Council's Members, staff and key partners. The updated plan will be available on the Council's website, intranet and in hard copy format on request. Easy print and summary versions will also be available. The plan will be published in the media and through Borough News. Poster versions will also be available for use internally.

### 5.0 OTHER OPTIONS CONSIDERED

- 5.1 None.

### 6.0 CONSULTATION

- 6.1 Corporate Management Team, Operational Managers and Lead Members.

### 7.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 7.1 There are a number of key strategies that support delivery of Council Plan priorities. For example; digital strategy, housing and homelessness strategy, economic development and tourism strategy, emerging fees and charges strategy, proposed joint core strategy etc.

### 8.0 RELEVANT GOVERNMENT POLICIES

- 8.1 A wide range of government policies underpin actions within the priority themes.

### 9.0 RESOURCE IMPLICATIONS (Human/Property)

- 9.1 No direct resource implications.

### 10.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

- 10.1 The Council Plan seeks to ensure economic, social and environmental sustainability.

**11.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)**

**11.1** The Council Plan seeks to ensure value for money and equitable service provision.

**12.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**

**12.1** Previous Council Plan approved by 19 April 2016.

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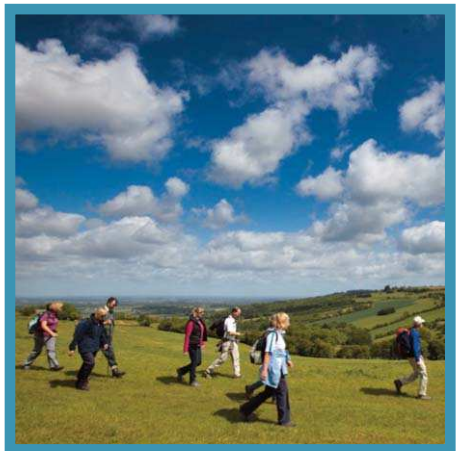
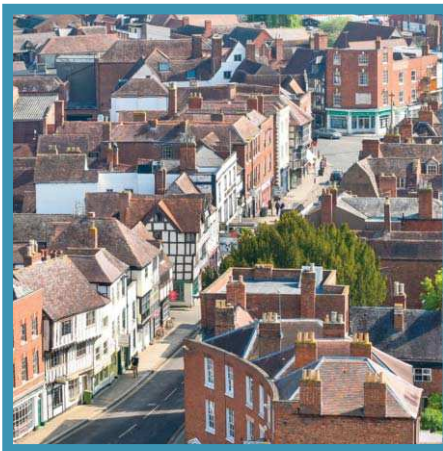
**Background Papers:** None.

**Contact Officer:** Graeme Simpson, Head of Corporate Services.  
Tel: 01684 272002 Email: [graeme.simpson@teWKesbury.gov.uk](mailto:graeme.simpson@teWKesbury.gov.uk)

**Appendices:** 1 – Council Plan Refresh (2016-2020) Year 2.  
2 – Summary of Amendments to Council Plan Actions.



# Tewkesbury Borough



## Council Plan 2016-20

**Year 2: 2017**



# CONTENTS

- P1  
Foreword
- P2  
Tewkesbury Borough
- P3  
A snapshot of our borough
- P4  
Our vision and values
- P5  
Our priorities and objectives
- P6  
Finance and resources
- P7  
Economic development
- P8  
Housing
- P9  
Customer focused services
- P10  
Keeping our performance on track
- P11,12,  
Our achievements
- P13  
Photo index  
Contact details

# Foreword

Council approved a new council plan (2016-2020) in April 2016. The plan sets out how we intend to deliver our vision and priorities for our Borough and residents. Our vision is:

*"Tewkesbury Borough, a place where a good quality of life is open to all"*

To deliver this vision and provide focus we established four priorities:

- Finances and resources
- Economic development
- Housing
- Customer-focused services

Our new plan continues to have big ambitions and focus closely on transforming the way we do things so that we continue to provide excellent value for money. We face unprecedented financial challenges yet our council tax is one of the lowest in the country and has been for many years, so we are experts in doing more for less.

In the first year of the new plan, we have successfully delivered significant projects such as the build of the new £7.5 million leisure centre which opened in May 2016, our innovative approach to website development has been recognised nationally and in April 2017, we launched our new waste and recycling fleet.

We continue to ensure we use our resources effectively to improve the quality of life for our communities. We work extremely well with others and have taken radical steps to bring together our public sector partners to share our building and our vision for our communities. As evidence of our further commitment to this, we have just approved a £1.8 million refurbishment of the public services centre which will also see additional partners join us.

This will prove to be an exciting year, as part of the refurbishment project will see the introduction of a business hub. The council has secured £377,000 of grant funding from the Local Enterprise Partnership to provide a hub for pre, new start and growing businesses.

Whilst transforming our business to meet the challenges we face, our ethos as a council remains. We will be a council that is 'better for customers, better for business'.

In this latest plan, we look to build upon the success of our first year of the council plan. Our achievements within the first year under each of our four priority themes can be found on pages 11 and 12.

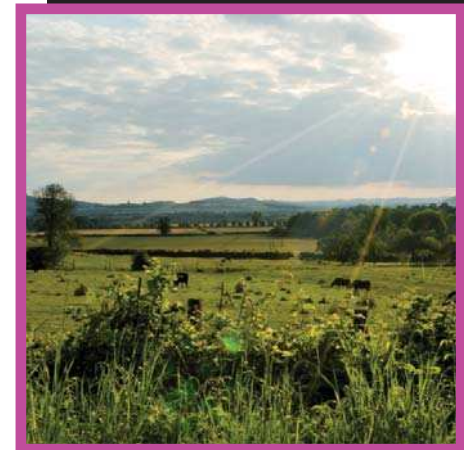


Councillor Robert Vines  
Leader of the Council and  
Councillor Dave Waters  
Deputy Leader of the Council



# Tewkesbury Borough

Our borough is predominantly rural and located in the north of the county extending southwards beyond Gloucester and Cheltenham. The eastern part of the borough lies within the Cotswold AONB. Our population is roughly 86,890 made up of 39,064 households spread across 160 square miles. It has an excellent location at the heart of the M5 corridor.



Despite its apparent rural character, the borough includes a wide range of economic activity ranging from large multinationals to micro businesses. The borough is an established centre for high quality manufacturing and home to some world class high tech aero engineering firms. The diverse and contrasting range of settlements provides a high quality environment in which to live and this, combined with its excellent strategic location, makes it an ideal area for economic and business growth.



