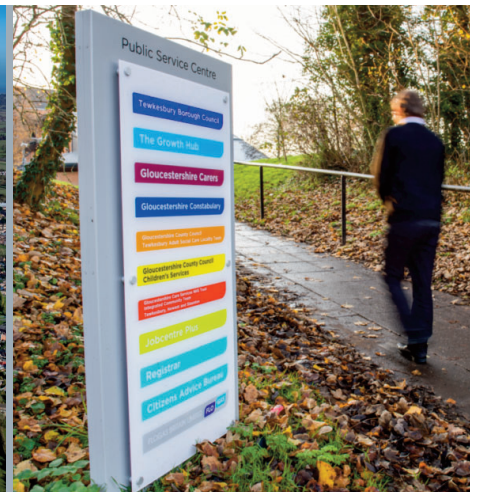


# Overview and Scrutiny Committee annual report

## 2022-23



March 2023

# Message from the Chair of Overview and Scrutiny Committee,

**Councillor  
John Murphy**



I am pleased to present the 2022-23 Overview and Scrutiny Committee Annual Report. This includes a summary of the role and responsibilities of the committee, work undertaken during the year and the various outcomes following the committee's input.

I have chaired the committee for over two years, supported by Councillor Khatija (Keja) Berliner as vice-chair, and a very able and committed group of councillors.

Overview and Scrutiny Committee has always been at the heart of the council's decision-making process and acted as a critical friend to the Executive Committee. It helps support the delivery of high-quality services, and our challenge and scrutiny continued throughout 2022-23 as the Council and our communities recovered from the pandemic. The Council's robust response to situations that arise is commendable, and the collective efforts from our communities, staff, councillors, and partners continues to be impactful.

Alongside a busy work programme, our responsibility to scrutinise the performance of the Council Plan actions continues. On a quarterly basis, a wealth of performance information is presented to the committee and provides an excellent overview on the delivery of the third year of the Council Plan 2020-2024.

It is important the committee builds its knowledge and understanding of how our partners help deliver our priorities, and as such the committee received presentations from a variety of external bodies. This year we welcomed Places Leisure, Active Gloucestershire, Gloucestershire Rural Community Council (GRCC) and Gloucestershire Police. The committee also welcomed One Gloucestershire, who provided a presentation on the 'Fit for the Future 2' consultation for specialist health services in Gloucestershire.

The committee has continued to scrutinise and monitor the progress of key areas of work, such as the performance of Ubico, delivery of the Housing and Homelessness Strategy, progress in delivering the council's carbon reduction ambitions and the council's complaints performance. In addition, the committee also helped shape the new 'Supporting Performance' policy (ex-Capability Policy).

Looking ahead, there is even more opportunity for this committee to support the council through its future challenges. I am confident we will add even greater value through the work due to be carried out in our 2022/23 workplan. I would like to take this opportunity to thank all the committee members and council officers for their support and work facilitating the scrutiny process. I am sure that the new committee, which will be formed as part of the new Council in May will carry on this exceptional work.

**Best wishes,  
Councillor John Murphy**

# contents

The role of the Overview and Scrutiny Committee	1
Members of the Overview and Scrutiny Committee	2
Committee reviews of policy and strategy	3
Presentations made to committee	3
Overview and Scrutiny working groups	4
Other general areas for review	5
Looking forward to 2023-24	9

## Appendix A

How to select a potential scrutiny review	10
---	----

## Appendix B

Overview and Scrutiny Committee draft work plan for 2023/24	11
--	----



## The role of overview and scrutiny

The role of overview and scrutiny is an important one in the council's governance structure - it provides challenge and drives improvement and is often referred to as the "critical friend" of the council. The committee is not afraid to hold a magnifying glass over any areas of concern.

## Formal work programme

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

The committee has several roles and these include:

- Holding the Executive Committee to account by thoroughly scrutinising their decisions to ensure that the council continues to provide the best services possible for our residents. The committee has the power to 'call-in' decisions made by the Executive Committee and request they review that decision again, taking into account the issues raised by the committee.
- Supporting the Executive Committee by reviewing and shaping council policies and strategies prior to consideration by the Executive Committee.
- Receiving feedback from external committees that may inform the Council's own work, for example, the Gloucestershire Economic Growth Scrutiny Committee, the Gloucestershire Police and Crime Panel and the Gloucestershire County Council Health Overview Scrutiny Committee.
- Monitoring the Council Plan and finances, to ensure the council services are sustainable, meeting milestones and delivered to the highest possible standard.
- Commissioning reviews of services or processes that impact on the council or on our residents.
- Review the level and types of complaints the council receives. On an annual basis a report is received summarising customer complaints and Local Government Ombudsman complaints made in the year. This helps to identify trends and potential opportunities to learn from the complaints made.
- Setting up task and finish groups to focus on specific reviews and recommend ways to improve existing practices within the council. A flow chart on how to consider potential scrutiny reviews can be found at Appendix A





