



**COTSWOLD**  
DISTRICT COUNCIL

**OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN  
1 NOVEMBER 2023 – 29 FEBRUARY 2024**

**Overview and Scrutiny Committee**

The Council currently operates the Strong Leader and Cabinet form of governance. The Council has appointed one Overview and Scrutiny Committee which has the power to investigate Cabinet decisions and any other matters relevant to the district and its people, making recommendations to the Council, Cabinet or any other Committee or Sub-Committee of the Council. Scrutiny has an important role in holding the Cabinet to account and in contributing to policy development. The Council has agreed an Executive Scrutiny Protocol to guide how Cabinet and the Overview and Scrutiny Committee will interact with each other.

The Overview and Scrutiny Committee operates a work plan which is agreed annually but provides for flexibility to enable the Committee to respond to emerging issues or priorities. The work plan will include a mix of Cabinet reports that have been selected for pre-decision scrutiny, and reports on other Council services, topics or issues which have been specifically commissioned by the Overview and Scrutiny Committee.

In setting and reviewing its work plan, Scrutiny will be mindful of the constraints of the organisation and will take advice from officers on prioritisation, which may be informed by the following considerations (TOPIC criteria):

**Timeliness:** Is it timely to consider this issue?

**Organisational priority:** Is it a Council priority?

**Public Interest:** Is it of significant public interest?

**Influence:** Can Scrutiny have meaningful influence?

**Cost:** Does it involve a high level of expenditure, income or savings?

**Call in**

The Overview and Scrutiny Committee will consider any “call-in” of a decision that has been made but not yet implemented. This enables the Committee to consider whether the decision made is appropriate given all relevant information (but not because it would have made a different decision). It may recommend that the Cabinet, a Portfolio Holder or the Council should reconsider the decision. (It should be noted that Cabinet does not have to change its decision following the recommendation of the Overview and Scrutiny Committee).

Item	Cabinet Member	Lead Officer
<b>Spotlight session - 21 November 2023</b>		
<p>Rail Ticket Offices</p> <p>Council on 20 September 2023 passed a Rail Ticket Offices motion and in doing so referred the issue to the Overview and Scrutiny Committee with the recommendation that representatives from Great Western Railway are invited to attend a Scrutiny Meeting at the earliest possible point to discuss future plans for ticket offices and staffing at local stations.</p>	<p>Leader of the Council - Cllr Joe Harris</p>	<p>Ana Prelici, Democratic Services Officer Ana.Prelici@cotswold.gov.uk</p>
<b>Tuesday 28 November 2023</b>		
<p>Proactive Delivery of Affordable Housing</p>	<p>Leader of the Council - Cllr Joe Harris</p>	<p>Charlie Jackson, Assistant Director - Planning and Sustainability charlie.jackson@publicagroup.uk</p>
<p>Q2 Performance Report</p>	<p>Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely</p>	<p>Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk</p>
<p>Q2 Financial Performance Report</p>	<p>Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely</p>	<p>David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk</p>
<p>Draft Cotswold Housing Strategy</p>	<p>Leader of the Council - Cllr Joe Harris</p>	<p>James Brain, Forward Planning Manager james.brain@cotswold.gov.uk</p>
<b>Monday 8 January 2024</b>		
<p>Corporate Plan 2024-2027</p>	<p>Leader of the Council - Cllr Joe Harris</p>	<p>Robert Weaver, Chief Executive robert.weaver@cotswold.gov.uk</p>
<p>Cotswold District Local Plan - Partial Update</p>	<p>Cabinet Member for Planning and</p>	<p>James Brain, Forward Planning Manager</p>

	Regulatory Services - Cllr Juliet Layton	james.brain@cotswold.gov.uk
2024/25 Budget Consultation Feedback Report	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Agile working and future tenancies at Trinity Road Council Offices	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Claire Locke, Assistant Director for Property and Regeneration Claire.Locke@publicagroup.uk
<b>Tuesday 30 January 2024</b>		
Review of Leisure and Cultural Services provision	Cabinet Member for Health, Leisure and Culture - Cllr Paul Hodgkinson	Scott Williams, Contracts Business Manager Scott.Williams@publicagroup.uk
2024/25 Budget – Fees and Charges Report	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
2024/25 Revenue Budget, Capital Programme and Medium-Term Financial Strategy Report	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Recommendations of Public Conveniences Working Group		Ana Prelici, Democratic Services Officer Ana.Prelici@cotswold.gov.uk
<b>Tuesday 27 February 2024</b>		
Climate and Ecological Emergency	Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown	Chris Crookall-Fallon, Head of Climate Action chris.crookall-fallon@cotswold.gov.uk
River Quality/Sewage	Cabinet Member for Communities and Public Safety - Cllr Lisa Spivey	Phil Shaw, Business Manager - Development Management phil.shaw@publicagroup.uk

Q3 Financial Performance Report 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Every	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Q3 Performance Report 2024	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
<b>Tuesday 2 April 2024</b>		
Community Safety Partnership	Cabinet Member for Communities and Public Safety - Cllr Lisa Spivey	Jacqueline Wright, Community Wellbeing Manager Jacqueline.Wright@Cotswold.gov.uk
Housing	Cabinet Member for Communities and Public Safety - Cllr Lisa Spivey	Assistant Director - Planning and Sustainability
Publica Business Plan	Leader of the Council - Cllr Joe Harris	Jan Britton, Managing Director - Publica jan.britton@publicagroup.uk
<b>Tuesday 7 May 2024</b>		