# A snapshot of Tewkesbury Borough

- The borough has a population of around 86,890, with ONS projections of 96,931 by 2025 and 105,623 by 2037.
- Projections suggest the number of people aged 65 and above will increase to 578 per year (from 420 per year) between 2012 and 2037.
- The proportion of Black and Minority Ethnic (BME) population rose from 1.4% to 2.5% between 2001 and 2011 (lower than the county and national %). 'White Other' population has more than doubled between 2001 and 2016, from 940 to 2,106.
- The borough has a highly skilled workforce that reflects the nature and demand of a high tech manufacturing and service base which is projected to grow.
- The borough remains an established centre for high quality manufacturing and this represents a significant 23% of overall employment in Tewkesbury Borough.
- The current employment rate of 16-64 years old is 84.5%, higher than the county rate of 77.4% and the national rate of 73.5%.
- Claimant unemployment is 0.9% which is below the county average of 1.1% and the national rate of 1.9%.
- Life expectancy is slightly higher than the county average, and significantly higher than the national average.
- 16.5% of residents (13,523) reported having a long term health problem or disability, broadly in line with the county average and below the regional and national average.
- Two thirds of the borough are ranked within the 40% least deprived areas in England, accounting for 65% of the population. The borough has small pockets of deprivation ranked in the top 20% deprived areas nationally.
- Tewkesbury is the 4th most deprived area out of the six districts in Gloucestershire. The borough has the greatest proportion of population (53%) in Gloucestershire living in the least deprived 20% of LSOAs in England for "Crime and Disorder".
- The borough experiences crime rates much lower to the overall rates for England and Wales, South West region and Gloucestershire County.



# Our vision and values 2016-20

Our vision is to make:

*"Tewkesbury Borough, a place where a good quality of life is open to all."*

## Our values

Everything we do is aimed at delivering our vision but the way we deliver services is equally important to us. We have therefore adopted a set of values which we apply across all of our activities. We are a council which:

- ✓ **Puts customers first**  
We will put the needs of our customers at the heart of what we do and listen to what they say, treating people fairly and without bias.
- ✓ **Is positive about working with others**  
We recognise we cannot achieve our vision by working alone. We will continue to develop productive working relationships with other organisations and our communities, including the voluntary sector, town and parish councils and neighbourhood groups to achieve common goals.
- ✓ **Values our employees**  
We will support, praise and invest in our workforce to develop our organisation.

Supporting our values we also have an ethos that whatever we do will be 'better for customers, better for business'.



# Our priorities and objectives 2016-20

## ● Finances and resources

- Start on the path to being financially independent of the government's core grants.
- Maintain a low council tax.
- Invest in appropriate commercial opportunities.
- Use our assets to provide maximum financial return.

## ● Economic development

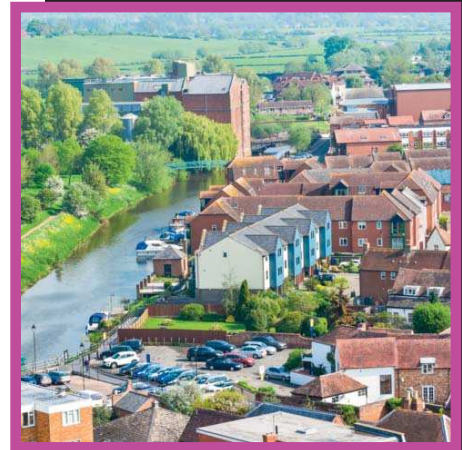
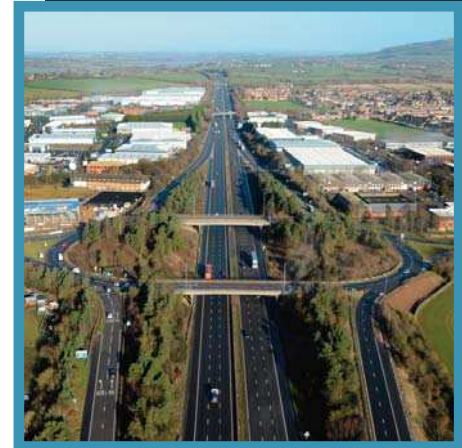
- Be the primary growth engine of Gloucestershire's economy.
- Identify and deliver employment land within the borough, in accordance with the Joint Core Strategy (JCS) and Tewkesbury Borough Plan.
- Maximise the growth potential of the M5 junctions within the borough.
- Deliver regeneration for Tewkesbury town.

## ● Housing

- Increase the supply of suitable housing across the borough to support growth and meet the needs of our communities.
- Maintain a five year supply of land.
- Deliver the homes and necessary infrastructure to create new sustainable communities in key locations.
- Deliver affordable homes to meet local need.

## ● Customer-focused services

- Maintain and improve our culture of continuous service improvement.
- Develop our customer service ethos to ensure that we deliver to the needs of residents.
- Further expansion of the Public Services Centre (bring in other partners).
- Improve and expand our partnerships both public and private sector and explore opportunities to do this.
- To improve customer access to our services and service delivery through digital methods.



# Why this is a priority

The council has to manage with less money at the same time as seeing costs rise and demand on some services increase. It is therefore important we deliver services which maximise value for money, sustainability and efficiencies. The challenge is to simultaneously transform our services while growing our way out of austerity. Our risk appetite therefore needs to be less risk adverse and include the opportunity to look at and invest in commercial activities.

To deliver this priority our objectives and actions are:

- **Start on the path to being financially independent of the government's core grants.**
  - a) Deliver the council's transformation programme.
  - b) Implement a Fees and Charges Strategy to maximise return in the medium term.
  - c) Produce a balanced budget in light of elimination of the revenues support grant.
  
- **Maintain a low council tax.**
  - a) Produce a medium term strategy which ensures that council tax remains in the lowest quartile nationally.
  
- **Investigate and take appropriate commercial opportunities.**
  - a) ~~Develop a programme of commercial projects, including developing an entrepreneurial type culture for councillors and staff.~~

Deliver the aims and objectives of the commercial property investment strategy.

~~Produce a business case alongside partner authorities for the formation of a housing development company.~~
  - b) Undertake a review of the discretionary trade waste service to ensure it is operating on a viable commercial level.
  
- **Use our assets to provide maximum financial return.**
  - a) ~~Ensure value for money procurement of a new waste and recycling fleet.~~

Put in place a plan to regenerate Spring Gardens
  - b) Deliver the council's asset plan.



# Why this is a priority

Local government has historically been seen as a service delivery organisation but the future of the borough is about factors like infrastructure, skills and housing. We therefore need to be more of a place shaper. The borough is well placed to secure economic growth and we want our local economy to thrive and prosper and provide jobs that people want. Attracting new investment and retaining and strengthening existing business is key to ensuring the future prosperity of the borough.

