



## RUSHMOOR BOROUGH COUNCIL

### OVERVIEW AND SCRUTINY COMMITTEE

*at the Council Offices, Farnborough on  
Thursday, 13th December, 2018 at 7.00 pm*

**To:**

Cllr M.D. Smith (Chairman)  
Cllr Mrs. D.B. Bedford (Vice-Chairman)  
Cllr J.B. Canty (Vice-Chairman)

Cllr T.D. Bridgeman  
Cllr M.S. Choudhary  
Cllr R.M. Cooper  
Cllr K. Dibble  
Cllr Veronica Graham-Green  
Cllr B. Jones  
Cllr Nadia Martin  
Cllr B.A. Thomas

Enquiries regarding this agenda should be referred to the Administrator, Adele Taylor, Democratic and Customer Services, 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 - 4)**

To confirm the Minutes of the Meeting held on 1st November, 2018 (copy attached).

2. **TRAVELLER INCURSIONS - ARRANGEMENTS –**

Mr. Colin Alborough and Helen Payne have been invited to the meeting to report on arrangements and answers Members questions regarding incursions by travellers.

3. **PERFORMANCE MONITORING QUARTER 2 2018/19 – (Pages 5 - 20)**

To receive a report on the Council's performance for Quarter 2 (July-September, 2018). At the progress meeting, a number of areas of focus were identified for more detailed consideration. These were:

- General Data Protection Regulations
- Freedom of Information

It is intended that further information will be available for the meeting. The quarterly monitoring report can be found [here](#) and the Cabinet Report from the meeting of Cabinet on 13th November, 2018 is attached.

4. **WORK PLAN – (Pages 21 - 32)**

To review the current work plan (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 three 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.

-----

# OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Thursday, 1st November, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr M.D. Smith (Chairman)  
Cllr Mrs. D.B. Bedford (Vice-Chairman)  
Cllr J.B. Canty (Vice-Chairman)

Cllr T.D. Bridgeman  
Cllr M.S. Choudhary  
Cllr R.M. Cooper  
Cllr K. Dibble  
Cllr Veronica Graham-Green  
Cllr Nadia Martin  
Cllr B.A. Thomas

Apologies for absence were submitted on behalf of Cllr B. Jones

## **14. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 13th September, 2018 were agreed as a correct record.

## **15. INVESTMENT IN COMMERCIAL PROPERTY**

The Committee considered the Executive Directors Report No. ED1807, which set out the background to the Council's current position relating to commercial property and identified the way forward.

The Council's Executive Head of Regeneration and Property, Mr. Paul Brooks attended the meeting. Mr. Brooks explained that his team were currently looking in more detail at the processes used to invest in commercial property and requested that more time was allowed to gather the information requested by the Committee.

It was **AGREED** that detailed consideration of this item would be deferred to the meeting of the Committee on 31st January, 2019.

## **16. EDUCATIONAL ATTAINMENT**

The Committee received a presentation by Mr. Andrew Colver, Head of Democracy, Strategy and Partnerships, providing an update on education and skills in Rushmoor and the recent Key Stage 2 (KS2) and Key Stage 4 (KS4) results.

The presentation, highlighted educational levels of the working age population, Ofsted reports and the KS2 and KS4 results. The schools "requiring improvement",

according to Ofsted, were noted. It was advised that during 2017, the progress of pupils in some schools, at KS2, was below the national average in reading, writing and maths. However, 67% of schools had results above the England average in 2017 and 72% in 2016, the 2018 results were due in December, 2018.

It was explained that the KS4 GCSE results had shown that three secondary schools (Fernhill, Alderwood and Cove) were performing “below” or “well below” the average and only Wavell had an “average” score in the Progress 8 results. Wavell was also performing at the same level or slightly above the Hampshire and England averages for Attainment 8. In respect of the English and Maths GCSE grades 4/5, Wavell was the only secondary school in the Borough performing above the Hampshire and England averages. The Committee was also advised of the number of young people being entered for the English Baccalaureate, the numbers entering had varied over the past three years, but Wavell remained consistent with the number of pupils being entered. The results for 2017/18 showed that Wavell scored higher than the Hampshire and England averages. The 2017/18 provisional GCSE results showed that Wavell had scored “average” or “above average” in all areas. However, Cove, Fernhill and Alderwood were a cause for concern, scoring “below average” or “well below average”. It was noted that Cove and Fernhill had, in the past, had difficulty maintaining staff; this situation appeared to have been resolved recently and most available positions had been filled by full time teaching staff. It was hoped that this positive change would translate into wider improvements going forward.

The Committee noted that Hampshire County Council (HCC), being the education authority, was striving to make improvements within the schools in the Rushmoor area. The Council was also involved in a range of initiatives, which had been introduced to support the secondary schools: these included mock interviews, careers days/events, mental health support and years 10 and 11 work placements. The Council was also working with students at the Farnborough College of Technology on a shadowing programme with Elected Members. It was reported that the Leader of the Council and the Cabinet had held meetings with headteachers and would continue to discuss issues, provide support and liaise with HCC to seek to address the challenges.

The Committee was asked to consider the issues raised and whether educational attainment issue could be taken forward as a project.

The Committee discussed the presentation and concerns were raised regarding the high turnover of staff in some schools and the support provided to those teachers in post. The number of children with special educational needs was also raised as an issue as were concerns around the effects of deprivation and lack of support from parents. It was recognised that the Council’s role in this was limited but it was felt that it should be prioritised for further consideration.

