

Overview and Scrutiny Committee – 22 October 2019 – 11 January 2022

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). 	<p>Training sessions to be arranged. We have reached out to Severn wye and are awaiting prospective dates.</p>	Head of Community Services	<p>No Target date: To be confirmed</p>
		<ul style="list-style-type: none"> Warm and Well Scheme to be included on the agenda for the next Town and Parish Council seminar. 	<p>We have reached out to Severn wye and are awaiting prospective dates.</p>	Head of Community Services	<p>No Target date: To be confirmed</p>

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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 three new grant schemes now in place and being administered.	Head of Finance & Asset Management	No Target date: To be considered post business grant payments.

COMMITTEE DATE: 12 January 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
7.	Council Plan Performance Tracker and COVID-19	Grange Field maintenance plan to be shared with Cllr Munro when available.	The maintenance plan has been shared with Councillor Munro.	Community and Economic Development Manager	Yes

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COMMITTEE DATE: 12 January 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
	Recovery Tracker – Qtr Two 2020/21.	5% target of businesses with a rating of three to be reviewed to understand if it is a good stretch target.	<p>Food inspections have resumed and officers are confident that the backlog will be completed around the end of the financial year.</p> <p>The target will also be reviewed when the backlog of inspections is complete, and we have a better idea of the covid impact on food business and standards.</p>	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.	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.	<p>Report taken to Audit and Governance Committee on 24 March 21, following securing of planning consent, to provide assurance on the management of the project and specific risks featured within the Corporate Risk Register.</p> <p>The judicial review lodged by Ashchurch Parish Council was dismissed in January, however, the Council is aware that the Parish is now pursuing an appeal of this judgement.</p> <p>Meanwhile, work continues on preparing for the construction phase which remains on schedule and due to commence later this year.</p> <p>An update for Executive and a member briefing note will be prepared once the final project delivery schedule is known.</p>	Garden Town Programme Director	No

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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>Template letters created and adopted into case closure procedure. Cllrs and Parish now informed by email when enforcement cases are closed with reasons included in most cases.</p>	Development Manager	Yes

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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	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
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.	There are currently 136 properties registered with council tax as self-catering accommodation. A number of trusts and estates own multiple properties. This is not a significant number.	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
7.	Ubico Report 2020/21	Page No. 61 – Sick Days – Members to be advised of the average number of sick days for the year.	For 2020/21 the average absence rate was as follows: Waste & Recycling – 12.2 days Ground Maintenance & Street Cleansing – 7.2 days. It is understandable that the rate is higher in waste & recycling due to the nature of the work.	Head of Community Services	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.	Complete- email circulated to Members on 12 January 2022.	Head of Finance and Asset Management.	Yes

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COMMITTEE DATE: 7 September 2021					
AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
6.	Overview and Scrutiny Committee Work Programme 2021/22 and Action List	<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 Covid-19 work has been processed.	Head of Community Services	Yes

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AGENDA ITEM	TITLE	ACTION	COMMENTS	CONTACT OFFICER	ACTION COMPLETE Yes / No
5.	Executive Committee Forward Plan	<ul style="list-style-type: none"> 2 March 2022 – Tewkesbury Borough Council Domestic Waste and Recycling Collection Services Policy and Procedures – To be taken to the Depot Services Working Group for consideration prior to the Executive Committee meeting (noted there may be a delay in the policy coming forward). 	Added to the Depot Services Working Group Work Programme.	Member Services Officer	Yes

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6.	Overview and Scrutiny Committee Work Programme 2021/22 and Action List	<ul style="list-style-type: none"> 8 February 2022 – Annual Growth Hub Report to be removed from the Agenda and no longer included in future Work Programmes as Members felt a standalone annual report was no longer necessary. 	Removed from Work Programme.	Member Services Officer	Yes
		<ul style="list-style-type: none"> P27 – Warm and Well Scheme Update – Consideration to be given as to whether Officer resources would allow the fuel poverty training session to be organised for Members as a priority, whether it be online or in person. If this was not possible, Members to be advised accordingly and the information provided by email. 	Training sessions to be arranged. We have reached out to Severn wye and are awaiting prospective dates.	Head of Community Services	No
		<ul style="list-style-type: none"> P41 – Carbon Reduction Action Plan – Carbon Reduction Programme Officer job description to be circulated following the meeting. 	Circulated by email 12 January 2022.	Member Services Officer	Yes
7.	Council Plan Performance Tracker and COVID-19	P81 – Objective 3 – Action a) Work with partners, infrastructure providers and developers to progress the delivery of key sites – Head of Development	The South Community and Place Development Officer has contacted Councillor Carter.	Head of Development Services	Yes

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	Recovery Tracker – Quarter Two 2021/22	Services to discuss sports facility provision with Cllr Carter outside of the meeting.			
		P99 – KPI 36 – Percentage of Freedom of Information requests answered on time – Breakdown of Freedom of Information requests received across all services and those not answered within the 20 working day deadline to be circulated to Members.	A breakdown of quarter two FOI figures was circulated w/c 7 February.	Head of Corporate Services	Yes
		P106 – Objective 3 – Action a) Take a robust approach towards fly-tipping and other enviro-crimes – Members to be advised whether the Public Space Protection Order (PSPO) public consultation had commenced and, if so, the relevant link should be circulated to all Members.	The PSPO consultation for dog fouling will commence shortly and the link will be circulated.	Environmental Health Manager	No
		P109 – Objective 4 – Action c) Establish and publish a local list of non-designated heritage assets in the borough – Details of the Panel to approve the local list to be circulated to	Details of the panel was circulated to members on 16 February 2022.	Head of Development Services	Yes

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		Members i.e. who will it comprise, will it be Member or Officer-led.			
		<p>P109 – KPI 38 – Number of reported enviro-crimes –</p> <ul style="list-style-type: none"> Members to be provided with detailed figures in relation to enviro-crimes as the report stated there had been a 30% reduction in fly-tipping but this was contradicted by the budget report (Appendix 2) which stated there had been a significant increase in fly-tipping with Ubico predicting an £11,000 overspend. 	Awaiting information	Head of Community Services	No
		<ul style="list-style-type: none"> Members to be provided with information on the costs of cleaning-up various enviro-crimes. 	Awaiting information	Head of Community Services	No
		<ul style="list-style-type: none"> Gloucestershire County Council (GCC) to be advised of some Members' comments that the online booking system for Household Recycling Centres within the county was making it more difficult for 	Reported to GCC who have indicated that they are likely to keep the booking system in place. Customer survey findings are very positive – 86% supported it's retention	Head of Community Services	Yes

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		people to dispose of their waste, for instance, it was not possible to book a slot on the same day, and suggested the online booking system be removed in line with other local authority areas such as Worcestershire.	post social distancing/covid restrictions.		
		P117 - Action – Rebuild b) Develop and deliver the Welcome Back Fund action plan – <ul style="list-style-type: none"> List of where the money will be spent to be circulated to Members 	A list has been circulated to all Members through a Member Update.	Economic and Community Development Manager.	Yes
		<ul style="list-style-type: none"> Members to be advised whether local Members would have an opportunity to input into how the money will be spent. 	The Welcome Back Funding plans have been shared with all members via a members update.	Head of Development Services	Yes
8.	Confidential Item - Trade Waste Project Update	Detailed project plan, including dates where possible, to be provided to the Depot Services Working Group	A detailed project plan will be circulated to the Depot Working group.	Principal Trade Waste Officer	No.