To deliver this priority our objectives and actions are:

- **Be the primary growth engine of Gloucestershire's economy.**
  - a) ~~Carry out an economic assessment within the borough.~~  
Seek approval and implement year one of the Economic Development and Tourism Strategy.
  - b) ~~Produce, deliver and launch a new Economic Development and Tourism Strategy.~~  
Develop and launch a business growth hub in the Public Services Centre.
  
- **Identify and deliver employment land within the borough**
  - ~~Produce an employment land review of sites within the borough.~~
  - a) Allocate and deliver employment land through the JCS and Tewkesbury Borough Plan.
  
- **Maximise the growth potential of the M5 junctions within the borough.**
  - a) Produce a vision for the J9 area.
  - b) Work with our partners, including the JCS partners and the LEP, to promote the M5 Growth Zone.
  - c) Work with partners to build a case for an all-ways M5 junction 10.
  
- **Deliver regeneration for Tewkesbury town.**
  - a) ~~Put in place a plan to regenerate Spring Gardens.~~ (moved to Finances and resources).  
Develop a regeneration plan for Tewkesbury Town.
  - b) ~~Work with Tewkesbury Regeneration Partnership to progress projects that regenerate Tewkesbury Town.~~  
Deliver a programme with partners to progress Healings Mill and other key sites to support the regeneration of Tewkesbury.
  - c) Explore the potential for the formation of a retail group to support the vitality and regeneration of the town.
  - d) Explore with partners – including the Battlefield Society – the potential to increase the heritage offer at the Battlefield site.



## Why this is a priority

We recognise how important it is for residents to be able to access good quality housing and housing related services that make a real difference to their lives. Not only is housing important for the health and well-being of residents it is also an important part of building and maintaining strong communities and supporting the economic prosperity of the borough.

To deliver this priority our objectives and actions are:

- **Increase the supply of suitable housing across the borough to support growth and meet the needs of our communities.**
  - a) Continue working with our partner councils to ensure the Joint Core Strategy is adopted.
  - b) Develop the Tewkesbury Borough Plan.
  - c) Support Neighbourhood Development Plans across the borough where communities bring them forward.
  - d) ~~Utilise new tools available under the Housing and Planning Bill.~~
  
- **Achieve a five year supply of land.**
  - a) Ensure adequate land is allocated within the Joint Core Strategy and Tewkesbury Borough Plan to meet housing need.
  - b) Continue to promote sustainable development throughout the borough.
  
- **Deliver the homes and necessary infrastructure to create new sustainable communities in key locations.**
  - a) Monitor annually the delivery of homes within the borough.
  - b) Work with partners, infrastructure providers and developers to progress the delivery of key sites.
  
- **Deliver affordable homes to meet local need.**
  - a) ~~Develop a new Housing and Homelessness Strategy for 2016-2020.~~ Implement year one of the Housing and Homelessness Strategy.
  - b) Deliver 150 affordable homes each year.
  - c) Work in partnership to prevent residents becoming homeless



## Why this is a priority

One of our core values is that we will put the needs of our customers at the heart of what we do and listen to what they say. We want to provide the best possible service to all of our customers, particularly in terms of resolving queries at the first point of contact. Digital technology is changing our customers' expectations and we want them to be able to access our services when and where they need it, and we want to join up with our partners to make access to our services easier.

To deliver this priority our objectives and actions are:

- **Maintain and improve our culture of continuous service improvement.**
  - a) ~~Deliver phase two of the planning and environmental health service reviews.~~  
Deliver improvements through a review of the Revenues and Benefits service.
  - b) ~~Consider our approach to enviro-crimes, with a particular focus on fly-tipping and dog fouling.~~  
Deliver the enviro-crimes action plan, with a particular focus on fly-tipping and dog fouling.
  - c) Review garden waste arrangements to improve the renewal and payment process
- **Develop our customer service ethos to ensure that we deliver to the needs of residents.**
  - a) ~~Adopt and promote customer care standards to further improve the quality of service our residents receive.~~  
Improve the quality of our website self serve forms.
  - b) Roll out a programme of customer services training for staff across the council, including an appraisal of our complaints system.
- **Further expansion of the Public Services Centre (bring in other partners).**
  - a) ~~Work with partners to investigate the potential for a reception refurbishment and integrated customer services team.~~  
Deliver the Public Services Centre refurbishment project
  - b) To let out the top floor of the Public Services Centre.
- **Improve and expand our partnerships both public and private sector and explore opportunities to do this.**
  - a) ~~Continued delivery of the proposed One Legal expansion.~~  
Look at collaborative options for the planning and environmental health services.
  - b) ~~With partners, develop and implement a programme for financial inclusion.~~
  - b) Work with partners to improve digital links between public services to make life simpler for customers.
- **To improve customer access to our services and service delivery through digital methods.**
  - a) ~~Develop and Deliver a Digital Strategy.~~
  - b) ~~Develop and roll out a new website to reflect our commitment to excellent online services.~~  
Improve and increase the range of digital payment channels available for our customers.
  - c) To improve business continuity, migrate to cloud based Office 365.





# Keeping our performance on track

Good performance management is when an organisation knows it is doing the right things well. To monitor how well we are performing, our performance management framework includes a council plan performance tracker. The tracker monitors the progress in delivering the actions which support each priority theme. Progress is reported on a quarterly basis to our Overview and Scrutiny Committee. Supporting the tracker is a set of key performance indicators and a financial summary analysis. The findings from the Overview and Scrutiny Committee review are personally reported by the chair of committee to the council's Executive Committee.

We also have an excellent track record in relation to the low number of complaints we receive. Positive reports also continue to be received from the Local Government Ombudsman. An annual complaints report of the number of complaints received, trends etc is reported to Overview and Scrutiny Committee.

During 2016/17 we implemented a Citizens' Panel. The panel consists of more than 200 of our residents, and it gives members the opportunity to feedback to us and influence the way we shape and deliver our services. For example, the panel was instrumental in helping us to develop our new website.

We look forward to reporting our success factors over the span of the Council Plan (2016-2020) which builds upon the success of our previous plan.

