

Overview and Scrutiny Committee – 18 June 2019 – 12 October 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.	Report presented at O&S committee on 12 October 2021.	Head of Community Services	Yes

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COMMITTEE DATE: 22 October 2019					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
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: To be confirmed
		<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 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). 	Business grants assurance work still ongoing with likelihood of new grants round in the new year	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). 	New KPIs have been set and used in the last monitoring update. They include the separated figures for delivery of new affordable home units on the urban extension sites.	Head of Community Services	Yes

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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. 	Gloucestershire Rural Community Council (GRCC) in preparation for our next set of Housing Need Survey Boddington, Uckington, Elmstone Hardwicke and Stoke Orchard. Local ward members have been informed and GRCC will be making contact with the parish councils before the end of the year. Member Update was provided w/c 1 November.	Head of Community Services	Yes.

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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.	The parking strategy has now been scheduled into the work programmes of Overview and Scrutiny Committee and Executive Committee respectively.	Head of Finance & Asset Management	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.	Response received and circulated by email on 23 September 2021.	Cllr David Gray.	Yes

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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	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 circulated on 09 December 2021.	Cllr Paul McLain	Yes
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.	The maintenance plan is currently being developed and will be circulated in January. The local members have been made aware of this, as part of their regular updates regarding this site.	Community and Economic Development Manager	No Target date- January 2022
		5% target of businesses with a rating of three to be reviewed to understand if it is a good stretch target.	Food inspections have resumed and officers are confident that the backlog will be completed around the end of the financial year. The target will be reviewed for the performance report next year.	Head of Community Services	No

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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.	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.	In October and November 2021 training has been undertaken with individual Parishes receiving CIL Neighbourhood Funding for the first time. Training was offered to all Parishes who are required to monitor and report their CIL spending will be undertaken prior to the financial year end in March 2022. A Member seminar on CIL has also recently taken place.	Head of Development Services	Yes
		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 as part of the new housing strategy development.	Head of Community Services	Yes
		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	Report taken to Audit and Governance Committee on 24 March, following securing of planning consent, to provide	Garden Town Programme Director	No

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COMMITTEE DATE: 9 March 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
		Members after the planning application has been considered at Planning Committee on 16 March.	<p>assurance on the management of the project specific risks featured within the Corporate Risk Register.</p> <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.</p> <p>Court hearing completed 21/22 October with judgement reserved. No dates at this time were given.</p> <p>A member briefing note will be submitted once the judicial review outcome is known.</p>		
		Planning Enforcement team – <ul style="list-style-type: none"> Concerns raised about responses to enquiries – Development Manager to look into it and contact Shurdington 	<p>The Development and Enforcement Officer has contacted the Parish Clerk.</p> <p>The notifications sent to Members have been reviewed</p>	Development Manager	No

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COMMITTEE DATE: 9 March 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
		<p>Parish Council directly to discuss concerns.</p> <ul style="list-style-type: none"> 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>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> <p>Work is underway to address the concerns raised. It is anticipated that new procedures will be put in place in the new year.</p>		

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COMMITTEE DATE: 8 June 2021					
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 has held a meeting with Cllr P McLain to discuss concerns.	Head of Development Services	Yes.
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 still to be arranged.	Head of Development Services	No	
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.		Regular liaison now takes place with GCC Highways to ensure that opportunities for large scale litter picking on main roads is taking place.	Head of Community Services	Yes	

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COMMITTEE DATE: 8 June 2021					
AGENDA ITEM	TITLE	ACTION	COMMENT	CONTACT OFFICER	ACTION COMPLETE Yes / No
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.	A session was held with committee members on 12 October 2021. An action plan has been circulated to the committee.	Head of Corporate Services	Yes
11.	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.	Community Services to liaise with Revs and Bens to see whether they hold this information.	Head of Community Services	No.

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COMMITTEE DATE: 13 July 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
5.	Executive Committee Forward Plan	January 2022 – Sandbag Policy - Head of Community Services to consider the timescales for the review (including the need to take the Policy to the Climate Change and Flood Risk Management Group prior to Executive Committee) and bring this item forward to an earlier meeting to ensure the policy can be communicated to residents before the winter.	This was reviewed by the Climate Change and Flood Risk Management Group on 22 September 2021 – No significant changes will be recommended to the Executive Committee.	Head of Community Services	Yes
		Parking Strategy Review to be added to the Overview and Scrutiny Committee Work Programme at the appropriate point, bearing in mind it is scheduled to be taken to the Executive Committee on 30 March 2022.	Added to O&S Work Programme for meeting on 11 January 2022.	Member Services Officer	Yes
		Digital Strategy to be added to the Overview and Scrutiny Committee Work Programme for consideration prior to being taken to the Executive Committee for approval.	Added to O&S Work Programme for meeting on 8 February 2022	Member Services Officer	Yes