The Committee **AGREED** that the way forward would be discussed further at a meeting of the Progress Group with a view to developing a project.

17. **NORTH HAMPSHIRE COMMUNITY SAFETY PARTNERSHIP - UPDATE FROM SCRUTINY COMMITTEE**

The Vice-Chairman (Cllr Jonathan Canty) updated the Committee on a recent meeting of the North East Hampshire Community Safety Partnership, which he had attended as the Council's representative. It was noted that the primary focus of the Partnership's work was on strategic assessment and performance.

Cllr Canty advised that there were gaps in the data being provided. The Police and Crime Commissioner's office had introduced a new data package, which was hoped would improve the way in which the data was captured.

The Strategic Assessment highlighted current trends. It was noted that, overall, the crime rate had risen in North East Hampshire and this was attributed to the way in which crimes were recorded. For example, in recent times there had been an increase in reports of historic sexual offences, which had skewed the figures. The two main areas for concern in the local area were anti-social behaviour and domestic violence related crimes. A number of recommendations had been made at the meeting, in particular:

- To develop the work around vulnerability with a focus on complex issues
- To consider the rolling out the Public Spaces Protection Orders (PSPO's) across Hampshire.
- To pilot the "Making Every Adult Matter" initiative in Basingstoke, with the aim to roll it out across the county.

The Chairman thanked Cllr Canty for his update and it was **AGREED** that the issues would be considered in more detail at a future meeting of the Progress Group.

18. **WORK PLAN**

The Committee noted the current work programme.

The meeting closed at 8.07 pm.

CLLR M.D. SMITH (CHAIRMAN)

-----

This page is intentionally left blank

CABINET

COUNCILLOR GARETH LYON  
CORPORATE AND DEMOCRATIC  
SERVICES PORTFOLIO HOLDER  
REPORT NO. ELT1804

13 November, 2018

KEY DECISION? NO

**COUNCIL PLAN**  
**QUARTERLY UPDATE ON KEY ACTIONS JULY – SEPTEMBER 2018/19**

**SUMMARY AND RECOMMENDATIONS:**

This paper sets out the Council Plan performance information for the second quarter of 2018/19, building on the four priorities and 34 key actions identified by Cabinet.

The Cabinet is asked to note the progress made towards delivering the Council Plan 2018/19.

**1. Introduction**

- 1.1 This paper sets out performance monitoring information for the key actions in the Council Plan for the first six months of 2018/19.

**2. Detail**

- 2.1 The Council Plan is based around the Council's stated purpose - **Rushmoor Borough Council, working with others to improve the quality of people's lives**. This purpose is supported by four priorities.



- 2.2 The four priorities are to be delivered through 34 key actions as set out below. For each action we have identified which role(s) Rushmoor may undertake, the key to this is : **F** = Facilitate, **E** = Enable, **D** = Deliver

### **Sustaining a thriving economy and boosting local business**

- Set up new partnership and company arrangements to enable regeneration and the development of private rented and affordable housing on Council owned land **(D)**
- Finalise and consult on a development scheme for the Union Street East Scheme in Aldershot and agree proposals for other sites to support regeneration of Aldershot **(F,E,D)**
- Produce a retail plan for Aldershot town centre **(D)**
- Finalise and consult on the Masterplan for the Civic Quarter area of Farnborough town centre. Agree the approach for moving forward each site in the Masterplan **(F,E,D)**
- Support HCC to implement the Farnborough Transport Package **(E)**
- Submit the Local Plan to Government and prepare for its examination **(D)**
- Work with schools, local FE providers, the County Council and employers to improve skills, raise aspirations and increase educational attainment **(F)**
- With partners start developing a centre of excellence for aerospace built on the Farnborough brand **(F)**
- Exploit the economic and social benefits of the Farnborough Air show 2018 and the new conference centre. **(E)**
- Develop a more strategic and proactive approach to economic development, building on the Borough's assets and offer to investors **(F,E,D)**

### **Supporting and empowering our Communities and meeting local needs**

- Continue to address the rough sleeping and street drinking issues in our town centres through enforcement, deterrent and prevention **(F,E,D)**
- With partners reshape the Rushmoor Strategic Partnership to focus on fewer, more strategic issues that deliver outcomes through shared leadership **(F,E,D)**
- Use Council and community led events and other initiatives to foster civic pride and increase engagement **(F,E,D)**
- Determine a clearer focus on what the Council and partners are doing to tackle pockets of significant deprivation in parts of the Borough **(F,E,D)**
- Generate and support targeted employment and skills opportunities to improve outcomes for residents **(F,E,D)**
- Take tangible steps to address the loss of temporary accommodation in 2021 and the current shortage of social housing **(F,E,D)**
- Continue the Council's review of grants and support and work with affected voluntary sector organisations to become more sustainable **(F,E,D)**
- Agree future shape of the CCTV service and procure new cameras and maintenance and supply contracts **(D)**
- Support the CCG to open a facility in west Farnborough **(E,D)**
- Enable decisions to be made as close to customers and communities as possible **(F,E,D)**