Should you require any further information about the Council Plan, please contact:

**Graeme Simpson, Head of Corporate Services**

phone: 01684 272002 email: [graeme.simpson@teWKesbury.gov.uk](mailto:graeme.simpson@teWKesbury.gov.uk)



# Our achievements 2016-2017

These include;



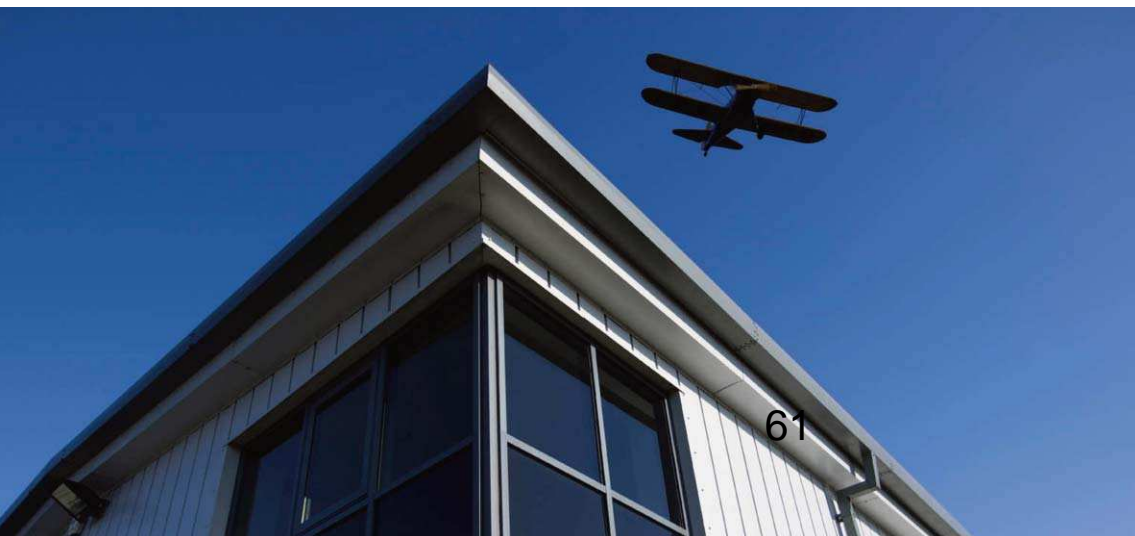
## Finances and resources

- Since opening in May the £7.5m leisure centre has provided the council with an income of £150,000 through management fees.
- Developed a commercial investment strategy to reflect our new commercial approach – this has included a £14m property investment, (which will provide an annual income of £430,000). In addition, a further £15m has been made available to increase our portfolio.
- The launch of our new website was delivered with exceptional value-for-money costing just £150 per year.
- The installation of solar panels has saved £8000 from our electrical costs for 2016/17
- A new £3.5m waste and recycling fleet has been procured which is more efficient and will be able to collect more recyclables.
- Our council tax remains one of the lowest in the country
- Implemented a strategic management review which included the appointment of a new deputy chief executive and two new heads of service.
- Revenues and benefits performance continues to be in the top quartile nationally for processing claims.



## Economic development

- An economic assessment and employment land review have been carried out to feed into the emerging Economic Development and Tourism Strategy.
- We have secured external funding from the LSIF (Large Sites Infrastructure Fund) and a consultant has now been appointed to produce and help develop a vision for J9 of the M5.
- We have been successful with a £377,000 funding application to the Local Enterprise Partnership (LEP) to host a Growth Hub within the Public Services Centre.
- Successful projects to regenerate Tewkesbury town include a new signage project throughout the town, a new website for Tewkesbury businesses and a new riverside walk.
- A new investment prospectus has been launched, which highlights why Tewkesbury Borough is a place to do business.
- Working in partnership with Gloucestershire Enterprise, we have used external funding to develop a programme of initiatives and training to enable businesses to become more resilient.



# Our achievements 2016-2017

## ✓ Housing

- The main modifications for the Joint Core Strategy have been approved by the three councils (Tewkesbury and Cheltenham Boroughs and Gloucester City).
- A new partnership has developed between the JCS authorities, Gloucestershire County Council and Highways England to find the right solutions for the road network in the area.
- We continue to provide support to town and parish councils for the development of neighbourhood plans – There are now 13 plans in place across 16 parishes.
- A new Housing and Homelessness Strategy 2016 to 2020 was adopted in January 2017.
- We are delivering above target for affordable homes, with 197 new affordable homes delivered in 2016/17.
- We have worked with key partners, retendering the Rough Sleeper outreach contract which was part of the newly formed district partnership.
- £26.53m was allocated to the JCS area in the third round of Growth Deal funding.



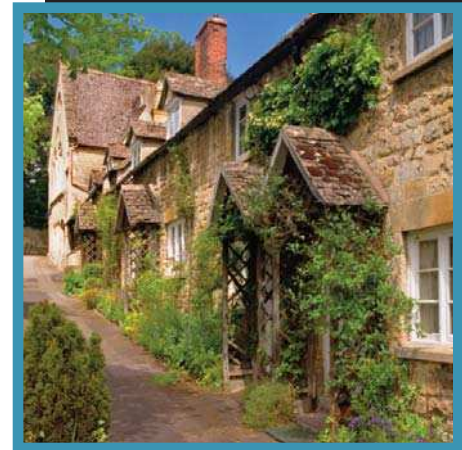
## ✓ Customer-focussed services

- Our Customer Care Standards were launched in March 2016, with the aim to ensure our customers receive consistent excellent customer service.
- The Public Services Centre is now home to a wide range of public sector organisations. A refurbishment of the reception area, civic suite and the top floor for rental purposes has been approved for completion in early 2018.
- We are reviewing our garden waste system, to improve the renewal and payment process.
- A new digital strategy was approved in March 2016 and key projects delivered include a new property services help-desk and new tree inspection software, as well as the new website.
- A new complaints framework was rolled out as well as a new complaints and FOI reporting system.
- We continue to provide a grant to the Citizens Advice Bureau who have helped over 1000 of our residents over the year.
- We have seen a good improvement in recycling throughout the year compared to 15/16.
- Our recycling rate has increased to 54% in 2016/17.
- We have supported more than 250 groups to access funding totaling approx £750,000.