## Members of the Overview and Scrutiny Committee 2022-2023

---



Councillor Khatija (Keja) Berliner  
**(Vice-Chair)**



Councillor Graham Bocking



Councillor Craig Carter



Councillor Kevin Cromwell



Councillor Pauline Godwin



Councillor Heather McLain



Councillor Paul McLain



Councillor Charlotte Mills



Councillor Helen Munro



Councillor John Murphy  
**(Chair)**



Councillor Jill Smith



Councillor Richard Smith  
until September 2022



Councillor Scott Thomson



Councillor Clare Softly  
from September 2022



Councillor Mark Williams



Councillor Philip Workman

## Overview and scrutiny activity during 2022-23

### Scrutiny reviews of policy and strategy

#### Capability Policy

12 July 2022 and 22 November 2022

The committee played a pivotal role in helping shape a new 'Supporting Performance' policy to replace the existing policy. Two engaging and interactive sessions were held with the Human Resources Team that generated a lot of questions and input from Members. The new policy provides balance between supporting the employee and the business need of the Council. This includes setting out expectations, emphasis on support, guidance and early intervention. The process has also been streamlined and gave clear steps to escalation where appropriate with flexibility for rapid progression if warranted. The Capability Policy was approved by Executive Committee on 4 January 2023.

#### Review of Economic Development and Tourism Strategy

6 September 2022

Economic Growth is a key priority in the Council Plan, and the supporting strategy is an essential document to provide focus to supporting business growth across the borough. The current strategy was due to be replaced in 2021. As a result of the uncertain impact of covid-19 on the business community, it is only now a new strategy is emerging. A dedicated session was held for the committee on the outcomes of a boroughwide economic assessment undertaken by consultants. This assessment will now inform the new strategy which will be considered by this committee prior to presentation at Executive Committee during 2023/24.

## Presentations made to overview and scrutiny committee

### Fit for the Future 2 and outcomes.

12 July 2022 and 17 January 2023

Gloucestershire's health and care system, like other parts of the county, is still in the process of recovering from the Covid-19 pandemic. All district councils in Gloucestershire were offered the opportunity to participate in consultation for 'Fit for the future 2'. This resulted in two informative sessions during the course of the year attended by representatives from the health sector.

Fit for the future is part of the One Gloucestershire vision focusing on the medium and long term future of our health services. With the council having vital links with the communities, working together with One Gloucestershire; dedicated health professionals; and other community partners, is key to help support the best possible care within the county.

In July 2022 representatives from One Gloucestershire presented the proposed changes which continued the development of the 'Centres of Excellence' approach at Cheltenham General Hospital and Gloucestershire Royal Hospital. This included inpatient care as well as support for people in their own home, in their GP surgery in the community.

A follow up session took place in early 2023 on the preferred options following the consultation, engagement key facts, and the qualitative feedback. Throughout both sessions members raised lots of questions which have ultimately been fed back into the future plans for the reshaping of health services.

### Active Gloucestershire - 'We Can Move'

17 January 2023

In March 2021, Executive Committee approved funding of £10,000 per year, over a five-year period to support the Active Gloucestershire 'We Can Move' project. Executive Committee also approved an annual progress report on the project be considered by the Overview and Scrutiny Committee.

In January 2023, the Chief Executive for Active Gloucestershire provided information to the committee on how the 'we can move' became the movement to inspire, connect and enable individuals, communities, and organisations, across Gloucestershire to help the least active to move more. A number of examples of initiatives where the movement had made a significant contribution included countywide yoga programme in schools and the Fall-Proof campaign which was about behavioural change aimed to reduce the prevalence of falls in older adults- it was reported 29 groups had used the campaign resource from the Borough.

The meeting was well received by the committee with key links being formed for councillors' communities and the funding that could potentially be made available for their area.

### **Gloucestershire Rural Community Council (GRCC) presentation.**

#### **7 February 2023**

GRCC is one of many organisations we work closely with to achieve our priorities. The Chief Executive and Head of Operations and Business Development presented to committee on the role of GRCC, how they support both the Council and our communities and achievements to date. Their mission is 'to help build strong, healthy, sustainable communities in Gloucestershire using our knowledge, experience and networks'. The presentation covered partnership working on activities such as advice and support on community buildings, community and flood resilience, training for trustees, community led planning and more.

