



## RUSHMOOR BOROUGH COUNCIL

# OVERVIEW AND SCRUTINY COMMITTEE

*at the Council Offices, Farnborough on  
Thursday, 21st July, 2022 at 7.00 pm*

**To:**

Cllr M.D. Smith (Chairman)  
Cllr Mrs. D.B. Bedford (Vice-Chairman)  
Cllr K. Dibble (Vice-Chairman)

Cllr A. Adeola  
Cllr Gaynor Austin  
Cllr L. Jeffers  
Cllr Prabesh KC  
Cllr Mara Makunura  
Cllr Marina Munro  
Cllr Sophie Porter  
Cllr S. Trussler

**Standing Deputy**

Cllr Jib Belbase  
Cllr Nadia Martin

Enquiries regarding this agenda should be referred to the Administrator, Adele Taylor, Democracy and Community, Tel. (01252) 398831, Email. [adele.taylor@rushmoor.gov.uk](mailto:adele.taylor@rushmoor.gov.uk).

# **A G E N D A**

1. **MINUTES OF THE PREVIOUS MEETING – (Pages 1 - 6)**

To confirm the Minutes of the Meeting held on 16th June, 2022 (copy attached).

2. **CABINET CHAMPION - ROLES AND RESPONSIBILITIES 2022/23 –**

Following the Armed Forces and Climate Action Cabinet Champions presentations in at the meeting in June, 2022, Cllr Mara Makunura, the Equalities and Diversity Champion, will explain the priorities for her role for the 2022/23 Municipal Year.

3. **CORPORATE CUSTOMER CONTACT INDICATORS –**

Following a discussion at the progress Group, to consider the current customer contact data in relation to calls to customer services, walk in arrangements and demands through other access channels.

4. **WORK PLAN – (Pages 7 - 14)**

To consider the Work Plan for the 2022/23 Municipal Year (copy attached).

## **MEETING REPRESENTATION**

Members of the public may ask to speak at the meeting on any of the items on the agenda by writing to the Committee Administrator at the Council Offices, Farnborough by 5.00 pm two working days prior to the meeting.

Applications for items to be considered for the next meeting must be received in writing to the Committee Administrator fifteen working days prior to the meeting.

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# OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Thursday, 16th June, 2022 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr M.D. Smith (Chairman)

Cllr Gaynor Austin  
Cllr Mrs. D.B. Bedford  
Cllr K. Dibble  
Cllr L. Jeffers  
Cllr Sophie Porter  
Cllr A. Adeola  
Cllr Prabesh KC  
Cllr Marina Munro  
Cllr S. Trussler

An apology for absence was submitted on behalf of Cllr Mara Makunura

## 1. APPOINTMENT OF VICE-CHAIRMEN

**RESOLVED:** That Cllrs. Mrs D.B. Bedford and K. Dibble be appointed as Vice-Chairmen of the Committee for the 2022/23 Municipal Year.

## 2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7th April, 2022 were agreed as a correct record.

## 3. APPOINTMENTS 2022/23

**RESOLVED:** That the following Members be appointed to serve on the following Groups for the 2022/23 Municipal Year:

### Overview and Scrutiny Progress Group

Chairman	Cllr M.D. Smith
Vice-Chairmen	Cllr Mrs D.B. Bedford Cllr K. Dibble
Conservative Group	Cllr S. Trussler
Labour Group	Cllr Gaynor Austin

### Council Tax Support Task and Finish Group

Chairman	Cllr M.D. Smith
Vice-Chairman	Cllr Mrs D.B. Bedford

Conservative Group	Cllr L. Jeffers Cllr S. Trussler
Labour Group	Cllr Christine Guinness Cllr M.J. Roberts

### **Educational Improvement Task and Finish Group**

Chairman	Cllr M.D. Smith
Vice-Chairmen	Cllr Mrs D.B. Bedford
Conservative Group	Cllr P.J. Cullum Cllr Mara Makunura
Labour Group	Cllr Gaynor Austin Cllr Jules Crossley

### **Review of Registered Providers Task and Finish Group**

Chairman	Cllr M.D. Smith
Vice-Chairman	Cllr Mrs D.B. Bedford
Conservative Group	Cllr P.I.C Crerar Cllr Nem Thapa
Labour Group	Cllr K. Dibble Cllr Sophie Porter

#### **4. CABINET CHAMPIONS - ROLE AND PRIORITIES 2022/23**

The Committee welcomed Cllrs S.J Masterson and Nem Thapa, who had been appointed as Climate Action and Armed Forces Champions for the 2022/23 Municipal Year. Following a request at the last meeting of the Committee, the Champions were in attendance to provide an overview of their priorities for the year.