## Photo index

front cover	Innsworth Technology Park View over Church Street, Tewkesbury Winchcombe Walking Festival
contents page	View over borough from Cleeve Hill
page 1	Public Services Centre, Tewkesbury
page 2	Growth Hub Growth Hub Borough countryside
page 3	Innsworth Technology Park Snowhill Lavender The Cross, Tewkesbury View from Crickley Hill
page 4	Public Services Centre staff
page 5	M5 junction 9 River at Tewkesbury Brockworth
page 6	Ashchurch Station
page 7	Gloucestershire Airport, Staverton Innsworth Technology Park
page 8	Stoke Orchard new housing development Winchcombe new housing development
page 10	Gloucestershire airport Recycling bins Abbey Mill, Tewkesbury
page 11	Gloucestershire airport B2B business meeting Gloucestershire airport
page 12	Dog fouling campaign Recycling centre New housing development Stoke Orchard
page 13	Vineyard Street, Winchcombe Gloucestershire Airport



Our contact details: Tewkesbury Borough Council  
Council Offices, Gloucester Road  
Tewkesbury, GL20 5TT

Phone 01684 295010  
email: [enquiries@tewkesbury.gov.uk](mailto:enquiries@tewkesbury.gov.uk)  
[www.tewkesbury.gov.uk](http://www.tewkesbury.gov.uk)

## Update of Council Plan (2016/2020) – Year 2

Priority Theme	Priority Objective	Current action	Amend/delete/new action	Reason for amendment/deletion/addition
Finance and resources	Start on the path to being financially independent of the government's core grants.	n/a	<b>New</b> – produce a balanced budget in light of elimination of the revenues support grant.	To reflect the withdrawal of core government funding and the need for the council to become self sustainable.
Finance and resources	Investigate and take appropriate commercial opportunities.	Develop a programme of commercial projects, including developing an entrepreneurial type culture for councillors and staff.	<b>Amend</b> – Deliver the aims and objectives of the commercial property investment strategy.	To implement the strategy approved by Executive Committee on 23 November 2016.
Finance and resources	Investigate and take appropriate commercial opportunities.	Produce a business case alongside partner authorities for the formation of a housing development company.	<b>Delete</b> – action implemented.	As reported to Transform Working Group at this point in time the business case is not feasible.
Finance and resources	Use our assets to provide maximum financial return.	Ensure value for money procurement of a new waste and recycling fleet.	<b>Delete</b> – action implemented	New fleet and new waste rounds effective from 3 April 2017.
Finance and resources	Use our assets to provide maximum financial return.	n/a	<b>New</b> – put in place a plan to regenerate Spring Gardens.	Action transferred from the Economic Development priority to reflect Property Services as the project lead.

## Appendix 2

Priority Theme	Priority Objective	Current action	Amend/delete/new action	Reason for amendment/deletion/addition
Economic Development	Be the primary growth engine of Gloucestershire's economy.	Carry out an economic assessment within the Borough.	<b>Delete</b> – action implemented	Assessment undertaken and presented at a member seminar in October 2016.
Economic Development	Be the primary growth engine of Gloucestershire's economy.	n/a	<b>New</b> – Seek approval and implement year one of the Economic Development and Tourism Strategy.	Draft strategy developed by Overview and Scrutiny Committee Working Group.
Economic Development	Identify and deliver employment land within the borough.	Produce an employment land review of sites within the borough.	<b>Delete</b> – action implemented.	A report has provided an employment review of potential and available sites. and is being used to assess potential employment allocations in the emerging Tewkesbury Borough Plan.
Economic Development	Deliver regeneration for Tewkesbury Town.	Put in place a plan to regenerate Spring Gardens	<b>Amend</b> – Develop a regeneration plan for Tewkesbury Town.	The spring gardens project has been reallocated to the Finance & resources priority area. A new action has been added to revisit the overall regeneration programme for the town.

## Appendix 2

Priority Theme	Priority Objective	Current action	Amend/delete/new action	Reason for amendment/deletion/addition
Economic Development	Deliver regeneration for Tewkesbury Town.	Work with Tewkesbury Regeneration Partnership to progress projects that regenerate Tewkesbury Town.	<b>Amend</b> – split into three new actions; healings mill, formation of a retail group and the Battlefield site.	To identify specific projects that are easier to monitor and have clearer outcomes.
Housing	Increase the supply of suitable housing across the borough to support growth and meet the needs of our communities	Utilise new tools available under the Housing and Planning Bill.	<b>Delete</b> - the bill was approved in April 2015 but guidance has yet to be issued on a number of key areas of the bill.	The tools will be considered as part of service delivery when they do come to fruition.
Housing	Deliver affordable homes to meet local need.	Develop a new Housing and Homelessness Strategy for 2016-2020.	<b>Amend</b> – Implement year one of the Housing and Homelessness Strategy.	New strategy approved by Council on 24 January 2017.
Customer focused services	Maintain and improve our culture of continuous service improvement.	Deliver phase two of the planning and environmental health service reviews.	<b>Delete</b> – new action introduced around collaborative working.	New Heads of Service are revisiting the progress and outcomes of previous service reviews.
Customer focused services	Maintain and improve our culture of continuous service improvement.	n/a	<b>New</b> – Deliver improvements through a review of the Revenues and Benefits service.	Review approved by Council 21 February 2017.

## Appendix 2

Priority Theme	Priority Objective	Current action	Amend/delete/new action	Reason for amendment/deletion/addition
Customer focused services	Maintain and improve our culture of continuous service improvement.	Consider our approach to enviro crimes, with a particular focus on fly tipping and dog fouling.	<b>Amend</b> – Deliver the enviro crimes action plan, with a particular focus on fly tipping and dog fouling.	Proposed new action plan to be considered by Overview and Scrutiny Committee 2 May 2017.
Customer focused services	Maintain and improve our culture of continuous service improvement.	n/a	<b>New</b> – review garden waste arrangements to improve the renewal and payment process.	Review taking place as requested by Audit Committee.
Customer focused services	Develop our customer service ethos to ensure that we deliver to the needs of residents.	Adopt and promote customer care standards to further improve the quality of service our residents receive.	<b>Delete</b> – recommendation implemented.	Standards approved by Executive Committee on 9 March 2016 and rolled out.
Customer focused services	Develop our customer service ethos to ensure that we deliver to the needs of residents.	n/a	<b>New</b> – improve the quality of our website self-serve forms.	New project set up to look at online reporting and how it can be improved to meet the needs of our customer.
Customer focused services	Develop our customer service ethos to ensure that we deliver to the needs of residents.	Roll out a programme of customer services training for staff across the council	<b>Amend</b> – including an appraisal of our complaints system.	The complaints framework has been in place for a year so prudent to undertake a review.



## Appendix 2

Priority Theme	Priority Objective	Current action	Amend/delete/new action	Reason for amendment/deletion/addition
Customer focused services	Further expansion of the Public Services Centre (bring in other partners)	Work with partners to investigate the potential for a reception refurbishment and integrated customer services team.	<b>Amend</b> – Deliver the Public Services Centre refurbishment project.	Refurbishment project now has council approval and will include a reception redesign.
Customer focused services	Improve and expand our partnerships both public and private sector and explore opportunities to do this.	Continued delivery of the proposed One Legal expansion.	<b>Delete</b> – action implemented.	One Legal continues to explore and take up appropriate opportunities to expand its work and client base by delivering services to other public bodies. A business plan has been developed to set out the direction of travel for the service over the next three years.
Customer focused services	Improve and expand our partnerships both public and private sector and explore opportunities to do this.	n/a	<b>New</b> - Look at collaborative options for the planning and environmental health services.	To review potential new service delivery models for each of the services.
Customer focused services	Improve and expand our partnerships both public and private sector and explore opportunities to do this.	With partners, develop and implement a programme for financial inclusion.	<b>Delete</b> – action implemented.	There is an established financial inclusion partnership.

