

TEWKESBURY BOROUGH COUNCIL

Minutes of a Meeting of the Overview and Scrutiny Committee held at the Council Offices, Gloucester Road, Tewkesbury on Tuesday, 13 June 2023 commencing at 4:30 pm

Present:

Chair
Vice Chair

Councillor M Dimond-Brown
Councillor C L J Carter

and Councillors:

N D Adcock, C Agg, H J Bowman, T J Budge, P A Godwin, G C Madle, H C McLain, C E Mills, G M Porter, E C Skelt, M J Williams, P N Workman and I Yates

also present:

Councillor C M Cody

OS.5 ANNOUNCEMENTS

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

OS.6 DECLARATIONS OF INTEREST

6.1 The Committee's attention was drawn to the Tewkesbury Borough Code of Conduct which was adopted by the Council on 24 January 2023 and took effect on 1 February 2023.

6.2 There were no declarations made on this occasion.

OS.7 MINUTES

7.1 The Minutes of the meetings held on 28 March and 17 May 2023, copies of which had been circulated, were approved as correct records and signed by the Chair.

7.2 The Chair felt it was appropriate for the actions arising from each meeting to be included alongside the Minutes of that meeting in order to provide clarity on the actions commissioned by the Committee from that meeting and to approve them accordingly. It was subsequently proposed, seconded and

RESOLVED That, going forward, the actions arising from each meeting be included alongside the Minutes of that meeting for approval by the Committee.

OS.8 EXECUTIVE COMMITTEE FORWARD PLAN

8.1 Attention was drawn to the Executive Committee Forward Plan, circulated at Pages No.12-19. Members were asked to determine whether there were any questions for the relevant Lead Members and what support the Overview and Scrutiny Committee could give to the work contained within the plan.

- 8.2 The Director: Resources explained that Officers were regularly engaged to ensure the Executive Committee Forward Plan was kept up to date and he would be working with them to bring forward the pending items listed at Page No. 18 of the report. It was noted that, when the Forward Plan was considered by the Executive Committee at its meeting on 7 June 2023, Members had asked for some changes, including the addition of Lead Members and more qualitative information about each Agenda Item including references to background material, which he was happy to support.
- 8.3 A Member noticed that the Council Plan Performance Tracker Quarter One 2023/24 was due to be considered at the meeting in October 2023 yet Quarter Two was not intended to be considered until the meeting in February 2024 and she asked why there was such a long gap given that Quarter Three was programmed for March 2024. In response, the Director: Corporate Resources explained that it was down to the timing of Committees and the data being available to populate the tracker. Another Member drew attention to Page No. 18 of the report and asked what the current position was in relation to the Parking Strategy Review. The Executive Director: Resources and S151 explained that he would discuss with the Lead Member at the earliest opportunity whether the revised strategy should be taken forward for approval, or whether it needed to be reconsidered given the time which had now passed since the Working Group had reached its conclusions and in light of the new Council.
- 8.4 A Member asked for an update on capital funding for an additional waste vehicle, included in the pending items section of the Forward Plan, and whether there would be a change to the way waste collection was managed going forward. The Director: Communities explained that this item related to the expansion of the waste vehicle fleet rather than changes to waste collections which would be dependent on the outcome of the DEFRA consultation. In the event further changes were announced an additional report would be taken to the Executive Committee. The Member asked what type of fuel the waste vehicles used, given the Council's ambition to move forward with the climate change agenda, and was advised that the 26 tonne RCVs had Euro 5 or 6 engines which were the best available on the market as technology for electric or hybrid was not there currently – this would be explained in more detail in the report to the Executive Committee. Hydrogenated Vegetable Oil (HVO) could be used in some vehicles but this would need to be carefully sourced as it could be more harmful to the environment than diesel. He provided assurance that Officers were looking to do as much as possible to make the fleet greener; however, due the rural nature of the borough, it was not viable to move the whole fleet to electric – consideration was being given to making some of the smaller vehicles electric but that was subject to budgetary restrictions as they could cost double the price of a diesel vehicle. It was hoped that technology would move on considerably over the next seven years so the Council would be in a position to make more significant changes during the next round of procurement.
- 8.5 The Chair indicated there was nothing on the Executive Committee Forward Plan to reflect the motion which had been agreed by Council in June - he was interested to note that the previous Climate Change and Flood Risk Management Group had reported to the Overview and Scrutiny Committee and questioned whether it would be more appropriate to report to the Executive Committee. He indicated that he would like to see a strategy and plan in place by December 2023 and asked for an Officer view on that. In response, the Executive Director: Resources and S151 confirmed that the newly formed Climate Change and Ecology Management Group would be a Working Group of the Council as opposed to Overview and Scrutiny Committee and would report to the Executive Committee/Council as appropriate going forward. It was hoped that a further item would come forward in July; however, there were currently no resources to take forward the Council motion so