It was noted that as Cllr Mara Makunura, Cabinet Champion for Equalities was currently on leave the overview for her Champion role would be carried over to the next meeting on 21st July, 2022.

##### **1) Climate Action Champion**

Cllr Masterson advised on the purpose and role of the Climate Action Champion. The Purpose had been to support the Council's work to drive forward action to meet the aim to ensure the Council was carbon neutral by 2030 and that the Borough was more sustainable.

The role of the Champion would be to:

- Support development of the Climate Change Action Plan and actively monitor the Council's Carbon footprint
- Understand the impacts of and exploit opportunities to tackle climate change
- Support events aimed at addressing climate change

- Chair the Climate Change Working Group and report back to the Cabinet on projects/activities

The Priorities areas for 2022/23 included:

- Support development of EV infrastructure and promote use of electric vehicles
- Raise awareness to reduce and support the development of a range of targets and performance indicators for the reduction of carbon emissions
- Reduce car use to promote fuel efficient driving
- Develop the re-provision of Rushmoor In Bloom to focus on more on planting suitable to a changing climate and gardening for wildlife

Cllr Masterson advises that he had liaised with the Shadow Climate Action Champion, Cllr Jules Crossley and that they had broadly been in agreement on the priorities identified. Cllr Masterson believed the issue to be of great importance and pledged to raise the profile through improved communications and engagement with residents. However, he considered it to be important to be realistic and not over promise and under deliver.

The Committee discussed the priorities and it was noted that the focus of the work carried out would primarily be internal, however, engagement with outside organisations, such as Hampshire County Council (HCC) and their 2050 Project would be important.

In response to a query on measuring the achievements made during the 2022/23 period, it was noted that the Champions would attend the April 2023 meeting to report on their year and it was also advised that regular briefing notes could be provided throughout the year on progress.

## 2) Armed Forces Champion

Cllr Thapa advised on the purpose and role of the Armed Forces Champion. The purpose had been to promote the objectives of the Armed Forces Covenant on behalf of the Council through local action and by building connections between military and civilian communities.

The role of the Champion would be to:

- Ensure Council services reflect the principles of the Armed Forces and Military Covenants
- Be a conduit for the military community seeking assistance from the Council and act as a signpost/interface to other organisations
- Raise awareness of the role of the Champion and the objectives of the Covenant
- Establish effective lines of communication between military organisations and the Council
- Support events held by the military community

- Report back regularly to the Council/Cabinet on plans, projects and activities

The Priorities areas for 2022/23 included:

- Work with the Garrison Commander and officers to establish new covenant partnership arrangements
- Contribute to joint military/civilian events, such as CESSCA Café and the Health Fair, and actively support them to encourage community cohesion/integration
- Work with veteran hubs to encourage attendance/participation from veterans with a view to supporting other projects such as the Repair Café and Men's Shed
- Contribute towards the review of the Future Accommodation Model in Aldershot and ensure arrangements work effectively
- Work with service families and supporting organisations to encourage engagement with local health and wellbeing services

Cllr Thapa advised on a number of events he had already been involved with, these included the Health Fair, Gurkha Veterans' Hub, Armed Forces Week and the Falklands 40 flag raising.

The Committee discussed the priorities and noted that engagement with the Shadow Armed Forces Champion, Cllr Nadia Martin had commenced. Cllr Thapa advised that he hoped to connect, through the Garrison Commander, with other veterans and groups to aid integration into the community and would work hard to help signpost those in need.

In response to a query regarding the Gold Employers Recognition Scheme (ERS), it was noted that the Silver ERS had been achieved by the Council, this award encouraged employers to support defence and inspire other organisations to do the same. The scheme encompassed bronze, silver and gold awards for employer organisations that pledged, demonstrated or advocated support to defence and the armed forces community, and aligned their values with the Armed Forces Covenant. It was noted that there was a big difference and a lot of work involved in achieving the Gold ERS, compared to the Silver ERS award and this would need to be considered against the Council's other priorities.

It was agreed that Cllr Thapa would be invited to the April meeting of the Committee to report on his year.