## A cleaner, greener and more cultural Rushmoor

- Work with Serco to increase recycling rates **(F,E,D)**
- Complete and open the new depot **(D)**
- Commence new leisure contract procurement **(D)**
- Develop options for a new leisure centre in Farnborough as part of the Civic Quarter Development **(D)**
- Build the new pavilions and changing rooms at Ivy Road and Moor Road recreation grounds **(D)**
- Develop the management plan for delivering the new natural open parkland at Southwood **(D)**
- Develop the options and future maintenance arrangements for the public open space transferring to the Council's ownership as part of the Wellesley Development **(F,E,D)**
- Put in place and review the environmental enforcement pilot with East Hampshire DC **(E,D)**

## Financially sound with services fit for the future

- Develop and implement "Rushmoor 2020", a modernisation and improvement plan based on the "Listen, Learn, Deliver - Better" ethos and the findings from the Peer Challenge, Staff Survey and IESE work **(D)**
- Take forward the new operating model and implement structural review **(D)**
- Deliver the Customer & Digital Strategy plan for 2018/19 **(D)**
- Invest further in commercial property and explore other opportunities to generate income / reduce costs **(D)**
- Develop and renew the Asset Management Plan and implement a programme of review of the Council's asset and property holdings **(D)**
- Review of the constitution including changes to the scheme of delegation and procedures to enable improved democratic arrangements and to ensure better customer service and improved delivery **(D)**

2.3 So that Cabinet can have an overview of performance across the organisation and be reassured that progress is being made to deliver against their priorities, key areas of work and service measures are monitored. The full detailed set of monitored information is available on the Council's website at <http://www.rushmoor.gov.uk/councilplan>. Annex A to this report is an exceptions document which contains those monitored activities that are facing challenges or issues.

2.4 A summary of the progress made against the variety of actions and activities monitored is set out in the following table. The colour coding system used is:

- Green indicates that the action or initiative is on course
- Amber flags up that achieving the action or indicator is in question or requires attention
- Red shows that we have not been able to achieve what we had expected at this time

Green	Amber	Red
80.0%	16.3%	3.8%

### 3. Conclusion

- 3.1 Cabinet's views are sought on the performance made in delivering the Council Plan in the first six months of the 2018/19 Municipal Year.

#### BACKGROUND DOCUMENTS:

None

#### CONTACT DETAILS:

**Report Author** - Jon Rundle, Strategy, Performance and Partnerships Manager - 01252 398801, [jon.rundle@rushmoor.gov.uk](mailto:jon.rundle@rushmoor.gov.uk)

**Executive Leadership Team**

## Annex A - Second Quarter 2018/19 Exception report

This annex to the Council Plan quarterly performance update report to Cabinet contains extracts from the full detailed set of monitored information and concentrates on those monitored activities that are facing challenges or issues, have been completed or are new to the quarterly monitoring report. In essence these are items that have been coded amber or red\* in the monitoring exercise or have been amended in some way – for instance a change in a deadline date.

\* The colour coding system used for the monitoring process is:

- Green indicates that the action or initiative is on course
- Amber flags up that achieving the action or indicator is in question or requires attention
- Red shows that we have not been able to achieve what we had expected at this time

**Summary of colour coding from full detailed set of monitored information:**

Green	Amber	Red
80.0%	16.3%	3.8%

### Exception items set out under the Priorities

#### Priority: Sustaining a thriving economy and boosting local business

- Set up new partnership and company arrangements to enable regeneration and the development of private rented and affordable housing on Council owned land (D)

Activity	Timescales	Outcomes/deliverables
Establish a local housing company and increase rental income	December 2018	To support the provision of well-designed and appropriately located homes in sufficient numbers to

<ul style="list-style-type: none"> <li>Council approval for establishment of company</li> </ul>		meet the needs of our residents and support the economic future of the borough. <ul style="list-style-type: none"> <li>20 homes by 2019</li> <li>60 homes by 2021</li> </ul>	
Q1	Q2	Q3	Q4
Comment: Policy and Project Advisory Board considered the Business Case in August and September 2018, prior to consideration by Cabinet in Quarter 3 and full Council in Quarter 4.			

- Finalise and consult on a development scheme for the Union Street East Scheme in Aldershot and agree proposals for other sites to support regeneration of Aldershot (F,E,D)**

Activity	Timescales	Outcomes/deliverables	
Union Street East	By 2021	Mixed use, residential-led redevelopment to provide new homes alongside new ground floor commercial uses.	
Q1	Q2	Q3	Q4
Comment: As part of the Rushmoor Development Partnership the business plan for developing the area will be produced by April 2019. RBC is still engaged in site assembly to support the delivery of redevelopment.			

- Finalise and consult on the Masterplan for the Civic Quarter area of Farnborough town centre. Agree the approach for moving forward each site in the Masterplan (F,E,D)**

Activity	Timescales	Outcomes/deliverables	
Civic Quarter <ul style="list-style-type: none"> <li>Complete masterplan</li> </ul>	2019	Enable a mixed-use development, including new homes, leisure and community use alongside the introduction of new uses that will enhance the town centre and improve connectivity with the Business Parks.	
Q1	Q2	Q3	Q4
Comment: As part of the Rushmoor Development Partnership the business plan for developing the area will be produced by April 2019. Work is			

continuing with local community groups and stakeholders and plans for consultation on the potential mix of uses are being prepared.