those would need to be put in place as soon as possible. In his view, December may be too ambitious but he provided assurance that Officers would look at the timescales and advise Members via the Working Group as soon as they could.

8.6 It was

RESOLVED That the Executive Committee Forward Plan be **NOTED**.

OS.9 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2023/24 AND ACTION LIST

9.1 Attention was drawn to the Overview and Scrutiny Committee Work Programme, circulated at Pages No. 20-27, and the action list setting out the outstanding actions arising from meetings of the Overview and Scrutiny Committee between October 2019 and March 2022, circulated at Pages No. 28-34. Members were asked to consider the Work Programme and action list.

9.2 The Director: Corporate Resources advised that the Work Programme was a living document and additional items would come forward throughout the course of the year. There were a number of 'pending' items which he undertook to take away to discuss with Officers in terms of how they could be brought forward, for instance, the Police and Crime Commissioner Presentation may be more appropriate for all Members as opposed to just the Overview and Scrutiny Committee.

9.3 A Member noted that the Economic Development and Tourism Strategy Review was due to be brought to the next meeting of the Overview and Scrutiny Committee but this had been deferred on two separate occasions so he asked if this timescale was correct. In response, the Head of Service: Community and Economic Development advised that it would be brought to the Overview and Scrutiny Committee meeting in September following which it would be taken to the Executive Committee for approval.

9.4 In terms of the action list, the Chair indicated that he wished to discuss each item to determine which of the outstanding actions, if any, could be closed. The items were debated as follows:

Meeting Date: 22 October 2019

Agenda Item 10 – Warm and Well Scheme Update

The Director: Communities explained that, under normal circumstances, an item would be included on the Agenda for the Town and Parish Council Seminar to advise of the Warm and Well Scheme and what was planned for the following year – if there was a Town and Parish Council Seminar in September he would be happy for this to be included at that meeting as that was an appropriate time for the nature of the information being shared.

A Member asked if the Committee had seen a report from last winter and was advised that the Severn Wye Energy Agency did provide an annual Warm and Well report and he was happy to circulate the latest one by email following the meeting.

In response to a query as to whether there was a governance trail for the Warm and Well Scheme, and if it added any value for the Overview and Scrutiny Committee, the Director: Communities explained that Tewkesbury Borough Council supported the service with £20,000 annual funding

which was excellent value for money in his view. The Director: Corporate Services advised that Members had previously asked for the Warm and Well Scheme to be promoted at a Town and Parish Seminar and, had this not been added to the action list, it would not have been recorded anywhere else and potentially would never have been delivered which was the reason for its inclusion.

The Chair expressed the view there was a need for all Members to know about the scheme so, provided there was a commitment to delivering the Town and Parish Council Seminar, he would suggest it be removed as an action for the Overview and Scrutiny Committee. This was subsequently agreed.

Meeting Date: 7 June 2022

Agenda Item 7 – Update on Local Policing Arrangements	It was agreed it was appropriate for an update to be provided to all Members and that this action be removed from the list.
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Meeting Date: 12 July 2022

Agenda Item 8 – Ubico Report 2021/22	The Director: Communities advised there was a significant piece of work around Ubico and in-cab technology which was related to this action around including information about grounds maintenance inspections and could potentially be picked up by the Business Transformation Team subject to other priorities. The Associate Director: Transformation echoed these sentiments and pointed out that the new website was scheduled to go live at the start of August so it was hoped the information would be included by that date, if not, it would be shortly afterwards.
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A Member asked how in-cab technology would impact on grounds maintenance inspections and the Director: Communities indicated that a seminar on in-cab technology would be held for all Members in due course but, essentially, all assets across the borough would be mapped including pieces of grass that needed to be maintained and, when the work had been completed, a photograph would be uploaded to the website to demonstrate it had been done – this was also being applied to bin collections and emptying street litter bins etc.