Members were made aware of future plans, which include looking at digital inclusion, health and wellbeing, food poverty, climate change and traffic and transport. Moving forward, to ensure members regularly receive updates on their work, GRCC will circulate their regular newsletter. The breadth of work being undertaken is impressive and not all Members were aware of how GRCC contribute in supporting our communities. With that in mind, it is the intention to hold a seminar for all Members following elections in May.

### **Places Leisure**

#### **11 October 2022**

At the request of the committee, Places Leisure were invited to give a presentation on the management of Tewkesbury Leisure Centre. This was with a focus on how the centre is recovering from the Covid-19 pandemic and coping with the cost-of-living pressures.

Members raised several questions which ranged from energy costs to promotion leaflets and how it could be improved in demographic areas that represented the fastest growing parishes in the borough. Concerns were also raised about the capacity on the swimming lesson take-up and the delay for children who have missed out on nearly two years of lessons as a result to covid. The Leisure Centre Manager confirmed they were employing more swimming teachers to deal with the demand.

Looking ahead, Places Leisure confirmed they were looking at innovative ideas which included birthday packages and a soft play area. To support the local community, the centre was also becoming a warm and welcome space for those who are struggling with the cost of living. This included using the showers and receiving warm drinks.

Satisfied with the progress made and the work being undertaken to cope with the cost-of living pressures, members thanked Places Leisure for the informative presentation. It was agreed they would be invited back in a year's time to give an update on how all these initiatives have progressed.

### **Overview and Scrutiny Committee working groups**

The committee can establish working groups - also known as 'Task and Finish Groups'. The groups are established to undertake a piece of scrutiny work with a clear terms of reference to get 'under the skin' of the subject matter and report back to the committee with their findings and recommendations. These are small groups comprising members of the committee, other invited members, council officers and where



relevant, officers from external organisations who are invited because of their knowledge and skills relating to the topics being discussed. For 2022/23, the use of such groups were limited to the development of the new car parking strategy which should soon come to fruition and the on-going Depot Services working group.

## **Depot Services working group**

The group was set up in July 2019 to enable members to get a better understanding of the relationship between the council and Ubico. The group is made up of six members of the Overview and Scrutiny Committee, one member of the Audit and Governance Committee and the lead members for Clean and Green Environment and Finance and Asset Management and meets on a quarterly basis.

A report was brought to Overview and Scrutiny Committee in January 2023 giving an update on the progress the group had made on current strategic and operational challenges and priorities. These include:

- Financial performance
- In-cab technology
- Fleet procurement
- Trade waste
- Grass cutting

A Member of the Depot working group raised some concerns in relation to the land the council maintained on behalf of Gloucestershire County Council. The Waste Contracts Manager reassured the committee negotiations had taken place with GCC which would see a good outcome for everyone. Another Member congratulated Ubico and Tewkesbury Borough Council officers, for the service the waste and communication teams provided during the severe weather experienced in the winter.

A further update on the progress of the Depot Services working group is scheduled to be brought to the committee in April 2023.

## **Other areas of review**

### **Performance management**

#### **Quarterly reports**

The committee has an important role in scrutinising the delivery of actions within the Council Plan. To achieve this, it receives detailed information through a performance tracker document including key performance indicator data and a variety of financial reports.

The tracker provides a range of qualitative and quantitative information so the committee can clearly see the progression of actions, review missed target dates, monitor financial performance and, where appropriate, refer for a response or action from the Executive Committee. The document provides an excellent overview of what is going on across all aspects of the Council's business.

Given the breadth of the document, this generates a multitude of questions with further scrutiny where required, for example: review of planning performance and new set of performance indicators, additional scrutiny in the delivery of the commercial waste project and impact of the cost of living in relation to the leisure centre.

### **Housing and Homelessness Strategy 2022-26- action plan report 22 November 2022 and 7 March 2023.**

The Housing and Homelessness Strategy recognises how important it is for residents to access good quality housing and housing related services. Not only is housing important for the health and well-being of individuals and families, but it is an important part of building and maintaining strong communities and supporting the overall economic prosperity of the borough.

As part of their key role in monitoring the strategy, the committee were presented the progress made on the delivery of the strategy since it was approved in April 2022.