## Appendix 2

Priority Theme	Priority Objective	Current action	Amend/delete/new action	Reason for amendment/deletion/addition
Customer focused services	To improve customer access to our services and service delivery through digital methods.	Develop and deliver a digital strategy.	<b>Amend</b> – deliver a digital strategy.	New strategy approved by Executive Committee on 6 April 2016.
Customer focused services	To improve customer access to our services and service delivery through digital methods.	Develop and roll out a new website to reflect our commitment to excellent online service.	<b>Delete</b> – action implemented.	New website went live in November 2016.
Customer focused services	To improve customer access to our services and service delivery through digital methods.	n/a	<b>New</b> – improve and increase the range of digital payment channels available for our customers.	To make payment channels easier for our customers but recognising ‘digital by preference, access for all’
Customer focused services	To improve customer access to our services and service delivery through digital methods.	n/a	<b>New</b> – to improve business continuity, migrate to cloud based Office 365.	New project that has recently commenced.

## TEWKESBURY BOROUGH COUNCIL

<b>Report to:</b>	Council
<b>Date of Meeting:</b>	16 May 2017
<b>Subject:</b>	Tewkesbury Battlefield
<b>Report of:</b>	Annette Roberts, Head of Development Services
<b>Corporate Lead:</b>	Robert Weaver, Deputy Chief Executive
<b>Lead Member:</b>	Councillor R Bird
<b>Number of Appendices:</b>	One

**Executive Summary:**

At the Council meeting on 24 January 2017, Members were presented with a petition regarding the Gastons Field in Tewkesbury.

This report outlines the progress to date in exploring the whole of the Battlefield as a heritage, cultural and economic asset for the Borough. This includes looking at planning policy in relation to protecting the Battlefield in planning terms and how the Battlefield can best be promoted in the future.

**Recommendation:**

**That Council requests:**

- 1. That officers meet with Historic England and other partners to explore utilising the Battlefield as a cultural and heritage asset.**
- 2. That officers continue to work through the preparation of the Borough Plan to ensure the wider Battlefield area is recognised in planning policy.**
- 3. That future progress is reported to the Executive Committee.**

**Reasons for Recommendation:**

To explore options for promoting the Battlefield as a cultural and heritage asset and to protect the Battlefield as a cultural and heritage asset for both the community and visitors.

**Resource Implications:**

In any future project regarding the Battlefield as a cultural and heritage asset, the Council would look to be facilitator and enabler. The Council is already working on the Borough Plan and this work to enhance the Battlefield will be a part of that work. The Council promotes the Battlefield through existing tourism marketing.

**Legal Implications:**

None at this stage.

**Risk Management Implications:**

None at this stage.

**Performance Management Follow-up:**

Monitoring reports will be provided through the quarterly Performance Tracker. It is also an action within the refreshed Council Plan.

**Environmental Implications:**

None directly related to the report other than the potential future impact on the Battlefield.

**1.0 INTRODUCTION/BACKGROUND**

**1.1** A petition was received by the Council from Tewkesbury Battlefield Society on 11 December 2016. The petition requested that the Council:

- communicate to the Governors of Tewkesbury School our disagreement with its decision not to sell the Gastons to the Tewkesbury Battlefield Society.
- make clear any aspiration to sell the Gastons for development purposes is wholly inappropriate given its historical significance and will be vigorously opposed if attempted by the Trustees.
- consider formally designating the Gastons, in the Local Plan, as the intended site for the future creation of a Heritage Park for Tewkesbury and work with the Society and residents to deliver this objective.

**1.2** At the Council meeting in January 2017 it was resolved:

1. That the Council is committed to the principle of developing the whole of Tewkesbury Battlefield as a heritage, cultural and economic asset for the Borough and requests Officers to consider the issues raised within the petition through:
  - a. the Borough Plan and other planning processes including supplementary planning guidance and enforcement; and
  - b. exploring with Tewkesbury Battlefield Society, the Tewkesbury School Trust and landowners the potential for improving the Battlefield as a cultural and heritage asset.
2. That an update report be presented to the Council within three months on the progress made.

**1.3** Since the Council meeting progress has been made on a number of these issues and they are outlined within this report.

## **2.0 PLANNING PROTECTION**

- 2.1** As reported at the Council meeting, with regard to planning policy, the Gastons fields area is currently subject to saved policy HEN24: Historic Battlefields of the Adopted Tewkesbury Borough Local Plan to 2011.

The policy covers the wider Battle of Tewkesbury (1471) area, including the Gastons, and requires that any proposals for development pay regard to the conservation of the historic landscape. The supporting justification to the policy states that proposals should be able to demonstrate that they respect the character of the registered site and generally retain its openness. Any proposal for development within the Battlefield would be judged against this policy as well as the other saved policies contained within the adopted Borough Plan as well as guidance in the National Planning Policy Framework. Any additional policy approaches to development on the Battlefield would have to be determined through the statutory plan making process as set out by Town and Country Planning (Local Planning) (England) Regulations 2012.

- 2.2** Through the Borough Plan the Council has the ability to review and update existing policies, such as HEN24, and include new policies to designate land and guide future development. Therefore, following the Battlefield Society's request, wider designation of the Battlefield in its promotion as a cultural and heritage will be considered through a policy designation in the review of the Tewkesbury Borough Plan (TBP). The TBP is being worked on now and will be consulted on later this year.

## **3.0 THE BATTLEFIELD – FURTHER DISCUSSIONS**

- 3.1** Since the Council meeting, officers have held a meeting with a representative of the Battlefield Society and a date is now in place to meet with landowners, including Severn Trent, Tewkesbury Park Hotel, Greene King and Tewkesbury School Trust to consider the historic and cultural significance of the battlefield as a whole (including the Gastons). At this meeting Officers can gauge landowners' interest in terms of their engagement in further discussions to explore options for the promotion of the asset. At this meeting the owners will also be briefed on the Council's resolution.

- 3.2** Since the Council meeting in January, Historic England have amended the boundary of the designation of the Battlefield, which now includes more land surrounding the Cambian Southwick Park School and removes some land which is existing development. Officers are requesting a meeting with Historic England to discuss the designation and boundary amendment, as well as future funding opportunities and options to further promote the Battlefield. It is important that any proposal to deliver an improved cultural and heritage asset is a partnership approach between the Council and other stakeholders, with the Council having a facilitative and enabling role rather than sole responsibility for delivery. Once these meetings have taken place an indication will be able to be given in terms of what may be feasible from an enhancement perspective.

