

Overview and Scrutiny Board Work Programme 2023/2024 – Draft Version 1

Approved on ??? - Updated 21/6/23 by Teresa Buckley

Timetable of Meetings

Date	Meeting	Issue	Outcomes and Objectives
5 July 2023	Board	Budget Monitoring Outturn 2022/2023 – 30 mins	To consider the Budget Monitoring Outturn Report and make recommendations to the Cabinet – Ian Rowswell/Malcolm Coe/Councillor Chris Lewis Report ‘to follow’
5 July 2023	Board	Internal Audit Review of Torbay Food and Music Festival Process Review – 40 mins	To review the background to the cancellation of the Torbay Food and Music Festival and the reasons behind the cancellation and what can be learned from this for future events – Malcolm Coe (on behalf of Alan Denby)/Lisa Tuck/Councillor Chris Lewis
5 July 2023	Board	Cost of Living Crisis Funding – 30 mins	To review the funding received and allocated from the Government to support the cost of living crisis and if this resulted in meeting the intended objectives – Malcolm Coe/Tara Harris/Councillor Chris Lewis/Councillor Tranter

Date	Meeting	Issue	Outcomes and Objectives
5 July 2023	Board	Operation of Overview and Scrutiny – 20 mins	To consider a report on the operation Overview and Scrutiny and how it will operate – Matt Fairclough-Kay/Teresa Buckley/Councillor Billings
5 July 2023	Board	Initial Overview and Scrutiny Work Programme 2023/2024 – 20 min	To approve the initial Work Programme for the Overview and Scrutiny Board and note the emerging Work Programmes for the Children and Young People’s Overview and Scrutiny Sub-Board and the Adult Social Care and Health Overview and Scrutiny Sub-Board – Teresa Buckley/Councillor Billings
8 August 2023	Spotlight Review/ Board	English Riviera Air Show	<p>To carry out a spotlight review on the English Riviera Air Show:</p> <ul style="list-style-type: none"> • how is the is it funded? • how does our spend and format on the Torbay Air Show compare to other air shows? • what should the English Riviera Air Show look like moving forward? • how will it be delivered in the future? <p>Lisa Tuck/Alan Denby/Councillor Chris Lewis</p> <p>(Note: Members of the Air Show Working Party to be invited plus the Business Forum, Torquay, Paignton, Brixham Chambers of Trade and Commerce, Brixham Town Council, English Riviera Business Improvement District ERTBID Company, Preston Community Partnership and Roundham with Hyde Community Partnership).</p>

Date	Meeting	Issue	Outcomes and Objectives
6 September 2023	Board	Levelling Up Bill and Regeneration Bill	To receive assurance on the preparedness of implementing the changes arising from the Levelling Up Bill and Regeneration Bills due to come into effect in the Autumn. To receive an update on the progress of implementing the Government Funding for the Town Centres and the deadlines for the grants. Alan Denby/David Edmondson/Councillor David Thomas
6 September 2023	Board	Community and Corporate Plan	To review the consultation draft Community and Corporate Plan and make recommendations to the Cabinet – Matt Fairclough-Kay/Councillor David Thomas
6 September 2023	Board	Budget Monitoring Q1	To consider the Budget Monitoring Report for Quarter 1 and make recommendations to the Cabinet – Ian Rowswell/Malcolm Coe/Councillor Tyerman
6 September 2023	Board	Draft Key Performance Indicators for the Special Educational Needs and Disabilities (SEND) Local Area Strategy	Review of draft Key Performance Indicators for the Special Educational Needs and Disabilities (SEND) Local Area Strategy – Nancy Meehan/Rachael Williams/Councillor Bye
6 September 2023	Board	Review of Capital Projects	To consider a report on the performance of the Council's capital projects and make recommendations to the Cabinet –Alan Denby/Councillor Tyerman

Date	Meeting	Issue	Outcomes and Objectives
			Note: commercial information relating to investments will be exempt and excluded from the press and public and discussed in private.
6 September 2023	Board	Review of Investments	<p>To consider a report on the performance of the Council's investments and make recommendations to the Cabinet – Malcolm Coe/Ian Rowsell/Councillor Tyerman</p> <p>Note: commercial information relating to investments will be exempt and excluded from the press and public and discussed in private.</p>
11 October 2023	Board	Annual Review of SWISCo	<p>To carry out an annual review of the operation of SWISCo and hear from the Chair and Managing Director and Council Lead Officer on the effectiveness of the delivery of this wholly owned company against its agreed business plan.</p> <p>– Matt Reeks/Alan Denby/Lisa Tuck/Councillor Chris Lewis</p>
11 October 2023	Board	Annual Review of TDA	<p>To carry out an annual review of the operation of TDA and hear from the Chair and Managing Director and Council Lead Officer on the effectiveness of the delivery of this wholly owned company against its agreed business plan – Liam Montgomery/Alan Denby/Lisa Tuck/Councillor Chris Lewis</p>
11 October 2023 (TBC)	Board	Place Discount Scheme for Residents and Review of Parking Fees for 2024/2025	<p>To consider the draft proposals for a place discount scheme for residents and to review proposed parking fees for 2024/2025 and make recommendations to the Cabinet – Lisa Tuck/Alan Denby/Councillor Chris Lewis</p>