Members were informed that the strategy had been compiled prior to the Homes for Ukraine Scheme was introduced and also the impact of inflation, this resulted in the Housing team prioritising some actions over others e.g. improvements for tenants, for instance working with partners to secure better build standards with committed funds and changing tenure type from affordable rent to social rent.

The committee were pleased to hear the 'Empty Property Strategy' had been approved by Executive Committee. This had been raised as a key action by the committee during the development of the strategy. As part of its scrutiny, several questions were raised around the proposal to incentivise people to downsize, get the properties back to occupation, how people can notify the council of an empty property etc. A member welcomed the high-level report and particularly welcomed the work being done with regard to care leavers. The Housing Services team are leading the work on a new Care Leavers protocol on behalf of the districts housing teams across the county. This will be a key support to help young people transition from care to live independently.

## **Corporate Peer challenge- action plan report**

**7 June 2022 and 22 November 2022**

Following a very successful Corporate Peer Challenge in March 2020, the Local Government Association produced a report which contained a small number of recommendations. An action plan was approved by Council in December 2020 with delegated authority given to the Overview and Scrutiny Committee to monitor delivery of the plan. The committee has overseen the successful delivery of the plan and the action plan was unanimously closed off during the year.

## **Review of Development Services key performance indicators (KPI)**

**22 November 2022**

Following regular scrutiny of the council plan

performance tracker, the committee requested a report be presented, specifically in relation to the Development Services key performance indicators. Performance management is a key workstream of the wider Development Management improvement programme. The committee were keen to understand the performance framework in greater detail as outturn data had regularly reported performance as not achieving target.

The report provided details on the national performance criteria, the basis of calculation, target setting, comparative performance, current performance and quality of decision making. Members were appreciative of the report as it set the context of what is a challenging environment. Of particular note was a couple of amendments to the framework, namely: aligning the reporting of KPI data to the nationally recognised basket of indicators and the revision of target setting.

Whilst the council was performing above the national thresholds, improvement was still needed to become one of the high-performing planning authorities. The previous local targets set had not been reviewed to check they were appropriate for some time. This had led to the committee scrutinising continually missed targets which was very demotivating and demoralising for officers. To ensure there is a correct balance members agreed to have a stretch target over three years, which reflected the current situation and encouraged incremental improvement in performance.

The first performance report showing the revised KPIs was reported in quarter three Council Plan Performance Tracker in March 2023.

## **Carbon reduction action plan**

**12 July 2022**

The committee received an update on the progress achieved in delivering year two of the action plan. The plan was developed following the council's declaration of a climate emergency in October 2019. The committee considered the progress made to date, which included the appointment of a new Carbon Reduction Programme Officer (CRPO) role,

and the overwhelming success in delivering the new solar parking canopy. They were also reminded of the frustrations with the unsuccessful delivery of the replacement of the Council's heating system, as a result of an increase in the cost of materials. Despite this the project remains a key target in year three of the action plan if funding can be secured.

Members raised some broad questions around looking at the whole carbon footprint rather than just the end result, the feasibility of storing energy and the waste vehicle fleet and the evolving technology that is available e.g. using hydrogen or biofuel etc. These were all areas that the CRPO were looking at in the future. In addition, a member raised their concern of the reporting mechanism to gauge how much carbon footprint reduction has been achieved over a 10-year period to 2030. It was agreed by the Head of Finance and Asset Management more summary charts would be included in future reports.

## **Community Services Improvement Plan**

### **7 February 2023**

A review of Community Services led to the approval of an improvement plan setting out a range of actions aiming to become more customer-focussed and support more businesses within the borough. In February 2023, the committee received a report on the progress made on the improvement plan. The report identified the majority of the improvement plan had been implemented with the exception of two actions relating to the licensing service improvement and the Community Safety Partnership Plan (CSP). Members were fully aware of the progress and success of the Licensing review project through the performance tracker updates. Assurance was provided that the CSP would be in place by April 2023. A member had indicated some concerns around the member engagement of the previous CSP and hoped that this would be addressed through the Partnership. It was agreed the Lead Member for Community would sit on the CSP and a report be brought back to the Overview and Scrutiny Committee to scrutinise the activities of the CSP on an annual basis.

## **Update on local policing arrangements**

### **7 June 2022**

The committee have always taken an interest in local policing arrangements and community safety within the borough. The appointment of new Chief Inspector for the Tewkesbury Policing area provided the perfect opportunity to introduce themselves to Members. Members welcomed both the new Chief and the Chief Inspector for Cheltenham and Tewkesbury Policing. An overview of the police work within the Borough was given, including;

- Operation Vanguard Team- tackling complex drugs and burglary investigations.
- Operation Ardent- set up following the tragic death of a local resident, this operation focused on key support to the community.
- Anti-social behaviour- this was a major issue whilst also a priority for the Police and Crime Commissioners. This was a multi-agency approach to prevent, investigate and tackle such behaviour. A partnership approach through the 'Solace' project was providing an effective platform for this.