It was noted that the annual Ubico report was due to be considered by the Overview and Scrutiny Committee at the next meeting so an update on in-cab technology could be included as part of that report. On that basis, it was agreed this action be removed from the list.

Meeting Date: 11 October 2022

Agenda Item 7 - Places Leisure Presentation	Members were advised the data on solar canopy energy savings would be included in the annual report which was due to be considered by the Executive Committee in September 2023, as such, Members agreed to close this action.
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Meeting Date: 17 January 2023

Agenda Item 7 – Overview and Scrutiny Committee Work Programme 2022/23 and Action List	It was agreed that it would be more appropriate for all Members to receive a presentation from the Police and Crime Commissioner and it was therefore agreed to remove this from the pending items section of the Overview and Scrutiny Committee Work Programme 2023/24 and to close the action with the presentation being arranged as soon as possible.
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Agenda Item 8 – Active Gloucestershire ‘We Can Move’ Project Presentation	A Member noted that the commentary suggested that Active Gloucestershire would like to speak to all Members at a less formal event where they could meet other partners and she asked which partners this would be. In response, the Director: Corporate Resources explained that the intention was to arrange a community partnership session for all Members which would involve Active Gloucestershire, Gloucestershire Rural Community Council, Citizens’ Advice Bureau and potentially others who would each be allocated a 15 minute slot to speak to Members about the work they did. Members felt this was an appropriate way forward and agreed this action could be closed.
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Agenda Item 9 – Depot Services Working Group Update	The Head of Service: Community and Economic Development explained that the Grange Field was a biodiversity site in Bishop’s Cleeve. Work had been underway for the last few years and was nearing completion with interpretation boards due to be installed within the coming months. It was intended to issue a briefing note to all Members once the boards were in place. A Member queried whether it was the information on the boards would include a future management plan for the area and was advised that the interpretation boards would be fixed so it was not appropriate to include temporary information; however, something could be added to direct people to the website where that information could be made available. The Member felt it was important for people to know the timings of grass cutting and hedge removal etc. and the Head of Service: Community and Economic Development undertook to look at the wording for the boards to see what else could be included. Members indicated they would prefer this action to
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be left open on that basis.

Meeting Date: 7 March 2023

Agenda Item 9 –
Customer Care Strategy

The Associate Director: Transformation advised that there was now a temporary GIS resource in place who was gathering data and ensuring it was in a useful format. They would be working with various departments across the Council on how to provide information to customers in a more user-friendly way. In addition, the Business Transformation Team looked at the Report It function, which was provided through Liberty Create, on a continual basis so this action would be picked up in both ways.

A Member indicated he had attended a seminar at the County Council about Inform Gloucestershire's GIS project and asked if this would feed into that. The Associate Director: Transformation indicated that it could potentially; Tewkesbury Borough Council's system complemented existing data and the project would look at how other internal data could be used to ensure maps were as accessible as possible.

The Chair felt it would be beneficial for the Committee to receive a demonstration as part of the Customer Care Strategy and the Associate Director: Transformation indicated there was a Member Induction session on 6 July, which included Business Transformation, and she undertook to add a demonstration of the things built in the Liberty Create system to that session. Members agreed to keep this action open in the interim.

9.5 It was

RESOLVED

1. That the Overview and Scrutiny Committee Work Programme be **NOTED**.
2. That the following actions be removed from the Overview and Scrutiny Committee Action List:
 - Page No. 28 – 22 October 2019 – Warm and Well Scheme Update
 - Page No. 28 – 7 June 2022 - Update on Local Policing Arrangements
 - Page No. 29 – 12 July 2022 – Ubico Report 2021/22
 - Page No. 29 – 11 October 2022 – Places Leisure Presentation
 - Page No. 30 – 17 January 2023 – Overview and Scrutiny Committee Work Programme 2022/23 and Action List and Active Gloucestershire 'We Can Move' Project Presentation