- 3.3** In the lead up to 2021, Tewkesbury Abbey will be running a number of events and celebrations to mark the 900<sup>th</sup> anniversary of the Norman Consecration. The Council has been asked to provide officer representation on this group to support it in the development of this major landmark. In the same year, it will be 550 years since the Battle of Tewkesbury. This double landmark celebration provides an extra focus and inspiration to look at how the Battlefield can be effectively utilised and how the different partners can work together to promote the Battlefield.

#### **4.0 OTHER OPTIONS CONSIDERED**

4.1 None.

#### **5.0 CONSULTATION**

5.1 None as yet however a meeting is planned with the key landowners in the Battlefield.

#### **6.0 RELEVANT COUNCIL POLICIES/STRATEGIES**

6.1 Draft Economic Development and Tourism Strategy. Any proposal for a policy will need to be considered in light of the NPPF and other relevant policies/guidance/legislation through the Borough Plan process.

#### **7.0 RELEVANT GOVERNMENT POLICIES**

7.1 Any proposal for a policy will need to be considered in light of the NPPF and other relevant policies/guidance/legislation through the Borough Plan process.

#### **8.0 RESOURCE IMPLICATIONS (Human/Property)**

8.1 Officer time in considering the issues raised as part of the Borough Plan process and options for improving the Battlefield.

#### **9.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)**

9.1 Any proposal for a policy will need to be considered in light of the NPPF and other relevant policies/guidance/legislation through the Borough Plan process.

#### **10.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)**

10.1 None.

#### **11.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**

11.1 Council – 24 January 2017.

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**Background Papers:** None.

**Contact Officer:** Andy Sanders, Community and Economic Development Manager  
Tel: 01684 272094 Email: [andy.sanders@tewkesbury.gov.uk](mailto:andy.sanders@tewkesbury.gov.uk)

**Appendices:** One – Petitions Scheme.



## TEWKESBURY BOROUGH COUNCIL PETITIONS SCHEME

### 1. PETITIONS

- 1.1** Tewkesbury Borough Council welcomes petitions and recognises that petitions are one way in which people can let the Council know their concerns. All petitions sent, or presented, to the Council will receive an acknowledgement from the Council within 10 working days of receipt. This acknowledgement will set out what the Council plans to do with the petition. The Council will treat something as a petition if it is identified as being a petition, or if it seems to the Council that it is intended to be a petition.
- 1.2** Paper petitions can be sent to Democratic Services, The Council Offices, Gloucester Road, Tewkesbury, Glos, GL20 5TT.
- 1.3** Petitions can also be presented to a meeting of the Council or Executive Committee. Scheduled meetings of the Council take place 8 times a year and the Executive Committee meets on a regular basis, the dates and times can be found at <http://minutes.tewkesbury.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1> . If you would like to present a petition to the Council, or would like your Councillor, or someone else, to present it on your behalf, please contact Democratic Services on 01684 272021, at least 10 working days before the meeting, for an explanation of the process. If the petition has received 100 signatures or more it will also be scheduled for a Council debate. Should this be the case, the petition organiser will be advised as to whether this will happen at the same meeting, or a later meeting, of the Council.

## **2.0 WHAT ARE THE GUIDELINES FOR SUBMITTING A PETITION?**

### **2.1** Petitions submitted to the Council must include:

- A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take.
- The name and address and signature of any person supporting the petition.

### **2.2** Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person that Democratic Services will contact to explain how the Council will respond to the petition. The contact details of the petition organiser will not be placed on the website. If the petition does not identify a petition organiser, Democratic Services will contact signatories to the petition to agree who should act as the petition organiser.

### **2.3** Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. In the period immediately before an election or referendum it may be necessary to deal with petitions differently – if this is the case Democratic Services will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In this case, Democratic Services will write to the petition organiser to explain the reasons.

## **3.0 WHAT WILL THE COUNCIL DO WHEN IT RECEIVES MY PETITION?**

### **3.1** An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let the organiser know what the Council plans to do with the petition and when the organiser can expect to hear from the Council again. It will also be published on Tewkesbury Borough Council's website.

### **3.2** If the Council can do what the petition asks for, the acknowledgement may confirm that the action requested has been taken and the petition will be closed. If the petition has enough signatures to trigger a Council debate, or a Senior Officer giving evidence, then the acknowledgement will confirm this and tell the organiser when and where the meeting will take place. If the petition needs more investigation, the organiser will be advised of the planned steps.

### **3.3** If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an Elected Mayor), or is on a matter where there is already an existing right of appeal, such as Council Tax banding and non-domestic rates, other procedures apply and this scheme will not be relevant.



- 3.4** The Council will not take action on any petition which it considers to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in the acknowledgement of the petition.
- 3.5** To ensure that people know what the Council is doing in response to the petitions received, the details of all petitions (including names and addresses) submitted to the Council will be published on Tewkesbury Borough Council's website, except in cases where this would be inappropriate. Petitions will remain on the website for a period of at least one year. Whenever possible the Council will also publish all correspondence relating to the petition (all personal details will be removed).

#### **4.0 HOW WILL THE COUNCIL RESPOND TO PETITIONS?**

- 4.1** The Council's response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:
- taking the action requested in the petition
  - considering the petition at a Council Meeting
  - holding an inquiry into the matter
  - undertaking research into the matter
  - holding a public meeting
  - holding a consultation
  - holding a meeting with petitioners
  - referring the petition for consideration by the Council's Overview & Scrutiny Committee \*
  - calling a referendum
  - writing to the petition organiser setting out the Council's views about the request in the petition

\* Overview & Scrutiny Committees are Committees of Councillors who are responsible for scrutinising the work of the Council – in other words the Overview & Scrutiny Committee has the power to hold the Council's decision-makers to account. Tewkesbury Borough Council's Overview & Scrutiny Committee consists of 15 Members of the Council who are tasked with scrutinising the work of the Executive Committee and holding the Members of that Committee to account.