- **Support HCC to implement the Farnborough Transport Package (E)**

Activity	Timescales	Outcomes/deliverables	
Invincible Road <ul style="list-style-type: none"> <li>• Commence on site by Oct 2018</li> <li>• Complete by Dec 2018</li> </ul>	October 18 December 18	Improved access from Invincible Road onto Elles Road	
Q1	Q2	Q3	Q4
Comment: Contact has been made though reaching a conclusion has taken longer than envisaged. If agreement cannot be reached in the near future alternative approaches will be brought to the Cabinet.			

- **Submit the Local Plan to Government and prepare for its examination (D)**

Activity	Timescales	Outcomes/deliverables	
<ul style="list-style-type: none"> <li>• Examination by Planning Inspectorate</li> <li>• Modified Local Plan to Cabinet</li> <li>• Modified Local Plan to full Council</li> </ul>	9-18 May 2018 13 November 2018 6 December 2018	Inspector's Report expected Autumn 2018 Endorsement of the modified plan Adoption of Local Plan	
Q1	Q2	Q3	Q4
Comment: Slippage in timescale due to extended timeframe in receiving correspondence from the Inspector.			

- **Work with schools, local FE providers, the County Council and employers to improve skills, raise aspirations and increase educational attainment (F)**

Activity	Timescales	Outcomes/deliverables	
<b>New activity</b> Primary Engineers Pilot Programme	Oct 2018	The Council is supporting the Primary Engineers Programme working with 10 other districts on a pilot programme. The programme focuses on STEM and bringing engineers into the classroom.	
Q1	Q2	Q3	Q4

Comment: Funding has been allocated but at the moment only two Rushmoor schools have taken up the offer. Hampshire County Council are trying to get more Rushmoor schools involved.

## Key measures

- **2017/18 GCSE Provisional Results**

The 2017/18 provisional result were released on the 16<sup>th</sup> October 2018, the final result are due in January 2019. In summary, Wavell is the only school performing at an average level in Progress 8, the other three local authority state-funded secondary schools are below and well below average. Wavell is also the only school to be the same or above the Hampshire and England average for Attainment 8. The percentage of pupils at Wavell achieving English and maths GCSEs at grade 5 is above Hampshire and England average. Wavell have more pupils entering the 'English Baccalaureate' and a higher average score than the Hampshire and England average.

2017/18 GCSEs	Progress 8 (score)	Attainment 8 (points)	English and maths GCSEs Grade 5 (%)	Pupils 'entering for' the 'English Baccalaureate' (%)	EBacc average point score
Alderwood	-0.80	34.5	22	40	3.11
Cove	-0.62	38.5	30	33	3.26
Fernhill	-0.44	37.9	23	21	3.27
Wavell	0.09	49.2	50	62	4.56
Hampshire	-0.09	47	45	35.3	4.11
England (all schools)	0	44.3	39.9	35.1	3.83

Key to progress 8 (score) as measured by the Department for Education:

Well above average (About 14% of schools in 2017/18)
Above average (About 19% of schools in 2017/18)
This score is average (About 37% of schools in 2017/18)
This score is below average (About 17% of schools in 2017/18)
Well below average (About 14% of schools in 2017/18)

More information can be found in the Education and skills data sheet:

<http://www.rushmoor.gov.uk/factsandfigures>

## Priority: Supporting and empowering our communities and meeting local needs

- Continue to address the rough sleeping and street drinking issues in our town centres through enforcement, deterrent and prevention (F,E,D)

Activity		Timescales	Outcomes/deliverables	
The Positive Change campaign aims to encourage people to donate to local charities, rather than giving cash to people who are begging on our streets.		Commenced December 2017 and is ongoing with a soft re-launch mid May 2018.	Tackle negative behaviour and begging locally, but also bring about long-term change to the lives of people, previously associated with rough sleeping, who continue to socialise, drink and potentially commit antisocial behaviour in our town centres.	
Q1	Q2		Q3	Q4
Comment: Project ready for deployment of accredited Council staff, but has been delayed due to uncertainties around corporate structure. New structure now in place and final arrangements being made to implement the scheme				
Public Space Protection Orders (PSPO) were launched in September 2017 for both Farnborough and Aldershot town centres. Police have been issuing Fixed Penalty Notices (FPN) for violations of the Orders. Both Community Patrol Officers (CPO) and Civil Enforcement Officers (CEO) have now received Community Safety Accreditation Scheme (CSAS) training to empower them also to issue FPNs and will partner with police officers initially.		CSAS accreditation process due to be finalised (including vetting) by end May 2018.	Increased partnership working with the police to enforce, deter and prevent antisocial behaviour in our town centres.	
Q1	Q2		Q3	Q4
Comment: Final evidence submitted and awaiting formal notification from Hampshire Constabulary (Approved by Chief Constable August 2018 for 3 years). Awaiting police ID and powers cards before deployment can occur. Additional delays due to uncertainties surrounding corporate structure. New structure now in place and final arrangements being made to implement the scheme.				

