



RUSHMOOR BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

*at the Council Offices, Farnborough on
Thursday, 31st January, 2019 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.

A G E N D A

1. MINUTES OF THE PREVIOUS MEETING – (Pages 1 - 4)

To confirm the Minutes of the Meeting held on 13th December, 2018 (copy attached).

2. CABINET CHAMPIONS - WORK PROGRAMMES –

The Cabinet Champions have been invited to the meeting to explain their current work programmes and progress to date. The work areas for the Champions in 2018/19 are as follows:

- Cllr Sue Carter – Education and Youth
- Cllr Liz Corps – Events and Civic Pride
- Cllr Jacqui Vosper – Armed Forces

A Member of the Cabinet will also be in attendance.

3. DECISION MAKING STRUCTURE –

To carry out a review of the new structure since it was introduced in May, 2018. A presentation will be made by the Head of Democracy, Strategy and Partnerships (Andrew Colver) on the background to the structure, progress and potential areas for consideration by the Committee.

4. WORK PLAN – (Pages 5 - 16)

To review the current work plan (copy attached).

5. EXCLUSION OF THE PUBLIC –

To consider resolving:

That, subject to the public interest test, the public be excluded from this meeting during the discussion of the undermentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against such item:

Item No.	Schedule 12A Para. No.	Category
6	3	Information relating to financial or business affairs

6. CALL-IN - ALDERSHOT REGENERATION SITE ASSEMBLY – (Pages 17 - 26)

In accordance with the provisions set out in the Overview and Scrutiny procedure rules, a request has been received from the following Members to call-in minute No. 71 from the Cabinet meeting on 8th January, 2019:

Cllr Alex Crawford

Cllr Terry Bridgeman
Cllr Keith Dibble
Cllr Sue Dibble
Cllr Jennifer Evans
Cllr Barry Jones
Cllr Nadia Martin
Cllr Mike Roberts

The reason given for the call-in request is that the resolution of the Cabinet was made on the basis of inadequate information.

Attached for information are Exempt Report No. RP1901, which sets out matters regarding the acquisition of properties in relation to the regeneration of Aldershot town centre and a copy of the relevant draft minute of the Cabinet meeting on 8th January, 2019.

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.

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OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Thursday, 13th December, 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 M.S. Choudhary
Cllr R.M. Cooper
Cllr K. Dibble
Cllr Veronica Graham-Green
Cllr B. Jones
Cllr Nadia Martin
Cllr B.A. Thomas

Apologies for absence were submitted on behalf of Cllr T.D. Bridgeman

19. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 1st November, 2018 were agreed as a correct record.

20. TRAVELLER INCURSIONS - ARRANGEMENTS

The Committee welcomed, Ms Helen Payne, Principal Environmental Health Officer, and Katharine Opie, Environmental Health Technical Officer, who were in attendance to give an overview of the Council's process of dealing with unauthorised encampments.

The key priority in the first instance of dealing with unauthorised encampments was to establish whose land the encampment was on. Once this was determined, the relevant organisation could begin the process to evict the travellers. If an encampment was on Council owned land a site visit would be carried out to assess the situation and identify any potential issues such as vulnerable people and those with particular educational, health and wellbeing or housing needs. Should any issues be identified the individuals would be signposted to organisations which could offer support and advice. Facilities on the site were also checked, including the provision of running water and toilets.

At this stage in the process a Notice of Direction would be issued to leave the land forthwith. This notice would be given to each individual and attached to every vehicle/caravan on the site and displayed at the entrance of the site. The individuals were requested to attend the Magistrates Court for the summons to be signed, once signed; 24 hours must pass until the court hearing. When the complaint had been

heard in the Magistrates Court, an eviction notice could be issued. The departure from the site would then be negotiated and the eviction enforced if necessary. The Committee noted that it was an offence not to comply with the order and individuals were not allowed to return to the site within three months of the Notice of Direction.

