

Overview and Scrutiny Committee – 18 June 2019 – 8 June 2021

COMMITTEE DATE: 18 June 2019					
AGENDA ITEM	TITLE	ACTION	COMMENT	CONTACT OFFICER	ACTION COMPLETE Yes / No
9.	Enviro-Crime Annual Report	Report to be brought back to the Committee setting out the various options and cost implications in relation to replacement of existing CCTV cameras.	All EH resources are focused on Covid-19 business advice, enforcement and supporting the community hub. This will be progressed when we return to normality. During the pandemic one further overt CCTV camera (with ANPR) has been purchased using funds received from the Gloucestershire PCC.	Head of Community Services	No Target date: September 2021

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COMMITTEE DATE: 22 October 2019					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
8.	Review of Planning Enforcement Plan	<ul style="list-style-type: none"> Enforcement to be included in the customer satisfaction survey being undertaken as part of the Development Services Improvement Plan. 	A new improvement plan is being developed for the service and will take account of any actions that can be brought forward from the previous improvement plan. Overview and Scrutiny Committee have requested oversight of the new plan.	Head of Development Services	Yes
10.	Warm and Well Scheme Update	<ul style="list-style-type: none"> Fuel poverty training session to be arranged for all Members in the New Year (delivered by the Severn Wye Energy Agency). 	Training sessions to be arranged. All Environmental Health resources are focused on Covid-19 business advice, enforcement and supporting the community hub. This will be progressed when we return to normality.	Head of Community Services	No Target date: December 2021
		<ul style="list-style-type: none"> Warm and Well Scheme to be included on the agenda for the next Town and Parish Council seminar. 	This will be progressed when it is safe to do so, and public member meetings are once again being held. In the interim, an article will be included in the next edition of Parish Matters.	Head of Community Services	No Target date: To be confirmed

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COMMITTEE DATE: 14 January 2020					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
8.	Enviro-Crimes Interim Report	<ul style="list-style-type: none"> Officers to advise Members when they are going out to Parishes so that Members can also ensure they are visible and able to promote the enviro-crimes service. 	All Environmental Health resources are focused on Covid-19 business advice, enforcement and supporting the community hub. When visits are re-instigated officers will be instructed to notify Ward Members.	Head of Community Services	Yes

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COMMITTEE DATE: 14 July 2020					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
5.	Performance Management – Quarter 4 and Full Year 2019/20	<ul style="list-style-type: none"> • P31 - Objective 4 – Action b) Disposal of the Ministry of Agriculture, Food and Fisheries (MAFF) site – <ul style="list-style-type: none"> – Realistic target date for action to be included in new performance tracker (October 2020 set before Officers fully understood impact of Covid-19 on resources). 	Finance & Asset Management remain very much involved in Covid-19 response, particularly in respect of the ongoing business grant work. Return to normal business activities will be considered once that requirement has ended.	Head of Finance & Asset Management	No Target date: To be considered post business grant payments.
		<ul style="list-style-type: none"> • P43 – Objective 3 – Action b) Achieve the Council’s affordable homes target by working with local housing providers – Consideration to be given to reporting affordable houses within urban extensions as a separate KPI so Members can more easily see what is being delivered [possibly consider as part of development of new Housing Strategy). 	KPIs are currently under review and will form part of the Council Plan/performance tracker refresh.	Head of Community Services	No Target date: September 2021

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COMMITTEE DATE: 13 October 2020					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
10.	Council Plan Performance Tracker and COVID-19 Recovery Tracker – Quarter 1 2020/21	<ul style="list-style-type: none"> Objective 1 – Action d) – clarification to be sought as to how a three year delay could be justified and response emailed to all O&S Members via Democratic Services. 	<p>In order to capture all rural areas across the borough, surveys will be carried out in phases. The latest round of surveys was posted to households throughout September 2020. They were due to be completed in spring 2020 but were delayed due to Covid-19 restrictions.</p> <p>We have now received the draft versions of the six surveys and Gloucestershire Rural Community Council (GRCC) will be contacting the Parishes to discuss possible next steps. A briefing note will be circulated to the relevant Ward Members and Parish Councillors.</p>	Head of Community Services	No

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COMMITTEE DATE: 24 November 2020					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
6.	Overview and Scrutiny Committee Work Programme 2020/21	Parking Strategy Review not currently taking place due to COVID-19 – timetable will be reviewed with Members and updated on the work programme accordingly.	A meeting of the Parking Strategy Review Working Group has been scheduled for the end of September at which time the timetable for completion of the strategy will be discussed and agreed.	Head of Finance & Asset Management	No
7.	Annual Review of Ubico	Ubico to understand where the new properties data came from in the Ubico report.	Future data to be aligned with Council Tax data.	Ubico	Yes
8.	Gloucestershire Police and Crime Panel Report	Representative to ask how Gloucestershire runs its police recruitment as it seemed slow in comparison to other areas.	Information not yet available.	Cllr David Gray.	No.