- Determine a clearer focus on what the Council and partners are doing to tackle pockets of significant deprivation in parts of the Borough (F,E,D)

Activity		Timescales	Outcomes/deliverables	
Work with Health and wellbeing partnership to address healthy weights in children <b>As this work has developed the wording for this activity is to be changed to:</b> Work with local health partners to address healthy weights in children. Inaugural Healthy Weights Local Action Group meeting held 3 October 2018. Focus will be on 0-12 years and their families.		2018/19	<ul style="list-style-type: none"> <li>• Use child healthy weights audit to shape delivery of interventions in priority areas</li> <li>• HWBP Healthy Weights workshop- May 18</li> </ul>	
Q1	Q2		Q3	Q4
Comment: Next Healthy Weights LAG meeting 5 December 2018. Looking at innovative ideas and possible bid to Government Childhood Obesity Programme				

- Agree future shape of the CCTV service and procure new cameras and maintenance and supply contracts (D)

Activity		Timescales	Outcomes/deliverables	
Joint Hart & Rushmoor CCTV Progress Group commissioned a consultant review on current system capability and likely needs for future proofing as part of the procurement process for a new maintenance contract. An Options Report will be presented for Cabinet approval before procurement can begin.		Report going to Cabinet Autumn 2018	Defined specification for maintenance contract renewal procurement and possible network/equipment updates for service optimisation.	
Q1	Q2		Q3	Q4
Comment: New maintenance contract specification and evaluation criteria in development following clarification of preferred contract options. Separate capital refresh programme to be scoped and developed. Report by the end of 2018 – <b>Revised date – December 2018</b>				



- Support the CCG to open a facility in west Farnborough (E,D)

Activity	Timescales	Outcomes/deliverables	
Work with the CCG to take forward options for a new centre for Health including the acquisition of suitable premises in west Farnborough.	Agree approach to acquisition by end Summer 2018	A new facility in place by end 2019	
Q1	Q2	Q3	Q4
Comment: Approach to acquisition agreed and CPO served. Objections received and negotiations continuing. Project timescales being revised due to CPO process being required.			

### Priority: A cleaner, greener and more cultural Rushmoor

- Commence new leisure contract procurement (D)

Activity	Timescales	Outcomes/deliverables	
Re-tendering of leisure contracts to secure investment reduce revenue costs and increase participation	Commence Process Autumn 2018	Future approach to leisure provision agreed New contracts in place by early 2020	
Q1	Q2	Q3	Q4
Comment: Cabinet approved leisure contract extensions until to 31 <sup>st</sup> March 2021 and increased contribution from contractor, given the link between the Farnborough Leisure Centre and the outcome of the Farnborough Civic Quarter. <b>Revised date for new contracts in place - 2021</b>			

- Build the new pavilions and changing rooms at Ivy Road and Moor Road recreation grounds (D)

Activity	Timescales		Outcomes/deliverables	
<b>Moor Road –</b> <ul style="list-style-type: none"> <li>• Obtain planning permission for development of leisure facilities at the Moor Road Recreation Ground</li> <li>• Secure external funding</li> <li>• Obtain approval for business case and tender works</li> <li>• Open new leisure facilities</li> </ul>	September 2018		Planning permission secured	
	February 2019		Funding in place to develop project	
	March 2019		Approval to progress project	
	September 2019		Facilities available for the public	
Q1	Q2	Q3	Q4	
Comment: Site investigations still continuing. <b>Revised timescales: planning permission date to be changed from September 2018 to January 2019</b>				
<b>Ivy Road –</b> <ul style="list-style-type: none"> <li>• Obtain planning permission for Ivy Road Sports Pavilion</li> <li>• Secure external funding</li> <li>• Obtain approval for business case and tender works</li> <li>• Open new Sports Pavilion</li> </ul>	September 2018		Planning permission secured	
	February 2019		Funding in place to include from section 106 and Vivid to develop project	
	March 2019		Approval to progress project	
	December 2019		Lease agreement in place and pavilion available for the club to use and let to the community	
Q1	Q2	Q3	Q4	
Comment: Planning permission secured in October. Decision on external funding will be known in March. <b>Revised timescales: Planning permission date to be changed to from September 2018 to October 2018. Secure external funding date to be changed from February 2019 to March 2019.</b>				

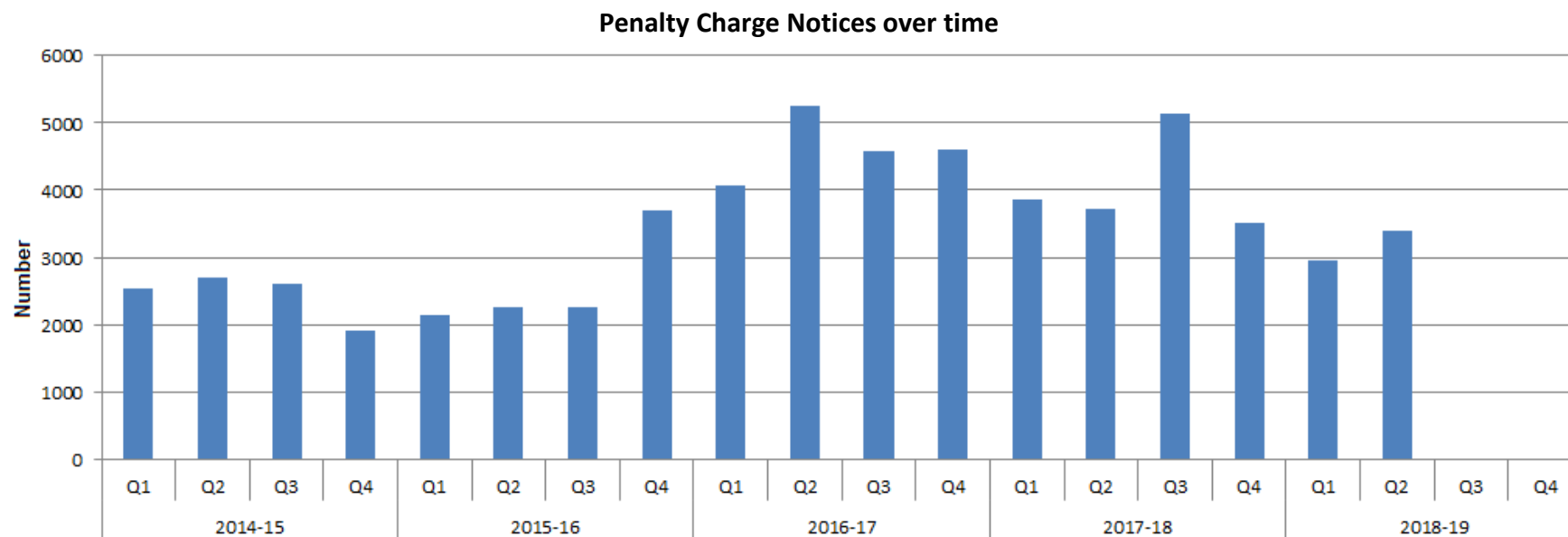
- Develop the management plan for delivering the new natural open park land at Southwood (D)