Police involvement in the process was part of the Section 61 Criminal Justice and Public Order Act. The police would become involved if two or more people were found to be trespassing by residing on land and had caused damaged to property or land, and/or if six or more vehicles were situated on the land. The Council would carry out welfare checks on behalf of the Police and the land owner would then need to follow the process to remove the trespassers from their land. In some cases the Police may issue a Notice of Direction to leave the land.

The Committee discussed the recent incursion on the car park at the former Southwood Golf Course. The Council had successfully moved the travellers on within eight days, the site had then been cleared and new prevention measures put in place. Prevention measures had included new heavy weight concrete barriers over the entrance to the car park and a trench dug on the opposite side of the road to prevent the travellers gaining access. Court costs had been incurred as part of this eviction and a bailiff had been engaged.

The Committee reviewed data showing the number of unauthorised encampments over the last seven years to date across the Borough and the number, which had been on Council owned land; the numbers averaged about three per year on Council land during this period. The average length of stay on Council land was 2.6 days compared to 3.5 days for land owned by others over the same period.

The Committee discussed legitimate reasons why travellers might be allowed to remain on the land for longer periods, these might include pregnancy/birth and mechanical failure.

The Committee discussed the presentation and requested that great emphasis should be placed on prevention measures and that information should be obtained on the costs relating to the incursion at the former Southwood Golf Course car park.

ACTION:

Action to be taken:	By Whom:	When:
To provide detail of the costs incurred relating to the eviction of the travellers from the former Southwood Golf Course car park. Cost should include: <ul style="list-style-type: none"> • Cost of court fees and the engagement of bailiffs • Cost of prevention measures, site clearance and man hours 	Helen Payne, Principal Environmental Health Officer Ashley Sharpe, Principal Contracts Manager	January, 2019

21. **PERFORMANCE MONITORING QUARTER 2 2018/19**

The Committee reviewed the information provided on performance monitoring and the following issues were raised:

- **Rough sleeping and street drinking issues in our town centres, through enforcement, deterrent and prevention** – It was noted that the timetable for this had slipped due to uncertainties surrounding the corporate structure, the new structure was now in place and final arrangements were being made to implement the scheme. The Committee requested that some clarity should be given on this from a relevant officer.
- **Future shape of the CCTV service and procurement of new cameras and maintenance and supply contract** – The Committee agreed to keep a watching brief of this issue.
- **Website visits** – The Committee requested further data on website usage, in particular how people access the web, what transaction are carried out online and how people use the Council’s website for this purpose.

A discussion was held on key indicators and the availability of live data in some areas. It was agreed that a discussion would be held at a future meeting to identify areas for further scrutiny, what a good deliverable looked like and how target dates were chosen.

The Committee were updated on the implementation of the General Data Protection Regulations (GDPR). It was noted that 37 Councillors were using Rushmoor email addresses successfully and some training had been provided to Members with more to be provided in early 2019. It was noted that not all paid staff had been trained, and consideration was being given to how this would take place going forward. An E-learning package had been identified as a potential way forward.

A discussion were held on Freedom of Information Requests. It was noted that the Council averaged an 80% on time return rate per month. Services that received the most requests included Operations and Finance. The Committee requested some further information relating to the requestors and subjects of the requests received.

ACTION:

Action to be taken:	By Whom:	When:
To provide further data on Freedom of Information Requests including: <ul style="list-style-type: none"> • Requestor - Individual/Organisation/Business • Nature of the request 	Andrew Colver, Head of Democracy, Strategy and Partnerships	March, 2019

22. **WORK PLAN**

The Committee noted the current Work Plan.

The meeting closed at 8.50 pm.