The committee was really appreciative of the time the officers had given up to attend and to answer the array of questions put forward. It was felt beneficial the Police come back to a future Overview and Scrutiny Committee to explore further relationships between the authority and community policing to identify where they could work better together. This has been added to the committee's work programme.

## **Commercial Waste review**

### **12 July 2022, 17 January 2023 and 7 February 2023**

Commercial waste review has been a project regularly scrutinised by the committee as delivery of the project had continually slipped timescales as reported through the corporate performance tracker. A project had been set up to transform the service and put it on a better financial footing.

Through the continued scrutiny of the committee, Members received three reports throughout the year

which discussed some of the achievements made such as completing the duty of care process, and carrying out a trial of a new service delivery model within one part of the borough. Despite this work, Members were still concerned they had yet to see a detailed project plan to give them assurance the project was on track.

A subsequent report was brought to committee in February 2023 with this information. The report also noted the deficit had increased as a result of external economic pressures. Members raised concerns if the project would ever achieve what it intended to and should the project be drawn to a close and the council withdraw from delivering the service. Officers were in general agreement provided certain legislative requirements were complied with. It was agreed these requirements would be clarified and a report taken to Executive Committee in March 2023 for a decision as to whether the project should continue.

### **Ubico annual performance report 2021/22**

**12 July 2022**

Ubico has been delivering our high-profile waste, recycling, grounds maintenance and street cleaning services since April 2015. These services have a direct impact on our communities and the Overview and Scrutiny Committee plays a key role in monitoring their performance to ensure services are delivered effectively and efficiently.

In July a detailed outturn report for 2021/22 was brought to the committee giving an update on performance of its finance and services, including health and safety throughout the year.

Following a range of questions from members on the information provided one of the discussions that took place was around the procurement of the vehicle fleet, Members asked if the new fleet would be looking at the carbon emissions and technology around this. The Head of Community Services confirmed that all options would be investigated as part of the procurement.

Overall, the report was positively received, and Members were pleased to hear Tewkesbury was the first contract to achieve 100% fleet compliance which

was a significant achievement and meant that the highest standard in terms of compliance has been achieved.

### **Workforce Development Strategy- annual review**

**12 July 2022**

As a council we value our employees and will support, praise, and invest in our workforce to develop our organisation. The five-year strategy endorses this by identifying how we will meet the current and future needs of our staff to ensure it has skilled people to deliver high quality services.

The Workforce Development Strategy was approved at Executive Committee on 3 April 2019, and it was agreed that the Overview and Scrutiny Committee would monitor it on an annual basis.

At its meeting in July 2022 the committee received a progress report on the 2021/22 action plan. The report highlighted achievements around workforce resilience, new systems and health and wellbeing. This was recognised in an excellent report and formal accreditation from Gloucestershire Healthy Workplaces. The committee also welcomed the council's commitment to apprenticeships.

The committee had discussions around the voluntary staff turnover which had seen an increase when compared to the previous year. The HR and Organisational Development Manager advised a plan was in place to address this which involves developing a recruitment management and retention strategy. A new key performance indicator has also been included in the quarterly performance report around this, for the committee to monitor regularly.

### **Have your say (4 C's) annual report**

**11 October 2022**

On an annual basis the committee have always received a complaints report detailing the level of complaints received by the council and the services areas they relate to. This year saw the first annual

report that included the new 'Have your say' approach which members were involved in last year. The 4 C's include- Compliments, Comments, Concerns and Complaints.

Understanding and responding to customer feedback forms an essential element of the council's customer care and helps indicate how well the council is performing. The report looks in detail at which areas are receiving the feedback and more specifically for complaints, how they are managed, and any lessons learned.

For 2021/22, the committee was informed the council responded to 97 formal complaints relating to council services. This was a decrease of 42 per cent since 2018/19. With 30 found to be justified and 36 partially justified. 15 complaints were escalated to stage two and eight complaints were investigated by the Local Government and Social Care Ombudsman.

Members questioned the 21 per cent reduction in the response time for complaints. Members were advised further training was planned to take place by the Corporate Director to help mitigate this.

The report was well received, and members were pleased to see the number of complaints had reduced when compared to previous years.