Activity		Timescales	Outcomes/deliverables	
<ul style="list-style-type: none"> <li>• Consider development and management options</li> <li>• Complete draft Phase 1 plan for consultation</li> <li>• Cabinet approve final plan</li> <li>• Release SANG to developers</li> </ul>		May 2018	Maximise the benefit of the Country Park	
		July 2018	Consult residents on layout of Country Park	
		December 2018	Obtain approval and instigate development works and the management arrangements	
		September 2019	Open Country Park and collect section 106 to maintain in perpetuity	
Q1	Q2		Q3	Q4
Comment: Project being reassessed due to early closure of the golf course				

### Key measures

- Penalty Charge Notices Issued – change to the quarter one figure

Penalty Charge Notices quarterly data	This quarter	Last quarter	This quarter last year
Parking - Number of Penalty Charge Notices Issued	3,404	2,950*	3,717
		* Revised Q1 figure - Figure changed from 3,136	
Comment: In Q2 there were only 5 CEOs instead of 8.			



### Priority: Financially sound with services fit for the future

#### Deliver the Customer & Digital Strategy plan for 2018/19 (D)

Activity		Timescales	Outcomes/deliverables	
General Data Protection Regulation (GDPR) Legal		Ongoing	Compliance	
Q1	Q2	Q3	Q4	
Comment: Work on the ongoing implementation and embedding of GDPR continues. The project team continue to liaise with the service representatives on a monthly basis. Regular governance meetings with the Project Sponsor (Ian Harrison) are ongoing. All high risk areas have been assessed. Awaiting guidance from ICO.				

- Invest further in commercial property and explore other opportunities to generate income / reduce costs (D)

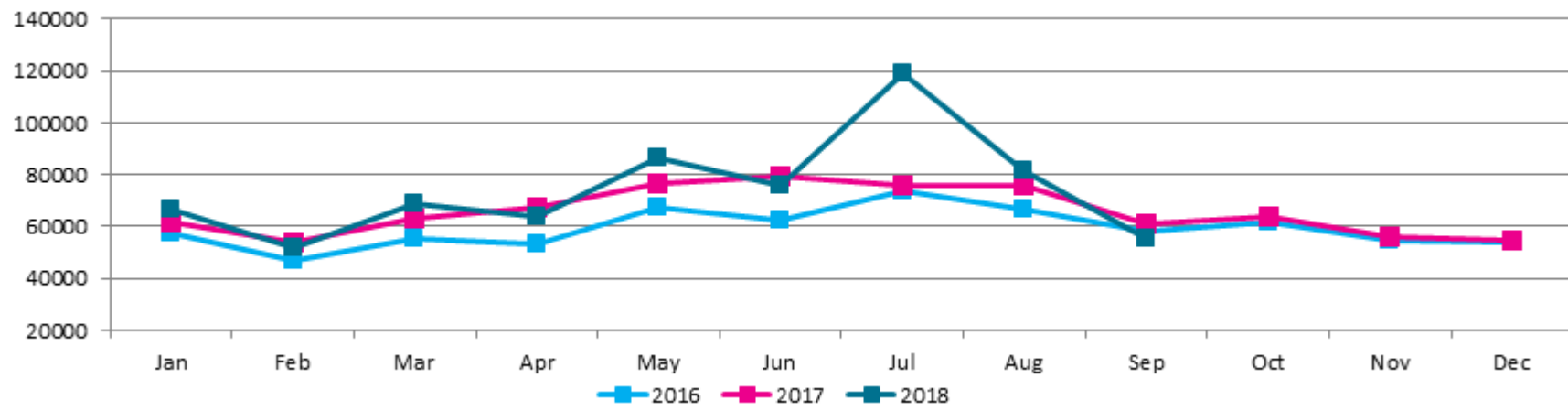
Activity	Timescales	Outcomes/deliverables	
Funds have been allocated for the purchase of commercial property for both 2017/18 and 2018/19 and properties identified for purchase.	Ongoing	Properties purchased and income received.	
Q1	Q2	Q3	Q4
Comment: Remaining two acquisitions are still in progress. Budget forecasts have been revised.			