CLLR M.D. SMITH (CHAIRMAN)

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

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
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. A separate meeting of the Group was held	Green

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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.		on 5th September, 2018. Members raised issues with Accent, and a series of actions were agreed. The situation is being monitored.	
<p>To scrutinise the performance of SERCO against the contract specification for:</p> <ul style="list-style-type: none"> • Waste collection • Fly tipping • Recycling • Customer interface 	<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 have identified the next stages in the review process, which will include a visit to the new Council Depot and a meeting with the SERCO Contract Manager. The provisional date for the meeting is 8th February, 2019.</p>	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
<p>To review specific issues relating to parking:</p> <ul style="list-style-type: none"> • Aldershot Centre for Health • Housing estates 	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
<p>To review the Council's approach to investment in commercial properties, including an assessment of the opportunities taken and the outcomes.</p>	TBC		<p>The Committee was provided with an initial briefing on 1st November, 2018. The Committee will undertake some detailed scrutiny. The areas for consideration will cover the following areas:</p> <ul style="list-style-type: none"> • The strategic framework for asset management/investment • High level aspirations 	N/A

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
			<ul style="list-style-type: none"> • A list of the properties • Financial implications in terms of investment, IRR and projections • Percentage of occupation • Terms of leases, including the responsibilities of the owner and the lessees • Agents used • Are new tenant incentives used • Any benchmarking data with neighbouring or other authorities who have adopted similar strategies <p>A report is being prepared for the meeting on 28th March, 2019.</p>	
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>A further meeting of the Task and Finish Group has now been held to review the outcomes of the consultation and to prepare a report on the scheme for submission to the Cabinet on 5th February, 2019.</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 discussion with a representative from Hampshire County Council.</p> <p>To progress the issue the Committee may wish to set up a task and finish group.</p>	

(B) ISSUES EARMARKED FOR SCRUTINY BUT NOT YET COMMENCED

ISSUE	CURRENT POSITION	PROPOSED TIMETABLE
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	<p>Potential area for scrutiny of the delivery of proposed outcomes set out in the strategy.</p> <p>Once the draft has been prepared the Committee will undertake some pre-decision scrutiny</p>	--
Traveller Incursions	<p>Issue raised at 19th July, 2018 meeting on the Council's response and outcomes.</p> <p>UPDATE: the Committee received a presentation at the December meeting. As a result, a request was made that the costs for dealing with the recent incursion at Southwood should be identified:</p> <ul style="list-style-type: none"> • Officer time – approx. 50 hours • On site work, including the blocks - £2,900 • Other costs, e.g. court, bailiffs - £2,250 	Briefing paper prepared for 13th December, 2018

OVERVIEW AND SCRUTINY COMMITTEE

WORK FLOW – JUNE 2018- MARCH 2019

DATE	ITEMS
<i>7th June, 2018</i>	<i>Working Arrangements Performance Monitoring 2017/18 Developing the Work Plan</i>
<i>19th July, 2018</i>	<i>Registered Providers Update on Aldershot Centre for Health car parking Waste contract update 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
28th March, 2019	Performance Monitoring Quarter 3 2018/19 <ul style="list-style-type: none"> • Community Safety • Website Data Commercial Property Investment
Future Items for Committee	Management Structure/Portfolios Procurement Strategy Parking Strategy Income Generation

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

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	<ul style="list-style-type: none"> Registered Providers Task and Finish Group Procurement Strategy 	<ul style="list-style-type: none"> Meetings to be held on 5th and 6th September. Cllr Nadia Martin to substitute for Cllr Keith Dibble Terms of reference being finalised – to confirm VIVID to be met each year Potential item to carry out some pre - decision scrutiny
2nd October, 2018	<ul style="list-style-type: none"> Parking Issues Registered Providers 	<ul style="list-style-type: none"> 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 Update requested on the Parking Review Schedule agreed for our Registered Providers to attend the group Meeting with VIVID postponed until November, 2018
14th November, 2018	<ul style="list-style-type: none"> Commercial Property Educational Attainment Quarter 2 Performance Monitoring Environmental Enforcement Pilot 	<ul style="list-style-type: none"> A detailed report would be submitted at the January meeting which might include information on the emerging Asset Management Strategy 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 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. The Committee would pick up the issue when the review of the

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

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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