OS.10 COUNCIL PLAN PERFORMANCE TRACKER - QUARTER FOUR 2022/23

- 10.1 The report of the Director: Corporate Resources, circulated at Pages No. 35-90, attached the performance management information for quarter four of 2022/23. The Overview and Scrutiny Committee was asked to review and scrutinise the information and, where appropriate, identify any issues to refer to the Executive Committee for clarification or further action to be taken.
- 10.2 Members were informed that this was the final quarterly monitoring report for 2022/23 and represented the latest information in terms of the status of the actions set out in the Council Plan. Progress against delivering the objectives and actions for each of the six Council Plan priorities was reported through the performance tracker, attached at Appendix 1 to the report, which was a combined document that also included a set of Key Performance Indicators (KPIs). Key financial information was usually reported alongside the tracker documents but, given the complexities of the year end closedown, this was not yet available and would be reported as soon as possible.
- 10.3 Key actions for the quarter were highlighted at Paragraph 2.3 of the report and included installation of the solar canopy, saving the Council an estimated £45,000 per year on energy costs; Tewkesbury Borough Council remaining amongst the lowest Council Tax in the country; provision of over 6,500 supermarket vouchers to households in need through the Household Support Grant which had been delivered by various services including Revenues and Benefits, Communities and Business Transformation; successfully securing funding from the Department of Levelling Up, Housing and Communities to enable the build of the planning application tracker which had gained national recognition; accreditation as a Bronze Carbon Literate Organisation with over 60 Officers undergoing carbon literacy training; and the first grant payments from the High Street Heritage Action Zone being made to local businesses. Members were advised that, due to the complex nature of the actions being delivered, it was inevitable that some would not progress as smoothly or as quickly as envisaged and the details of those actions were set out at Paragraph 2.4 of the report. It was noted that with regard to the review of the Licensing service, only one particular workstream was delayed with all others progressing well. In terms of KPIs, the status of each indicator was set out at Paragraph 3.2 of the report and KPIs where direction of travel was down and/or not on target, were detailed at Paragraph 3.3 of the report. Those KPIs which were performing well were highlighted at Paragraph 3.4 of the report and included an increase in the number of affordable housing properties delivered, improvement in planning enforcement investigation, with the majority of categories reaching 100% this year, and an increase in the percentage of Freedom of Information requests answered on time.
- 10.4 During the debate which ensued, the following queries and comments were made in relation to the Council Plan Performance Tracker:

Priority: Finance and Resources

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| P46 – Objective 4 – Action a)
Deliver the approved trade waste business case to make the service commercially viable – A Member asked whether customers had been informed of the decision to | The Director: Communities indicated that customers had not yet been made aware. The project was quite complex and consultation was currently being undertaken with the staff member impacted which clearly needed to be handled sensitively. A decision was required in terms of what the authority would put in place as an alternative to |
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exit the trade waste service.

delivering the trade waste service and that took time. There were approximately 350 customers all of which had a receptacle of some kind which needed to be collected – these varied in size from wheelie bins to Euro bins – so there were issues around resources and storage in relation to that. Following the consultation, Officers would write to customers to withdraw the service; whilst it would not have an impact on the next financial year, it would run for several months during the current year. In response to a query as to whether customers would be provided with details of alternative trade waste companies, the Director: Communities explained that the Council would be required to go through a procurement process in order to recommend other businesses; as well as being onerous it was unlikely companies would engage given the information they would be required to reveal regarding prices etc. It was proposed to advise to carry out a search on the internet and, if they were unable to do that, the Council could do it on their behalf at a charge. A Member asked how many tonnes of trade waste were collected per year and the Director: Communities undertook to provide that information following the meeting. In response to a query regarding the timeframe, Members were advised that a meeting was being held at the end of the week to discuss this but, based on advice from One Legal, he felt it was likely to be less than six months. The Chair indicated that he would like to see a timetable once it was firmed up and the Director: Communities confirmed he would circulate this by email to the Committee when available.

Priority: Economic Growth

P47 – Objective 1 – Action b)
Develop and launch the new Economic Development and Tourism Strategy – A Member sought clarification as to whether this would be brought to the Committee for consideration.

The Head of Service: Community and Economic Development confirmed it would be brought to the Overview and Scrutiny Committee in September.