### Key service measures -

- Large increase in usage of website in July due to the Lido and the Airshow

Customer contact (web) quarterly data	This quarter	Last quarter	This quarter last year
Facebook likes	6,057	5,574 ↑	4,671 ↑
Twitter followers	4,456	4,356 ↑	3,940 ↑
Quarterly Visitors to the Council Website	256,195	226,459 ↑	212,788 ↑
Top three page views for content	1. Lido (70,145) 2. Airshow traffic (14,953) 3. Bin collections (10,253)	1. Lido (32,945) 2. Bin collections (15,451) 3. Planning applications (8,678)	1. Lido (24,195) 2. Bin collections (14,384) 3. Planning applications (8,364)
Key: ↑ numbers have increased this quarter in comparison, ↓ numbers have decreased this quarter in comparison. Comment: Large increase in usage of website in July due to the Lido (46,892 visitors to the Lido page) and the Airshow (14,882 visitors to the airshow traffic page)			

Monthly Visitors to the Council Website



## 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**

<b>ISSUE (PURPOSE OF REVIEW)</b>	<b>TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)</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:  The Chairman (Cllr M.D. Smith), Vice-	Being developed	Programme for 2018/19 is being prepared with the first full meeting taking place on 6th, September. The programme has been agreed by the Group as follows:  • Wednesday 23rd January -	Green

Last Updated Wednesday, 5 December 2018



ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
	Chairman (Cllr Mrs D.B. Bedford) and Cllrs T.D. Bridgeman, M. S. Choudhary, R.M. Cooper and K. Dibble.		<p>London and Quadrant</p> <ul style="list-style-type: none"> <li>Wednesday 20th February - Stoll</li> </ul> <p>Meeting with Radian on a date to be agreed in February.</p> <p>A separate meeting of the Group was held on 5th September, 2018. Members raised issues with Accent, and a series of actions were agreed. The situation is being monitored.</p>	
<p>To scrutinise the performance of SERCO against the contract specification for:</p> <ul style="list-style-type: none"> <li>Waste collection</li> <li>Fly tipping</li> <li>Recycling</li> <li>Customer interface</li> </ul>	<p>A Task and Finish Group has been set up consisting of:</p> <p>The Chairman (Cllr M.D. Smith), Vice-Chairmen (Cllr Mrs D.B. Bedford and Cllr J.B. Canty) and Cllrs Veronica Graham-Green, K. Dibble and C.P. Grattan.</p>	TBC	<p>James Duggin (Contracts Manager) attended the meeting on 19th July, 2018 to give an overview of the current position and working arrangements. A task and finish group has been established to look at performance against the contract provisions. It was agreed at the Progress Group that initially the new group would receive a briefing on the contract terms, especially around performance.</p> <p>The first meeting of the Group was held on 5th November which set the scene. Members</p>	Green

Last Updated Wednesday, 5 December 2018

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
			have identified the next stages in the review process, which will include a visit to the new Council Depot.	
<p>To review specific issues relating to parking:</p> <ul style="list-style-type: none"> <li>Aldershot Centre for Health</li> <li>Housing estates</li> </ul>	Not applicable at present.		<p>Kirsty Hosey (Parking Manager) attended the meeting on 19th July, 2018 to give an update on the current position with the parking arrangements at the Aldershot Centre for Health</p> <p>The arrangements are being monitored and a briefing note has been prepared on the current position. A survey report has been submitted through Cllr Alex Crawford and is being assessed. A report will be made to the next Progress Group meeting on the current position.</p> <p>Consideration of the wider parking issues will take place in due course.</p>	N/A
To review the Council's approach to investment in commercial	TBC		The Committee was provided with an initial briefing on 1st November, 2018. The Committee will undertake some detailed scrutiny at the January meeting. The areas	N/A

Last Updated Wednesday, 5 December 2018

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
properties, including an assessment of the opportunities taken and the outcomes.			<p>for consideration will cover the following areas:</p> <ul style="list-style-type: none"> <li>• The strategic framework for asset management/investment</li> <li>• High level aspirations</li> <li>• A list of the properties</li> <li>• Financial implications in terms of investment, IRR and projections</li> <li>• Percentage of occupation</li> <li>• Terms of leases, including the responsibilities of the owner and the lessees</li> <li>• Agents used</li> <li>• Are new tenant incentives used</li> <li>• Any benchmarking data with neighbouring or other authorities who have adopted similar strategies</li> </ul>	
To review the Council Tax Support Scheme	Council Tax Support Task and Finish Group established, consisting of Cllrs M.D. Smith, Mrs D.B. Bedford, J.B. Canty, Veronica Graham-Green,	October 2018-January 2019	The Task and Finish group has met on two occasions to discuss the existing scheme and looked at a range of issues and data and considered two potential options. These were firstly to undertake a consultation to obtain views on an increase of the minimum contribution from 12% to 15% for working	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
	Jennifer Evans and M.J. Roberts.		<p>age recipients or secondly to keep the scheme the same as the current year for 2019/20, whilst the Task and Finish Group carry out further monitoring.</p> <p>Following detailed consideration the Task and Finish Group has recommended the Cabinet to agree to the first option to undertake the consultation. Once completed the outcomes from the consultation will be considered in detail.</p>	
Educational Attainment	TBC		<p>An initial presentation was given on the results for 2018 at key stages 2 and 4 and some background was provided on the educational attainment issues in the Borough. The Progress Group has agreed that further information is sought prior to further consideration of the next steps. This is likely to include a decision with a representative from Hampshire County Council.</p>	