The Chairman thanked Cllrs Masterson and Thapa for their reports.

## 5. **COUNCIL BUSINESS PLAN - PERFORMANCE MONITORING**

The Committee welcomed Rachel Barker, Assistant Chief Executive, who was in attendance at the meeting to report on the Council's Performance Management and Monitoring for 2021/22.

Ms Barker provided an overview of what performance management meant to the Council, why it was important and what made for successful performance management and monitoring. The Council's Performance Monitoring incorporated the content of the Council Plan and the underpinning Service Business Plans. It was noted that Risk Management was increasingly becoming embedded in the Council's performance monitoring process and it was advised that the framework also allowed for check and challenge processes and data quality checks before sign off.

The Committee reviewed how the quarterly reporting had been presented. There were two annexes, annex A provided data on the Council Plan's priorities which had been rated with a Red Amber Green (RAG) rating and annex B provided more detailed monitoring on the underpinning Service Business Plans' priorities. It was important to ensure that the monitoring was effective and linked closely with any financial monitoring. The Committee noted that the team would continue to work on the effectiveness of the performance monitoring and it was thought that the system used currently would continue to be used in 2022/23.

The Committee noted that the Council had approved the 2022-25 Council Business Plan in February, 2022. The Plan had been more focussed and had fewer priorities and key activities. It was advised that each quarter, a single report combining detail on progress, the process against key indicators and measures and a quarterly Risk Management update would be provided and at the end of the year an annual report would be produced.

Ms Barker advised on new developments for 2022/23, included had been the monitoring of key strategies and plans that were not included in the Council Plan that services worked towards delivering on a day to day basis, this would help to keep track of strategy development throughout the year.

The Committee discussed the presentation and raised a number of different issues, these included the Aldershot Town Centre regeneration project and its amber status, the impact of the global economy on the risk register, run rates and dashboard information for at a glance information and live data on projects. It was suggested that the issues around performance Monitoring could be picked up at the Progress Group meeting.

The Chairman thanked Ms Barker for her presentation.

## 6. **WORK PLAN**

The current Work Plan was **NOTED**.

Members were advised that any items they would like considered by the Committee should be fed into the Progress Group via the Committee's Lead Officer or Administrator or through Groups Members.

It was requested that an item be brought forward on the Farnborough Airport and this would be considered further at the Progress Group.

The meeting closed at 8.52 pm.

CLLR M.D. SMITH (CHAIRMAN)

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# OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN

The purpose of the work plan is to plan, manage and co-ordinate the ongoing activity and progress of the Council's Overview and Scrutiny Committee. It will be updated regularly and presented to each meeting of the Committee. It will include issues that are currently being actioned as well as those that will be subject to future work.

The Committees Terms of Reference are as follows:

- to perform all overview and scrutiny functions on behalf of the Council;
- to appoint such formal sub-committees and informal task and finish groups as it considers necessary to assist it in discharging its functions;
- to prepare and approve the overview and scrutiny work programme so as to ensure that the Committee's time is effectively and efficiently utilised;
- to undertake investigations into such matters relating to the Council's functions and powers as:
  - (1) may be referred by the Council, Committees, the Cabinet, or the Leader; or
  - (2) the Committee may consider appropriate; or
  - (3) have been referred to the Committee pursuant to the "call-in" procedure set out in the Overview and Scrutiny Procedure Rules in Part 4 of this Constitution. (These can be decisions taken by the Cabinet, a Cabinet Member, key decisions taken by an officer or under joint arrangements).
- to monitor and review the performance of the Council and services against relevant performance indicators and adopted plans;

- to review and/or scrutinise decisions proposed to be made (pre-decision scrutiny) or actions taken in connection with the discharge of any of the Council's functions;
- to review existing policy and strategy with a view to securing continuous improvement in the way in which the Council's functions are exercised, having regard to a combination of economy, efficiency and effectiveness;
- to make reports and/or recommendations to the full Council and/or the Cabinet in connection with the discharge of any functions;
- to review and/or scrutinise any matter affecting the area or its inhabitants;
- to discuss initiatives put forward for consideration by individual members of the Committee and any relevant 'call-for-action' in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution; and
- to consider petitions referred to the Overview and Scrutiny Committee in accordance with provisions set out in the Petition Scheme set out in Part 4 of this Constitution.