P48 – Objective 1 – Action c)
Launch a Tewkesbury Borough Council Business Grants Scheme – A Member noted it was intended that the £100,000 which had been set aside for a Tewkesbury Borough Council small grants scheme during COVID but had been negated by the national schemes would be returned to reserves and he asked if this would be ringfenced for businesses.

The Executive Director: Resources and S151 advised that the money would be used to support other reserve areas, for instance, the pay award risk reserve as the offer made had been turned down by the Unions so it was likely this would exceed budget. There were some uncommitted reserves which could potentially be used for businesses if there was something Members wished to support going forward, particularly with the new Economic Development and Tourism Strategy on the horizon.

P50 – Objective 3 – Action b)
To deliver projects as part of the Tewkesbury High Street Heritage Action Zone, including Shop Front Scheme, Upper Floors Scheme and Traditional Skills – A Member welcomed the commentary in relation to this action but felt it was light in terms of outcomes.

The Head of Service: Community and Economic Development explained that things were now starting to happen following a period of consultation and engagement with shops and premises coming forward for grants. It was intended to use heritage as a catalyst for the Town Centre, making it more vibrant and attractive, with the outcome being more visitors to the area; however, it would not be an overnight experience. A Member asked if there was an opportunity to 'green up', particularly in the centre of the towns, and was reminded that the funding was specific to Tewkesbury but there was support for making green areas; there had been positive feedback regarding Riverside Walk so it was important to ensure people were using that area. In response to a query, Members were informed that the Heritage Action Zone was its own entity but would be part of the Economic Development and Tourism Strategy as well.

P52 – Objective 4 – Action a)
Work with Cotswold Tourism and Visit Gloucestershire to promote the borough – A Member noted this action had been marked as complete but felt that did not reflect its ongoing nature.

The Head of Service: Community and Economic Development accepted this point and confirmed that he would be happy to change it if necessary. The Director: Corporate Resources explained that it was considered that enough work had been done throughout 2022/23 to justify the action being marked as complete; however, the action would carry forward into the final year of the Council Plan.

P52 – Objective 4 – Action b)
Promote support for the promotion and delivery of the Tour of Britain cycle race – A Member asked if this was a one-off or whether there were plans for the Tour of Britain to return to the borough.

The Head of Service: Community and Economic Development indicated that there were ongoing discussions about whether the Tour of Britain would return to the borough and he would inform Members once known.

Priority: Housing and Communities

P56 – Objective 1 – Action a)
Work with partners to undertake the required review of the Joint Strategic Plan – A Member noted that the timetable was under further review and was subject to further change; she was concerned about the authority being in this position and sought an update on the latest timetable.

In response, the Head of Development Services confirmed that Officers were working with partners at Cheltenham Borough and Gloucester City Councils to consider the timetable for the review which would need to be approved by all three Councils. The main issue was the potential planning reforms which Officers had been expecting in April but were still awaited. In order for the plan to be examined under the existing planning system, it needed to be submitted by June 2025 and the plan must be determined by December 2026; if that was not achieved, it would need to be examined under the new system and could not be submitted until October 2026.

In response to a query regarding the work done to date, the Head of Development Services provided assurance that this could be taken forward to the new system, should it not be possible for the plan to be examined under the current system.

P57 – Objective 1 – Action d)
Carry out housing needs assessments to deliver affordable housing in rural areas – A Member asked when the report from Gloucestershire Rural Community Council would be available.

The Head of Service: Housing advised that there was no firm date as it was a rolling programme of housing needs assessments. In response to a query about how the information was collected, he explained that Gloucestershire Rural Community Council carried out the assessment on behalf of Tewkesbury Borough Council using data from Council Tax to send a survey to every household in the borough. A Member queried how information was captured from people who did not have an address and the Head of Service: Housing indicated that this was not possible currently but Officers were working with Gloucestershire Rural Community Council to find better ways to interact with people – this was difficult as it

was important to avoid duplicate responses which would be an issue if people were contacted in multiple ways e.g. online, telephone, post. Another Member questioned who the survey was addressed to and if a reply envelope was provided and was advised it was addressed to 'The Occupier' as opposed to a particular person and the intention was to collect information about households. He recognised it was not a perfect system but it was necessary to find another way of gathering data without inflating the figures which would stand up to appeal.