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COMMITTEE DATE: 13 July 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
6.	Overview and Scrutiny Committee Work Programme 2021/22	Housing Strategy 2022 – Head of Community Services to look at timescales for completion to determine when and how the Overview and Scrutiny Committee would be consulted.	Added to O&S Work Programme for meeting on 8 February 2022.	Member Services Officer Head of Community Services	Yes
		Planning Services Review Action Plan to be included in the Overview and Scrutiny Committee Work Programme following consideration by Executive Committee.	Added to pending items section of Work Programme - will now be removed as Transform Working Group will oversee delivery of the action plan.	Member Services Officer	Yes
7.	Ubico Report 2020/21	Page No. 40, Paragraph 4.6 – Members to be provided with the correct figures for the number of formal complaints received during the year.	Refer to the annual complaints report which was presented to Overview and Scrutiny Committee on 12 October. This includes complaints by service area.	Head of Community Services	Yes
		Going forward the report should include performance information on grounds maintenance, street cleansing and any other services provided by Ubico.	Ubico will be instructed to include this information in preparation of the 21/22 annual report.	Head of Community Services	Yes

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COMMITTEE DATE: 13 July 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
		More information to be provided as to the reasons for flytipping requests and dead animal removal requests being below target.	Ubico informed us that some of the delays to this work were due to the use of contractors. Much more of this work is now carried out in house which should see an improvement in service.	Head of Community Services	Yes
		Page No. 41 – Paragraph 7.1 – More information to be provided as to the changes being made to grounds maintenance and street services.	Good progress has been made on clarifying the detail of grass cutting rounds in recent years - this has been very much a paper based exercise. One improvement soon to go live (week commencing 13/12) is the PSS digital system. The PSS system allows all land which the Council is responsible for, to be mapped in the system and split into TBC owned land and work done for other authorities. This creates a single digital record which overcomes historic issues of paper records or detail only being known by crew members carrying out the work.	Head of Community Services	Yes

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			In other improvements the cemeteries in Tewkesbury and Bishops Cleeve now have a dedicated member of staff and this has seen significant improvements through ownership and pride of the work. Feedback has been positive from the public.		
		Page No. 41 – Paragraph 7.1 – Last bullet point – Overview to be provided of the projects underway to achieve greater service integration and operational efficiencies.	A list of projects is being pulled together and will be provided to the Depot Services Working Group.	Head of Community Services	Yes
		Page No. 49 – Bin Requests – Members to be advised of the expected and actual number of days between a request being made and the bin being delivered.	The expected number of days between a bin being requested by a customer and a bin being delivered is 10 days. The bookings on the system show an average between the date of the booking and a bin being delivered as being 6 working days.	Head of Community Services	Yes

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COMMITTEE DATE: 13 July 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
		Page No. 61 – Sick Days – Members to be advised of the average number of sick days for the year.	Awaiting information from Ubico.	Head of Community Services	No
8.	Gloucestershire Police and Crime Panel Update	Update to be circulated via email.	Update circulated via email on 20 July 2021.	Member Services Officer	Yes
11.	Carbon Reduction Action Plan	Page No. 106 – Indicative costs identified by Severn Wye Energy Agency when conducting the survey of the Roses Theatre to be provided to Members.	Not complete	Head of Finance and Asset Management.	No
		Carbon Reduction Programme Officer job description to be circulated to Members.	Not complete	Head of Finance and Asset Management.	No
12.	Annual Workforce Development Strategy Review 2020/21	Member Update to be circulated with link to the recruitment microsite.	Circulated on Friday 16 July 2021.	Head of Corporate Services	Yes

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COMMITTEE DATE: 7 September 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
5.	Executive Committee Forward Plan	<ul style="list-style-type: none"> 5 January 2022 - Social Media Policy and Guidelines to be added to the Overview and Scrutiny Committee Work Programme. 	Added to O&S Work Programme for 23 November 2021.	Member Services Officer	Yes
6.	Overview and Scrutiny Committee Work Programme 2021/22 and Action List	<ul style="list-style-type: none"> Date to be determined for the Planning Services Review Action Plan to be considered by the Committee (currently in pending items section). 	To be removed from the committee’s work programme – Transform Working Group will oversee delivery of the action plan.	Head of Development Services	Yes
		<ul style="list-style-type: none"> 22 October 2019 – Agenda Item 8 – Review of Planning Enforcement Plan – Communications team to work with Head of Development Services to establish how best to communicate successful enforcement action to the public. 	An officer meeting took place on how to improve communications in relation to enforcement action. Proposed is: <ul style="list-style-type: none"> - A monthly enforcement article on the standard Member update - Improved detail to the ward member email - Enforcement news to be included in ‘Parish Matters’ and Borough News. 	Head of Corporate Services / Head of Development Services	Yes