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COMMITTEE DATE: 12 January 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
6.	O&S Work Programme	Update on flooding response to be provided to Members following Officer review.	The Climate Change and Flood Risk Management Group considered the review at its meeting in June.	Head of Community Services	Yes
		Cllr Paul McLain has asked Parishes affected by recent flooding to compile list of issues encountered which he will share with Head of Finance and Asset Management and Head of Development.	Information not yet received.	Cllr Paul McLain	No
7.	Council Plan Performance Tracker and COVID-19 Recovery Tracker – Qtr Two 2020/21.	Grange Field maintenance plan to be shared with Cllr Munro when available.	Maintenance plan is currently being developed and will be circulated shortly.	Community and Economic Development Manager	No
		5% target of businesses with a rating of three to be reviewed to understand if it is a good stretch target.	On hold due to Covid-19. Minimal number of food inspections have been carried out since March 2020. Data likely to be out of date.	Head of Community Services	No

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COMMITTEE DATE: 12 January 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
		Update on Celebrate 2021 to be provided to all Members through a Member Update when plans are firmed up.	Member update circulated 9 July 2021.	Community and Economic Development Manager	Yes

COMMITTEE DATE: 9 March 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
9.	Council Plan Performance Tracker and COVID-19 Recovery Tracker - Quarter 3 2020/21.	P50 – Carry out housing needs assessments to deliver affordable housing in rural areas – Head of Community Services to provide an update as part of the next performance tracker report on whether the final end date will be achieved following sickness absence at GRCC.	Rural housing needs assessments have started again and are progressing well.	Head of Community Services	Yes

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COMMITTEE DATE: 9 March 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
		P54 – Through the development process, work with communities to deliver the CIL and S106 – Head of Development Services to organise a second workshop for Parishes on the subject and also one for Borough Councillors.	At date for the Member workshop is currently being looked at. A session for the Parishes is being developed for September.	Head of Development Services	No
		P62 – Continue to improve the proactive homelessness prevention programme – Consider if this needs rewording as homelessness prevention work was ongoing.	Homeless prevention work continues and has not ceased during Covid-19. The wording will be reviewed.	Head of Community Services	No
		P74 – Deliver the first phase of the ‘bridge project’ in line with the funding requirements – Garden Town team to provide a briefing note for all Members after the planning application has been considered at Planning Committee on 16 March.	Report taken to Audit and Governance Committee on 24 March, following securing of planning consent, to provide assurance on the management of the project specific risks featured within the Corporate Risk Register.	Garden Town Programme Director	No

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AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
			<p>Meanwhile, Ashchurch Rural Parish Council has made an application to the High Court for judicial review of the Borough Council's decision to grant planning permission. A court hearing date is still awaited; however, work is continuing in parallel on the detailed design process for the scheme and it is proposed that a briefing note to update all Members on the forward plan for the project will be provided once the outcome of the Judicial Review is known and the delivery timelines for the project can be more accurately confirmed.</p>		

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AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
		<p>Planning Enforcement team –</p> <ul style="list-style-type: none"> Concerns raised about responses to enquiries – Development Manager to look into it and contact Shurdington Parish Council directly to discuss concerns. Concerns raised about emails to Members which only state that there is enforcement happening in a Ward but provides no details about what, or where, the enforcement was, or what the outcome was. 	<p>The Development and Enforcement Officer has contacted the Parish Clerk.</p> <p>The notifications sent to Members have been reviewed and details of the breach are included.</p> <p>Following the appointment of the Senior Enforcement Officer we will be reviewing the way in which decisions on enforcement cases are communicated with reasons given for the outcome.</p>	Development Manager	No
		Business Transformation team – A briefing with O&S Members from the team.	A session with the Committee was held on 29 April 2021.	Head of Corporate Services	Yes

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AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
		Tewkesbury Waste Aware website – Link to be sent to Members.	A link was sent to all Members of the Committee on 17 May 2021.	Head of Community Services	Yes
11.	Trade / Commercial Waste Service Business Case.	Broad outline for project milestones to be produced for the next meeting of the O&S Committee.	Reported to Committee on 6 April 2021.	Head of Community Services	Yes

COMMITTEE DATE: 6 April 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
4.	Minutes.	Updates on the development at the airport, the A417 missing links and Junctions 9 and 10 of the M5 motorway to be circulated to Members.	Briefing note was circulated on 27 April 2021.	Chief Executive	Yes