P60-61 – Objective 3 – Action a) Work with partners, infrastructure providers and developers to progress the delivery of key sites – A Member asked for an update in relation to North West Cheltenham and West Cheltenham.

In the absence of the Head of Development Services who had left the meeting when this point was raised, the Chair indicated that an action would be taken forward regarding provision of an update for relevant Members.

Key performance indicators for priority: Housing and Communities

P66 – KPI 18 – Percentage of non-major applications determined within 8 weeks or alternative period agreed with the applicant – A Member noted this KPI had a non-smiley face and asked what was being done in relation to that.

The Head of Development Services explained that, whilst it did have an unsmiley face, she was extremely proud of the outturn given the issues faced by the Development Management team in recent years. She appreciated that new Members may not be aware of the history and explained that the Development Management review was now in its second year, with one of the main areas of focus being the Planning Committee and the Scheme of Delegation, and she stressed that a significant amount of work was being done throughout the department to improve processes and efficiency. The Member thanked the Head of Development Services for her explanation and indicated that it would have been helpful for that to have been included in the narrative.

Priority: Customer First

P71 – Objective 1 – Action b) Set up a planning agents forum – A Member asked if this was ongoing and, if so, when the next one was being held.

The Associate Director: Transformation confirmed that the next planning agents forum was on 28 June 2023.

Key performance indicators for priority: Customer First

P78 – KPI 34 – Average number of sick days per full time equivalent – A Member asked if any information was available regarding the distribution of sickness, for instance, whether the increase was due to a few long term sickness absences or several shorter absences throughout the year.

The Director: Corporate Resources explained that, at year end, there were five employees absent due to long term sickness and this had impacted on the figures – two of those cases had been resolved and the average number of sick days had now reduced to 9.83 from 11.51 with further improvement expected. The Member suggested that consideration could be given to providing separate figures for long and short term sickness going forward. The Chair asked if further detail could be included as part of the Annual Workforce Development Strategy Review which was due to be considered at the next meeting of the Committee and the Director: Corporate Resources undertook to ensure it was provided.

Priority: Garden Communities

P81 – Objective 1 – Action c) Finalise the design and launch the construction phase of the Ashchurch and Northway Bridge Over Rail – A Member asked what was happening regarding the grant money received following the outcome of the Judicial Review.

The Executive Director: Resources and S151 advised that discussions were taking place with the appropriate boards to recover the funding and the indicative view was that it would be payable to the Council.

Key performance indicators for priority: Sustainable Environment

P90 – KPI 40 – Percentage of waste reused, recycled or composted – A Member asked if the reduction was an ongoing trend which was being investigated.

The Director: Communities advised that there was always a slight reduction in the last quarter of the year which may be attributed to less garden waste accumulating over the winter months. In terms of the outturn for 2022/23, this reduction was an anomaly and the reasons were unclear. There had been a corresponding increase in residual waste, which was a shame, but he provided assurance that the Council was committed to encouraging people to recycle with new campaigns being run across the county.

10.5 The Chair drew attention to Pages No. 38 and 42 of the report which highlighted the positive actions achieved during the period and invited Members to comment. For

the benefit of new Councillors, a Member explained there had been considerable change within the Licensing service as a result of the review so, although there had been a delay with one element of the project, there was a lot of great work being done. Another Member felt that the increased number of visitors to the Tewkesbury and Winchcombe Tourist Information Centres, and to the Growth Hub, was very positive. A Member drew attention to Page No. 62 – Objective 3 – Action c) Work with the Voluntary and Community Sector to access funding to deliver improved community facilities and indicated that the number of groups supported and the amount of funding secured was impressive and she thanked the Officers involved. The Head of Service: Community and Economic Development indicated that the Community Funding Officer worked with the Voluntary and Community Sector to help groups to find funding and if Members were aware of any which needed assistance he would be happy to put them in contact with her. In making a more general point, a Member indicated that he had received a number of queries from residents and he had found Teams to be particularly useful when seeking prompt responses from Officers.

10.6 Having considered the information provided, it was

RESOLVED That the performance management information for quarter four of 2022/23 be **NOTED**.