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COMMITTEE DATE: 7 September 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
		<ul style="list-style-type: none"> 14 January 2020 – Head of Community Services to speak to the Environmental Health Manager about when visits to Parishes would recommence in order to promote the enviro-crimes service. 	Likely to be in the new financial year once the backlog of C19 work has been processed.	Head of Community Services	No
		<ul style="list-style-type: none"> 24 November 2020 – Query regarding the recruitment process for Gloucestershire Police was still outstanding and needed to be followed-up. 	Response received and circulated by email on 23 September 2021.	Member Services Officer.	Yes
		<ul style="list-style-type: none"> 12 January 2021 – Cllr P D McLain had asked Parishes affected by the recent flooding at that time to compile a list of issues encountered which he would share with the Head of Finance and Asset Management and Head of Development Services but this action was still outstanding and needed to be followed-up 	Information circulated on 09 December 2021.	Cllr P D McLain	Yes

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COMMITTEE DATE: 7 September 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
		<ul style="list-style-type: none"> 8 June 2021 – Maximising the value of the Overview and Scrutiny Committee session to be arranged for 12 October prior to the next meeting in lieu of a Committee pre-briefing. 	Session was held on 12 October 2021.	Member Services Officer	Yes
8.	Council Plan Performance Tracker and COVID-19 Recovery Tracker – Quarter One 2021/22	<ul style="list-style-type: none"> P73 – Objective 2 – Action c) Publish the Infrastructure Funding Statement – Members to be advised when the Section 106 / Community Infrastructure Levy post had been filled. 	<p>The S106 officer is in post.</p> <p>The Infrastructure Funding Statement was by Council on 7 December 2021 and will now be published.</p>	Head of Development Services	Yes
		<ul style="list-style-type: none"> P71 – Objective 2 – Action a) Deliver employment land through allocating land in the Joint Core Strategy and Tewkesbury Borough Plan – Member training session to be arranged to provide an overview of the development plan - which included the Joint Core Strategy and the Tewkesbury Borough Local Plan – in order to give Members a better understanding of the current position 	Session held on 27 September 2021.	Head of Development Services	Yes

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COMMITTEE DATE: 7 September 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
		in terms of the review of the Joint Core Strategy and the proposed timetable.			

COMMITTEE DATE: 12 October 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
6.	Executive Committee Forward Plan	<ul style="list-style-type: none"> Parking Strategy Review – Executive Committee Forward Plan and Overview and Scrutiny Committee Work Programme to be updated when timetable for review confirmed. 	Next Parking Strategy Review Working Group scheduled for 10 November 2021. Work programme has been updated.	Member Services Officer	Yes
7.	Overview and Scrutiny Committee Work Programme 2021/22	<ul style="list-style-type: none"> Update on Local Policing Arrangements – currently in pending items but Members would like to know which meeting this will be brought to. 	Added to O&S Work Programme for meeting on 8 March 2022.	Member Services Officer / Chief Executive	Yes

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COMMITTEE DATE: 12 October 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
8.	Gloucestershire Police and Crime Panel Update	Questions raised: <ul style="list-style-type: none"> What is being done to restore women's confidence in the Police. 	This was included in the update provided to committee on 23 November 2021.	Councillor Gray	Yes
9.	Gloucestershire Economic Growth Scrutiny Committee Update	Questions raised: <ul style="list-style-type: none"> What is being done to tap into the levelling up funds which are available. 	Response was circulated on 16 November 2021.	Councillor Murphy	Yes
		<ul style="list-style-type: none"> Future of the High Street - Is it possible for the Gloucestershire Economic Growth Scrutiny Committee to look at smaller High Streets in villages which would also benefit from regeneration. 	Response was circulated on 16 November 2021.	Councillor Murphy	Yes
10.	Summary of Formal Complaints 2020/21	Customer care standards to be emailed to the Committee.	Emailed – 19 October 2021.	Member Services Officer	Yes
11.	Use of Mobile Surveillance	Results of six month trial to be reported back to Overview and Scrutiny Committee to inform a final	Added to pending items section of O&S Work Programme.	Member Services Officer	Yes

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COMMITTEE DATE: 12 October 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
	Equipment for Fly-Tipping Investigations	recommendation to Executive Committee on the way forward.			