### **Police and Crime Panel Update, Gloucestershire Health Overview Scrutiny Committee and Gloucestershire Economic Growth Scrutiny Committee**

The committee would like to extend a big thank you to councillors David Gray, Jill Smith and John Murphy who represent the council on these outside bodies.

The committee receives regular updates around crime, health and economic matters and the impact these issues have on Gloucestershire and the borough. Being representatives of the council, our members can influence and act as an advocate for the council at a county-wide level.

Our representatives have done a fantastic job over the past 12 months. They have taken a wide range of questions from Overview and Scrutiny Committee

and, where necessary, reported back to the respective county groups any comments or areas of concern.

### **Looking forward**

Following the local elections in May 2023, the Council will be inducting a new Membership. A comprehensive induction programme has been put in place to ensure the running of the Council's democratic processes remains effective. This will include supporting the new Overview and Scrutiny Committee to ensure they continue to fulfil the objectives and terms of reference of the committee. The work programme of the committee for 2023/24 as it stands, remains comprehensive and covers a wide range of services and activities.

The committee will be at the forefront of ensuring our key strategies and policies are delivered effectively. This will include the finalisation of the council's Economic and Development and Tourism Strategy and the continued monitoring of other key strategies such as the Housing and Homelessness. The Council Plan also enters its final year, and the committee will continue to monitor and scrutinise all aspects of the council's overall performance.

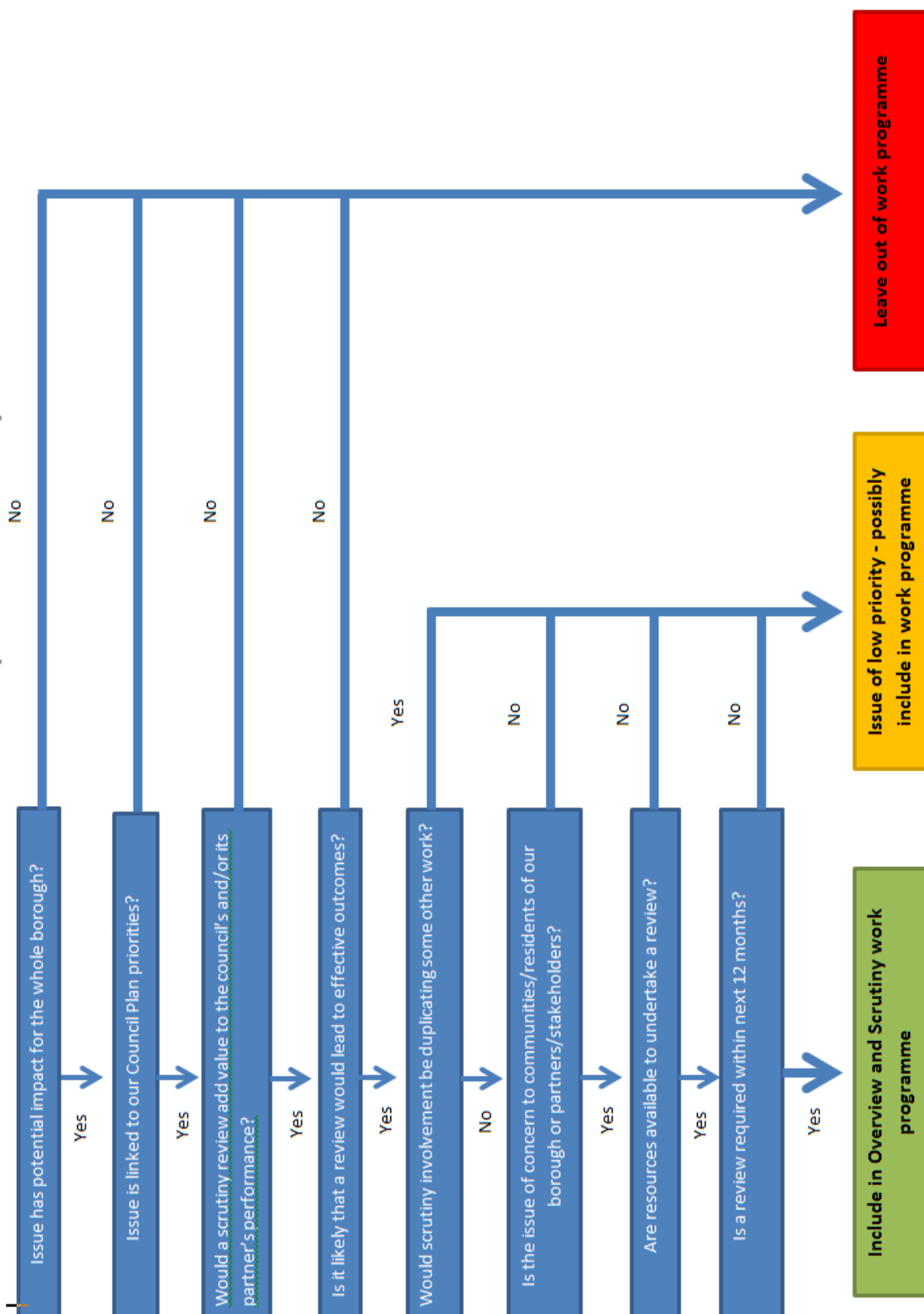
We look forward to receiving an update on the progression of the Community Safety Partnership. There are also two key service reviews underway within Development Management and Licensing. Both will be reported, albeit at a high-level, through the council plan performance tracker and we look forward to these reviews making a real difference to service delivery.