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COMMITTEE DATE: 6 April 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
8.	Depot Services Working Group Update.	Next Agenda to include an item to discuss the 'Frequency of Meetings'.	Depot Services Working Group met on 24 August and agreed its meeting dates and work programme for the remainder of the year – meetings will be quarterly but additional can be arranged if, and when, necessary.	Head of Community Services	Yes
12.	Trade/Commercial Waste Service Business Case – Initial Project Milestones.	Update to be submitted to O&S Cttee on the progress made in three months' time.	Update given to the Committee at its meeting on 13 July 2021.	Head of Community Services	Yes

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AGENDA ITEM	TITLE	ACTION	COMMENT	CONTACT OFFICER	ACTION COMPLETE Yes / No
8.	Council Plan Performance Tracker and COVID-19 Recovery Tracker – Quarter Four 2020/21	P47 – Objective 2 – Action a) Deliver employment land through allocating land in the Joint Core Strategy (JCS) and Tewkesbury Borough Plan – Head of Development Services to discuss concerns about the JCS and urban extensions and appropriate housing design with Cllr P McLain.		Head of Development Services	
		Consideration to be given to arranging a Member seminar on housing design.	Officers will be arranging a training session for Members on the Government’s Housing Design Guide. Date TBC.	Head of Development Services	No
		P52 – Objective 4 – Action c) Celebrate with partners the significance of 2021 for Tewkesbury – Community and Economic Development Manager to be asked to ensure Member Updates in respect of the 2021 Committee are sent out in a timely fashion.	A Member update was circulated on 9 July. Further updates will follow at key stages of the project.	Head of Development Services	Yes

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AGENDA ITEM	TITLE	ACTION	COMMENT	CONTACT OFFICER	ACTION COMPLETE Yes / No
		P59 – Objective 3 – Action a) Work with partners, infrastructure providers and developers to progress the delivery of key sites – Head of Development Services to advise Cllr Thomson whether the Section 106 monies in relation to the developments at South Churchdown and Brockworth had been received from the developers.	Councillor Thomson has been advised in relation to the s106 monies.	Head of Development Services	Yes
		P65 – KPIs 12 and 13 – Percentage of ‘major’ applications determined within 13 weeks or alternative period agreed with the applicant and percentage of ‘minor’ applications determined within eight weeks or alternative period agreed with the applicant – Head of Development Services to look into response rates in terms of officers getting back to customers.	Officers have been reminded that they need to return calls and this will be monitored. Customer care training is currently being organised for all front facing services.	Head of Development Services	Yes

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		<p>P68/69 – KPIs 16,17 and 18 – Investigate category B cases within five working days, investigate category C cases within 10 working days and investigate category D cases within 15 working days –</p> <p>Members to be advised of the timetable for the delivery of the enforcement tracker for the Members’ area of the intranet.</p>	<p>Following the appointment of the Senior Enforcement Officer we will be reviewing the way in which decisions on enforcement cases are communicated.</p> <p>The use of a tracker has been investigated; however, this would not provide meaningful updates. Members are encouraged to contact the named enforcement officer or Development Manager for further details on individual cases.</p>	Head of Development Services	Yes
		<p>Members had previously asked for more information when notified about enforcement cases in their areas e.g. the action that had been taken and the reasons behind that and this should be progressed as a matter of urgency.</p>	<p>The notifications sent to Members have been reviewed and details of the breach are included.</p>	Head of Development Services	Yes

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AGENDA ITEM	TITLE	ACTION	COMMENT	CONTACT OFFICER	ACTION COMPLETE Yes / No
		P71 – Objective 1– Action c) Deliver the planning service improvement plan - Recommend to the Executive Committee that the Overview and Scrutiny Committee monitor delivery of the action plan arising from the review of the systems and procedures of the Development Management service.	Agreed by the Executive Committee and added to pending section of Overview and Scrutiny Committee Work Programme to be considered at the appropriate time.	Head of Corporate Services	Yes
		P86 – Objective 2 – Action b) Improve bio-diversity across the borough and educate communities on its benefits – List of all biodiversity schemes being deferred for six months to be circulated to Members (only the Grange Field referenced in the tracker)	Circulated via Member update on 9 July 2021.	Community and Economic Development Manager	Yes
		P88 – KPI 32 – Number of reported enviro-crimes – Discussion to take place with County Council as to whether the process for obtaining road closures for litter picking could be sped up.		Head of Community Services	

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10.	Corporate Peer Challenge – Progress of Action Plan	Session to be arranged by September on how to maximise the value of Overview and Scrutiny Committee.	Timing to be discussed with the Chair and Vice-Chair at their briefing on 7 September 2021.	Head of Corporate Services	No
o.	Private Rented Sector Housing Scheme	Establish whether companies buying private rented properties and changing their use to holiday lets was a particular problem within the borough.		Head of Community Services	