OS.11 NOMINATION TO GLOUCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE

11.1 It was proposed and seconded that Councillor G C Madle be appointed as the Council's representative on the Gloucestershire Health Overview and Scrutiny Committee.

11.2 Upon being put to the vote, it was

RESOLVED That Councillor G C Madle be appointed as the Council's representative on the Gloucestershire Health Overview and Scrutiny Committee.

The meeting closed at 6:15 pm

Overview and Scrutiny Committee Action List – 13 June 2023

AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No <small>(IF NO MUST INCLUDE TARGET DATE)</small>
4.	Minutes	Action arising from the meeting to be included alongside the Minutes of that meeting for approval by the Committee.		Democratic Services Officer	Yes
6.	Overview and Scrutiny Committee Work Programme 2022/23 and Action List	Economic Development and Tourism Strategy to be moved from July to September.	Work Programme updated.	Democratic Services Officer	Yes
		Police and Crime Commissioner Presentation to be removed from the Overview and Scrutiny Committee Work Programme 2023/24 as this should be for all Members.	Removed from Work Programme – presentation to be arranged for all Members as soon as possible.	Director: Communities	
		Page No. 28 – 22 October 2019 – Warm and Well Update – Latest annual Warm and Well report to be circulated via email.		Director: Communities	

AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No (IF NO MUST INCLUDE TARGET DATE)
		Page No. 29 – 12 July 2022 – Ubico Report 2021/22 - Seminar on in-cab technology to be held for all Members.		Director: Communities	
		- Update on in-cab technology to be included in Ubico Annual report due to be considered by the Overview and Scrutiny Committee in July.		Director: Communities	
		Page No. 30 – 11 October 2022 - Depot Services Working Group Update – Officers to consider what other information could be included on the interpretation boards following a request to include a plan for future management with timings for grass cutting, hedge removal etc.		Head of Service: Community and Economic Development	
		Page No. 34 – 7 March 2023 - Customer Care Strategy – Demonstration of the systems within Liberty Create to be provided as part of the Member Induction session involving the Business Transformation Team on 6 July 2023 (request to see Report It/GIS mapping).		Associate Director: Transformation	

AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No (IF NO MUST INCLUDE TARGET DATE)
		<p>Actions to be removed from the list:</p> <ul style="list-style-type: none"> - Page No. 28 – 22 October 2019 – Warm and Well Update - Page No. 28 – 7 June 2022 - Update on Local Policing Arrangements - Page No. 29 - 12 July 2022 – Ubico Report 2021/22 - Page No. 29 – 11 October 2022 – Places Leisure Presentation - Page No. 30 – 17 January 2023 – Overview and Scrutiny Committee Work Programme 2022/23 and Action List, Active Gloucestershire 'We Can Move' Project Presentation 		Corporate Services Officer	

AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No (IF NO MUST INCLUDE TARGET DATE)
7.	Council Plan Performance Tracker – Quarter Four 2022/23	<p>P46 – Objective 4 – Action a) Deliver the approved trade waste business case to make the service commercially viable:</p> <ul style="list-style-type: none"> - Members to be advised of the tonnage of trade waste collected per year. 		Director: Communities	
		<ul style="list-style-type: none"> - Project plan for withdrawal of service to be circulated to Members when available. 		Director: Communities	
		<p>P60-61 – Objective 3 – Action a) Work with partners, infrastructure providers and developers to progress the delivery of key sites – Relevant Members to be provided with an update in relation to North West Cheltenham (Junction 10) and West Cheltenham.</p>		Director: Corporate Resources	
		<p>P78 – KPI 34 – Average number of sick days per full time equivalent –</p> <ul style="list-style-type: none"> - More detail on the reasons/distribution of sickness to be included in the Annual Workforce Development Strategy 		Director: Corporate Resources	

AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No (IF NO MUST INCLUDE TARGET DATE)
		Review.			
		- Consideration to be given to providing separate figures for long and short term sickness in future.		Director: Corporate Resources	
8.	Nomination to Gloucestershire Health Overview and Scrutiny Committee	Councillor G C Madle appointed – notify County Council, update Outside Bodies lists.	County Council notified, Outside Bodies list updated.	Democratic Services Officer	Yes