To ensure the committee maximises its value, we look forward to a number of task and finish working groups being set up when the need arises as well as focussed presentations from outside bodies. Working with officers, we will look to implement both these and other suggestions during the year. The committee looks forward to challenging its effectiveness and will be well supported at officer level, ensuring it continues to play an important role in helping deliver successful outcomes for both the council and its communities.

The Committee's draft work programme for the year 2023/2024 can be found in Appendix B. As always, the programme will be flexible so any new areas for review can be added when required.



Flowchart on how to select a potential scrutiny review



**DRAFT OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2023/24****REGULAR ITEMS:**

- **Executive Committee Forward Plan**
- **Overview and Scrutiny Committee Work Programme 2023/24 (to include the Action List Update on a quarterly basis – June, September, December and March meetings each year).**

<b>Committee Date: 13 June 2023</b>			
<b>Agenda Item</b>	<b>Overview of Agenda Item</b>	<b>Lead Officer</b>	<b>Has agenda item previously been deferred? Details and date of deferment required</b>
Council Plan Performance Tracker – Quarter Four 2022/23	To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee.	Head of Corporate Services	No.
Corporate Policies and Strategies	To consider the corporate policies and strategies and identify which will be reviewed by the Committee during 2023/24.	Head of Corporate Services	No.
Gloucestershire Health Overview and Scrutiny Committee Update	To receive an update from the Council's representative on matters considered at the last meeting (23 May 2023).	N/A	No.
Gloucestershire Economic Growth Scrutiny Committee Update	To receive an update from the Council's representative on matters considered at the last meeting (25 May 2023).	N/A	No.

<b>Committee Date: 11 July 2023</b>			
<b>Agenda Item</b>	<b>Overview of Agenda Item</b>	<b>Lead Officer</b>	<b>Has agenda item previously been deferred? Details and date of deferment required</b>
Financial Outturn Report 2022/23	To consider the financial outturn report for 2022/23 (if not included in the Council Plan Performance Tracker – Quarter Four 2022/23 report in June).	Head of Finance and Asset Management	No.
Annual Workforce Development Strategy Review	To consider progress made against delivery of the Workforce Development Strategy.	Head of Corporate Services	No
Ubico Report 2022/23	To consider the Ubico performance report for 2022/23.	Head of Community Services	No.
Review of Economic Development and Tourism Strategy	To consider the draft Economic Development and Tourism Strategy and to recommend to Executive Committee that it be approved.	Community and Economic Development Manager	Yes – deferred from January and February 2023 as further discussions required due to the importance of the document for the borough.
Gloucestershire Police and Crime Panel Update	To receive an update from the Council's representative on matters considered at the last meeting (7 July 2023).	N/A	No.
Gloucestershire Health Overview and Scrutiny Committee Update	To receive an update from the Council's representative on matters considered at the last meeting (11 July 2023).	N/A	No.

Committee Date: 12 September 2023			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Council Plan Performance Tracker– Quarter One 2023/24	To review and scrutinise the performance management and, where appropriate, to require response or action from the Executive Committee.	Head of Corporate Services	No.
Housing and Homelessness Strategy	To monitor delivery of the actions in relation to the Housing and Homelessness Strategy.	Head of Community Services	No.
Gloucestershire Police and Crime Panel Update	To receive an update from the Council's representative on matters considered at the last meeting (8 September 2023).	N/A	No.
Gloucestershire Economic Growth Scrutiny Committee Update	To receive an update from the Council's representative on matters considered at the last meeting (20 July 2023).	N/A	No.