**(A) ISSUES CURRENTLY BEING PROGRESSED BY THE OVERVIEW AND SCRUTINY COMMITTEE TASK AND FINISH GROUPS**

<b>ISSUE (PURPOSE OF REVIEW)</b>	<b>TASK AND FINISH GROUP (MEMBERSHIP 2022/23)</b>	<b>TIMETABLE</b>	<b>CURRENT WORK</b>	<b>STATUS</b>
To monitor the performance and activities of Registered Providers working in the Borough.	Task and Finish Group established consisting of: Cllrs Diane Bedford, Peter Crerar, Mike Smith, Nem Thapa, Keith Dibble and Sophie Porter.	2022/23		
To review the Council Tax Support Scheme	Council Tax Support Task and Finish Group established, consisting of: Cllrs Diane Bedford, Lee Jeffers, Mike Smith, Stuart Trussler, Christine Guinness and Mike Roberts.	2022/23	For the year the Group will also be looking at cost of living issues following the motion presented to the council in April, 2022.	
Educational Improvement	A Task and Finish Group has been set up	2022/23		

Last Updated 07/07/2022

<b>ISSUE (PURPOSE OF REVIEW)</b>	<b>TASK AND FINISH GROUP (MEMBERSHIP 2022/23)</b>	<b>TIMETABLE</b>	<b>CURRENT WORK</b>	<b>STATUS</b>
	consisting of: Cllrs Diane Bedford, Peter Cullum, Mara Makunura, Mike Smith, Gaynor Austin and Jules Crossley.			

**(B) OTHER ISSUES CURRENTLY BEING PROGRESSED BY THE OVERVIEW AND SCRUTINY COMMITTEE**

<b>ISSUE</b>	<b>TIMETABLE</b>	<b>CURRENT WORK</b>	<b>STATUS</b>
Safer North Hampshire and Policing Matters	2022/23	A further review will be undertaken in 2022/23	
Food Waste Service – Communications and Education Plan	2022/23	An update briefing note will be circulated in Spring/Summer 2022.	
Supporting Communities	2022/23	An update on the Strategy and Action Plan would be provided in December 2022	
Primary Care Networks	2022/23	The PCNs would be invited back to a future meeting.	
Cabinet Champions	2022/23	A review of the Role and Priorities of the Cabinet Champions was undertaken at the meetings in June and July, 2022. The champions would be invited back to the committee in March 2023 to report back on their progress during the year.	

## OVERVIEW AND SCRUTINY COMMITTEE

### WORKFLOW – June 2022- March 2023

DATE	ITEMS
16th June 2022	<ul style="list-style-type: none"> <li>• Cabinet Champions (Climate Action &amp; Armed Forces)</li> <li>• Performance Monitoring</li> </ul>
21 <sup>st</sup> July 2022	<ul style="list-style-type: none"> <li>• Cabinet Champion (Equalities)</li> <li>• Corporate Customer Contact Indicators</li> </ul>
15 <sup>th</sup> September 2022	<ul style="list-style-type: none"> <li>• Community Safety/Police</li> <li>• Farnborough Airport</li> </ul>
20 <sup>th</sup> October 2022	<ul style="list-style-type: none"> <li>•</li> </ul>
1 <sup>st</sup> December 2022	<ul style="list-style-type: none"> <li>• <i>Supporting Communities Strategy and Action Plan – update</i></li> </ul>
9 <sup>th</sup> February 2023	<ul style="list-style-type: none"> <li>•</li> </ul>
30 <sup>th</sup> March 2023	<ul style="list-style-type: none"> <li>•</li> </ul>
Potential Future Items for Committee	<ul style="list-style-type: none"> <li>• <i>Property Services – Autumn 2022?</i></li> <li>• <i>Regeneration</i></li> <li>• <i>Business Plan</i></li> <li>• <i>Car Boots</i></li> <li>• <i>Asset Review/Property Investment</i></li> <li>• <i>Waste and Recycling</i></li> <li>• <i>Charitable Support</i></li> </ul>

## OVERVIEW AND SCRUTINY COMMITTEE

### Progress Meetings 2022/23

(Circulate the Cabinet Forward Plan, the Committee Work Plan and notes of the previous Committee meeting to each meeting of the Progress Group)

DATE	ITEM	NOTES
11 July 2022		
3 August 2022		
29 September 2022		
3 November 2022		
2 March 2023		
Items for Future Progress Meetings		

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