**4.2** In addition to these steps, the Council will consider all the specific actions it can potentially take on the issues highlighted in a petition. The table below gives some examples:

<b>Petition Subject</b>	<b>Appropriate Steps</b>
Alcohol related crime & disorder	If your petition is about crime or disorder linked to alcohol consumption, the Council may, among other measures, consider the case for placing restrictions on public drinking in the area by establishing a Designated Public Place Order or, as a last resort, imposing an Alcohol Disorder Zone. When an Alcohol Disorder Zone is established the licensed premises in the area where alcohol related trouble is being caused is required to contribute to the costs of extra policing in that area. The Council's response to your petition will set out the steps it intends to take and the reasons for taking this approach.
Anti-Social Behaviour (ASB)	As the elected representatives of the local area, and the Licensing Authority, the Council has a significant role to play in tackling anti-social behaviour. The Council, in conjunction with its partners in the local Community Safety Partnership, has set out minimum service standards for responding to issues of anti-social behaviour. When responding to petitions on ASB, the Council may consider, in consultation with its local partners, all the options available including the powers and mechanisms to intervene as part of its role as Licensing Authority. For example, the Council will work with the Neighbourhood Policing Team in the affected area to identify what action might be taken, including what role CCTV might play, consider identifying a dedicated contact within the Council to liaise with the community and neighbourhood partners on issues of ASB in the area in question and, where appropriate, the Council will alert the Community Safety Partnership and Overview & Scrutiny Committee to the issues highlighted in the petition.

Under Performing Health Services	The Council may work with local health partners to consider the matter raised in the petition including, where appropriate, exploring what role the Local Involvement Network (LINK) might have in reviewing and feeding back on the issue (the LINK is run by local individuals and community groups and independently supported – their role is to find out what people want in terms of local health services, monitor those services and to use their powers to hold them to account). The County Council Health Community & Care Overview & Scrutiny Committee will also be alerted to the petition and, where the matter is sufficiently or potentially serious, the issue will be referred to that Committee for consideration.
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**4.3** If the petition is about something over which the Council has no direct control (for example, the local railway or hospital) the Council will consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and, where possible, will work with these partners to respond to the petition. If the Council is not able to do this for any reason (for example, if what the petition calls for conflicts with Council Policy), then the petition organiser will be advised accordingly. More information on the services for which the Council is responsible can be found on the Council’s website at [www.tewkesbury.gov.uk](http://www.tewkesbury.gov.uk).

**4.4** If the petition is about something that a different Council is responsible for, consideration will be given to what the best method is for responding to it. This might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event the petition organiser will be notified of what action has been taken.

**5.0 FULL COUNCIL DEBATES**

**5.1** If a petition contains more than 100 signatures it will be debated by the Council unless it is a petition asking for a Senior Council Officer to give evidence at a public meeting. This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting. The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by Councillors for a maximum of fifteen minutes. The Council will decide how to respond to the petition at this meeting. The Council may decide to take the

action that the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant Committee. Where the issue is one on which the Council's Executive Committee is required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on the Council's website.

## **6. OFFICER EVIDENCE**

**6.1** A petition may ask for a Senior Council Officer to give evidence at a public meeting about something for which the Officer is responsible as part of their job. For example, the petition may ask a Senior Council Officer to explain progress on an issue, or to explain the advice given to Members to enable them to make a particular decision.

**6.2** If your petition contains at least 100 signatures, the relevant Senior Officer will give evidence at a public meeting of the Council's Overview & Scrutiny Committee. Members of the Council's Corporate Management Team may be called to give evidence in this respect. The organiser should be aware that the Overview & Scrutiny Committee may decide that it would be more appropriate for another Officer to give evidence instead of any Officer named in the petition – for instance if the named Officer has changed jobs. The Committee may also decide to call the relevant Lead Member to attend the meeting. Members of the Overview & Scrutiny Committee will ask the questions at this meeting, but the petition organiser will be able to suggest questions to the Chairman of the Committee by contacting Democratic Services no later than three working days before the meeting.

## **7. WHAT CAN I DO IF I FEEL MY PETITION HAS NOT BEEN DEALT WITH PROPERLY?**

**7.1** Should the petition organiser feel that the Council has not dealt with the petition properly, the petition organiser has the right to request that the Council's Overview & Scrutiny Committee reviews the steps that the Council has taken in response to the petition. It is helpful to everyone, and can improve the prospects for a review, if the petition organiser gives a short explanation of the reasons why the Council's response is not considered to be adequate.

**7.2** The Overview & Scrutiny Committee will endeavour to consider the request at its next meeting, although, on some occasions, this may not be possible and consideration will take place at the following meeting. Should the Committee determine that the Council has not dealt with the petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Executive Committee and arranging for the matter to be considered at a meeting of the Council.

**7.3** Once the appeal has been considered, the petition organiser will be informed of the results within five working days. The results of the review will also be published on the Council's website.

## **8.0 E-PETITIONS**

**8.1** The Council welcomes e-petitions which are created and submitted through the website [www.tewkesbury.gov.uk](http://www.tewkesbury.gov.uk) . E-petitions must follow the same guidelines as paper petitions. The petition organiser will need to provide the Council with their name, postal address and email address.

**8.2** Once registered, the organiser will be asked for the title of the petition. The system will automatically search to see if there is already a petition in operation that deals with the same issues. If there is, the organiser will be asked to review that petition or to decide if their petition covers a new area. After this has been ascertained, the organiser of the petition will be asked to provide further details, including the options for signatories i.e. agree, agree/disagree or agree/disagree/don't know. The organiser will also need to decide how long the petition should be open for signatures. The system will default to allow for a period of 2 months but this can be overridden and extended for up to 12 months in line with the requirements of the organiser.

**8.3** When an e-petition is created, it will take up to five working days before it is published online as the suitability of the content must be checked before it is made available for signature.

**8.4** If for some reason the Council is unable to publish the petition, the organiser will be contacted within the 5 day period.

**8.5** When an e-petition has closed for signature, it will automatically be submitted to Democratic Services. In the same way as a paper petition, an acknowledgement will be sent within 10 working days.

## HOW DO I 'SIGN' AN E-PETITION?

- 8.6**
- Go to the Council's website at [www.tewkesbury.gov.uk](http://www.tewkesbury.gov.uk).
  - Click on Council and Democracy
  - Click on Committee Agenda, Minutes and Reports and then e-petitions
  - A list of the e-petitions that are currently active will be displayed
  - Click on the appropriate petition and then "sign a petition".
  - Contact details will need to be provided (name, address and email address) but only the name will be displayed on the website.
- 8.7** A petition may gather names and addresses both in electronic and paper form, although repeat names will be removed. Both petitions must run for the same period of time and must be submitted together.
- 8.8** The Council accepts no liability for the petitions published on the website and the views expressed in the petitions do not necessarily reflect those of the Council.
- 8.9** For further information, help and advice on how to submit an e-petition, contact Democratic Services on 01684 272021 or email [democraticservices@tewkesbury.gov.uk](mailto:democraticservices@tewkesbury.gov.uk).

# Agenda Item 16

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