Committee Date: 24 October 2023			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Places Leisure	To receive a presentation from Places Leisure on its recovery following the pandemic and cost of living situation. (Follow-up presentation after attendance at O&S on 11 October 2022).	Asset Manager	No.
Have Your Say (4Cs) Annual Update	To consider the annual update to provide assurance that complaints are managed effectively.	Head of Corporate Services	No.
Gloucestershire Health Overview and Scrutiny Committee Update	To receive an update from the Council's representative on matters considered at the last meeting (10 October 2023).	N/A	No.
Gloucestershire Economic Growth Scrutiny Committee Update	To receive an update from the Council's representative on matters considered at the last meeting (21 September 2023).	N/A	No

<b>Committee Date: 5 December 2023</b>			
<b>Agenda Item</b>	<b>Overview of Agenda Item</b>	<b>Lead Officer</b>	<b>Has agenda item previously been deferred? Details and date of deferment required</b>
Council Plan Performance Tracker – Quarter Two 2023/24	To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee.	Head of Corporate Services	No.
Depot Services Working Group Update	To consider the update on the work of the Depot Services Working Group (biannual).	Head of Community Services	No.
Gloucestershire Police and Crime Panel Update	To receive an update from the Council's representative on matters considered at the last meeting (3 November 2023).	N/A	No.
Gloucestershire Health Overview and Scrutiny Committee Update	To receive an update from the Council's representative on matters considered at the last meeting (28 November 2023).	N/A	No.
Gloucestershire Economic Growth Scrutiny Committee Update	To receive an update from the Council's representative on matters considered at the last meeting (30 November 2023).	N/A	No.

Committee Date: 16 January 2024			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Active Gloucestershire Report on the Progress of its 'We Can Move' Project	To consider the annual report on the progress of the project which the Council had agreed to fund for five years (2021/22-2025/26).	Community and Economic Development Manager	No.

Committee Date: 13 February 2024			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Council Plan Performance Tracker– Quarter Three 2023/24	To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee.	Head of Corporate Services.	No.

Committee Date: 26 March 2024			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Housing and Homelessness Strategy	To monitor delivery of the actions in relation to the Housing and Homelessness Strategy.	Head of Community Services	No.
Customer Care Strategy	To consider the progress made against the actions within the Customer Care Strategy during 2023/24 and to endorse the action plan for 2024/25.	Corporate Services Manager	No.
Depot Services Working Group Annual Report	To consider the progress made by the Working Group in 2023/24.	Head of Community Services	No.
Overview and Scrutiny Committee Work Programme 2024/25	To consider and approve the forthcoming Committee work programme	Head of Corporate Services	No.
Overview and Scrutiny Committee Annual Report 2023/24	To approve the annual report as required by the Council's Constitution to ensure that the activities of the Overview and Scrutiny Committee are promoted, both internally and publicly, to reinforce transparency and accountability in the democratic process.	Head of Corporate Services	No.



	<b>PENDING ITEMS</b>		
<b>Agenda Item</b>	<b>Overview of Agenda Item</b>	<b>Lead Officer</b>	<b>Date Item Added to Pending</b>
Community Safety Plan Monitoring Report	Annual report – programme in once Community Safety Plan has been agreed (expected April 2023).	Head of Community Services	February 2023
Scrutiny of Relationship between the Council and Community Policing	Follow-up from the update on local policing arrangements – as agreed at the O&S meeting on 7 June 2022. Mutually convenient time to be agreed with the Police once the new Chief Inspector has had time to settle into the post – (Agreed by Management Team in February 2023 this should be delayed until 2023/24 Work Programme)	Head of Community Services	7 June 2022
Community Safety/Aston Project Presentation	To evaluate whether it is delivering against its Terms of Reference – agreed at the O&S meeting on 7 June 2022	Head of Community Services	7 June 2022
Parking Strategy	To endorse the findings of the Parking Strategy Review and approve the draft strategy for public consultation / To consider the consultation responses and to recommend to the Executive Committee that the strategy be approved.	Head of Finance and Asset Management	Delayed from 7 June 2022 due to Officer resources (added to pending October 2022).
Police and Crime Commissioner Presentation	To receive a presentation from the Police and Crime Commissioner.	Head of Community Services	22 November 2022
Communications Strategy	To consider the progress made against the actions within the Communications Strategy during 2022/23 and to endorse the action plan for 2023/24 – deferred from 28 March 2023.	Corporate Services Manager	March 2023

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