**(B) ISSUES EARMARKED FOR SCRUTINY BUT NOT YET COMMENCED**

<b>ISSUE</b>	<b>CURRENT POSITION</b>	<b>PROPOSED TIMETABLE</b>
Cabinet Champions	Work programmes are being established for the three Champions for 2018/19.	The Committee will review progress in 2019.
Hampshire County Council Transformation 2019 Programme	This items has also been picked up by the Policy and Project Advisory Board.	An item was discussed at the Board meeting agenda on 12th July, 2018.
Procurement Strategy	Potential area for scrutiny of the delivery of proposed outcomes set out in the strategy.  Once the draft has been prepared the Committee will undertake some pre-decision scrutiny	--
Traveller Incursions	Issue raised at 19th July, 2018 meeting on the Council's response and outcomes.	Briefing paper prepared for 13th December, 2018

## OVERVIEW AND SCRUTINY COMMITTEE

### WORK FLOW – JUNE 2018- MARCH 2019

DATE	ITEMS
7th June, 2018	<i>Working Arrangements</i> <i>Performance Monitoring 2017/18</i> <i>Developing the Work Plan</i>
19th July, 2018	<i>Registered Providers</i> <i>Update on Aldershot Centre for Health car parking</i> <i>Waste contract update</i> <i>Property Investment Task and Finish Group</i>
13th September, 2018	Performance Monitoring Quarter 1 2018/19 Welfare Group – confirm appointments and arrangements Serco Task and Finish Group - confirm appointments and arrangements Update on parking arrangements at the Aldershot Centre for Health
1st November, 2018	Property Investment Educational Attainment North Hampshire Community Safety Partnership - Update
13th December, 2018	Performance Monitoring Quarter 2 2018/19 Traveller Incursions
31st January, 2019	Cabinet Champions Governance Structure Commercial Property Investment
28th March, 2019	Performance Monitoring Quarter 3 2018/19 Rushmoor 2020
Future Items for Committee	Management Structure/Portfolios Procurement Strategy Parking Strategy Income Generation

Last Updated Wednesday, 5 December 2018

Potential Items for Scrutiny at T&F		
--	--	--

## OVERVIEW AND SCRUTINY COMMITTEE

### Progress Meetings 2018/19

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

DATE		NOTES/ACTIONS	OUTCOMES
23rd August, 2018		<ul style="list-style-type: none"> <li>Performance Monitoring to be included on agenda</li> <li>Updates from previous meeting</li> <li>Waste Contract Task and Finish Group</li> <li>Welfare Task and Finish Group</li> </ul>	<ul style="list-style-type: none"> <li>Focus on the exceptions report and Digital Strategy and GDPR</li> <li>For each update the Progress Group will determine the areas of focus for the Committee meeting</li> <li>Briefing paper to be prepared on roles relating to recycling</li> <li>Where a specific update was given the appropriate manager could be invited to the progress meeting</li> <li>Contact Cllr Canty and Dibble to confirm membership</li> <li>establish meeting date</li> <li>prepare terms of reference</li> <li>initial focus on provisions of the contract/performance</li> <li>Contact Cllr Canty and Dibble to confirm membership</li> <li>establish meeting date</li> <li>prepare terms of reference</li> <li>initial work will be on the review of the council tax support scheme, with a briefing being prepared for the committee on welfare reform</li> </ul>

Last Updated Wednesday, 5 December 2018



		<ul style="list-style-type: none"> <li>Registered Providers Task and Finish Group</li> <li>Procurement Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Meetings to be held on 5th and 6th September. Cllr Nadia Martin to substitute for Cllr Keith Dibble</li> <li>Terms of reference being finalised – to confirm VIVID to be met each year</li> <li>Potential item to carry out some pre - decision scrutiny</li> </ul>
2nd October, 2018		<ul style="list-style-type: none"> <li>Parking Issues</li> <li>Registered Providers</li> </ul>	<ul style="list-style-type: none"> <li>Briefing note provided on the up to date position at the Aldershot Centre for Health. Further information requested on the specification for the new contract</li> <li>Update requested on the Parking Review</li> <li>Schedule agreed for our Registered Providers to attend the group</li> <li>Meeting with VIVID postponed until November, 2018</li> </ul>
14th November, 2018		<ul style="list-style-type: none"> <li>Commercial Property</li> <li>Educational Attainment</li> <li>Quarter 2 Performance Monitoring</li> <li>Environmental Enforcement Pilot</li> </ul>	<ul style="list-style-type: none"> <li>A detailed report would be submitted at the January meeting which might include information on the emerging Asset Management Strategy</li> <li>Further assessment would be carried once the confirmed attainment figures had been released. A representative from Hampshire County Council would be asked to provide a briefing in due course</li> <li>Performance Monitoring would be included on the December Committee agenda, to include an update on GDPR and some of the background information on Freedom of Information requests.</li> <li>The Committee would pick up the issue when the review of the</li> </ul>

		<ul style="list-style-type: none"> <li>Income Generation</li> </ul>	<p>pilot was undertaken</p> <ul style="list-style-type: none"> <li>This item would be brought back in due course once the Council's budget preparation process was complete</li> </ul>
10th January, 2019			
14th February, 2019			