Date	Meeting	Issue	Outcomes and Objectives
11 October 2023	Board	Review of Covid-19 Funding	To review the funding received for Covid-19 and how this was used and how it met the intended objectives – Malcolm Coe/Councillor Tyerman
8 November 2023	Board	Safer Communities Torbay Annual Review	<p>To monitor and review the effectiveness of the implementation and delivery of the agreed priorities for the Safer Communities Torbay. Lead Officers.</p> <p>To consider the positive and negative impact of operation Loki and the learning that can be taken forward for other operations.</p> <p>Tara Harris/Jo Williams/Dave Parsons, Vicki McGeough (Tara to identify other partners to attend) Cabinet Member – Councillor Tranter</p> <p>*Note O&S has a statutory responsibility to hold the Community Safety Partnership to account.</p>
8 November 2023	Board	Revised Torbay Climate Emergency Action Plan and Carbon Neutral Torbay Action Plan 2022-2024	To consider the revised Torbay Climate Emergency Action Plan and Carbon Neutral Torbay Action Plan 2022-2024 and make recommendations to the Cabinet – Jacqui Warren/David Edmondson/Alan Denby/Councillor David Thomas
13 December 2023	Board	Budget Monitoring Q2	To consider the Budget Monitoring Report for Quarter 2 and make recommendations to the Cabinet – Ian Rowswell/Malcolm Coe/Councillor Tyerman

Date	Meeting	Issue	Outcomes and Objectives
13 December 2023	Board	Performance Quarter 2	To review the Council's key performance indicators and make recommendations to the Cabinet – Matt Fairclough-Kay/Eve Bates/Councillor Tyerman
13 December 2023	Board	Review of Capital Projects	To consider a report on the performance of the Council's capital projects and make recommendations to the Cabinet – Alan Denby/Councillor Tyerman Note: commercial information relating to investments will be exempt and excluded from the press and public and discussed in private.
13 December 2023	Board	Review of Investments	To consider a report on the performance of the Council's investments and make recommendations to the Cabinet – Malcolm Coe/Ian Rowswell/Councillor Tyerman Note: commercial information relating to investments will be exempt and excluded from the press and public and discussed in private.
10 January 2024	Board	Review of Planning Service for the Future	To review the progress of the Planning Service Fit for the Future project – Anne-Marie Bond/Alan Denby/David Edmondson/Councillor David Thomas
7 February 2024	Board	Priorities and Resources 2024/2025	To agree the final report of the Priorities and Resources – Teresa Buckley/Councillor Billings.
13 March 2024	Board	Budget Monitoring Q3	To consider the Budget Monitoring Report for Quarter 3 and make recommendations to the Cabinet – Ian Rowswell/Malcolm Coe/Councillor Tyerman

Date	Meeting	Issue	Outcomes and Objectives
13 March 2024	Board	Performance Quarter 3	To review the Council's key performance indicators and make recommendations to the Cabinet – Matt Fairclough-Kay/Eve Bates/Councillor Tyerman
13 March 2024	Board	Review of Capital Projects	To consider a report on the performance of the Council's capital projects and make recommendations to the Cabinet – Alan Denby/ /Councillor Tyerman Note: commercial information relating to investments will be exempt and excluded from the press and public and discussed in private.
13 March 2024	Board	Review of Investments	To consider a report on the performance of the Council's investments and make recommendations to the Cabinet – Malcolm Coe/Ian Rowswell/Councillor Tyerman Note: commercial information relating to investments will be exempt and excluded from the press and public and discussed in private.
10 April 2024	Board		
8 May 2024	Board	Annual Review of Key Performance Indicators for the Special Educational Needs and Disabilities (SEND) Local Area Strategy	Annual Review of Key Performance Indicators for the Special Educational Needs and Disabilities (SEND) Local Area Strategy – Nancy Meehan/Rachael Williams/Councillor Bye

Other issues to be considered:

Topic	Actions required by Board Members
<p>January/February 2024 Priority and Resources 2024/2025</p> <p>P&R 1 = Adults and Community Services and Public Health (to include an introduction to the budget proposals) – (date tbc)</p> <p>P&R 2 = Place – (date tbc)</p> <p>P&R 3 = Children’s, Chief Executive, Finance and Corporate – (date tbc)</p> <p>P&R 4 = Private meeting for conclusions/recommendations to Board – (date tbc)</p> <p>O&B = 7 February 2024</p>	<ul style="list-style-type: none">• Cabinet – Draft budget for 6 week consultation Cabinet starting on• To review the budget via Priorities and Resources meetings. <p>To be updated once the budget timetable is agreed for 2024/2025</p>
<p>Review of tourism and leisure offer</p>	<p>To undertake a review of the current tourism and leisure offer to include:</p> <ul style="list-style-type: none">• learning from the music festival• criteria for holding and funding events• how success of events is measured and evaluated• are Torbay’s assets (e.g. Geopark and Torre Abbey) being maximised for our tourism and leisure offer <p>Lisa Tuck/Alan Denby/Councillor Chris Lewis</p>

Topic	Actions required by Board Members
Review of Land Supply and Affordable Housing	To undertake a review of land supply for housing purposes and review the progress in delivering affordable housing in Torbay in accordance with the Council's Housing Strategy – Alan Denby/Jo Williams/Tracy John/Councillor David Thomas
Review of Place Infrastructure	To review the infrastructure within Torbay for water, sewage and other utilities – the detailed scope of this review to be developed with the Director of Place.
Review on how the Council is meeting the needs of the LGBTQ= Community	To explore how council (and potentially health/adult services/children's services) are meeting the needs or not of the LGBTQ+ community. It is proposed that this is scoped towards the end of the year to coincide with LGBTQ+ week in June.