



RUSHMOOR BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

*at the Council Offices, Farnborough on
Thursday, 24th October, 2019 at 7.00 pm*

To:

Cllr M.D. Smith (Chairman)
Cllr Mrs. D.B. Bedford (Vice-Chairman)
Cllr L. Jeffers (Vice-Chairman)

Cllr T.D. Bridgeman
Cllr M.S. Choudhary
Cllr K. Dibble
Cllr Veronica Graham-Green
Cllr Christine Guinness
Cllr Mara Makunura
Cllr Nadia Martin
Cllr S.J. Masterson

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 11th September, 2019 (copy attached).

2. **PAVEMENT PARKING –**

At the request of Cllr Keith Dibble to consider the issues caused by pavement parking in the Borough.

3. **PERFORMANCE MONITORING - DEMOCRACY, STRATEGY AND PARTNERSHIPS –** (Pages 5 - 32)

To receive a report setting out the performance monitoring data for Democracy, Strategy and Partnerships in Quarter 2. The Portfolio Holder and Head of Service will make a presentation on the information.

4. **WORK PLAN –** (Pages 33 - 42)

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 Wednesday, 11th September, 2019 at the Council Offices, Farnborough at 6.30 pm.

Voting Members

Cllr M.D. Smith (Chairman)
Cllr Mrs. D.B. Bedford (Vice-Chairman)
Cllr L. Jeffers (Vice-Chairman)

Cllr T.D. Bridgeman
Cllr M.S. Choudhary
Cllr K. Dibble
Cllr Veronica Graham-Green
Cllr Christine Guinness
Cllr Nadia Martin
Cllr S.J. Masterson

Apologies for absence were submitted on behalf of Cllr Mara Makunura

17. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 18th July, 2019 were agreed as a correct record.

18. PARKING ISSUES AT ALDERSHOT LIDO

At the request of Cllr. Sophie Porter, the Committee was asked to consider a review of parking arrangements near the Aldershot Lido. A survey had been carried out as a result of a number of complaints received from residents relating to issues with parking in the area. The survey was carried out to identify the issues faced by people who used the Lido and the experiences of people who lived in close proximity to the facility.

A number of key issues were identified from the survey results, in particular:

- Parking was challenging for residents who lived near the Lido on busy days
- Limited awareness about where to locate overflow parking facilities
- Safety concerns regarding access for emergency vehicles
- Users less likely to attend due to parking issues
- Users of the indoor pool and/or gym struggled to park in the summer months
- Both users and residents would like to see the issue resolved

Possible solutions were also identified by people who completed the survey, these were as follows:

- Gauge interest from residents to allow users to park on their driveways

- Devise a map showing all available parking spaces, including the overflow car park to be displayed on the website and via social media
- Explore the potential to build a multi storey car park which could be used all year round by the various activities taking place and clubs in the vicinity
- Explore the potential to use the Aldershot Park green space as alternative parking on busy days
- Explore a park and ride option with Stagecoach from the town centre
- Consider traffic enforcement routes on busy days
- Consider pre-paid tickets with an earlier opening time to stagger user parking

The Committee discussed the findings of the survey. It was suggested that a multi-storey car park could be considered in the longer term as this could be utilised by rugby, football, cricket and gymnastics clubs, located in the area, throughout the year. In the shorter-term, it was suggested that a stakeholder meeting could be arranged to discuss and gather data and work together to try and avoid similar situations occurring on busy days going forward. It was also suggested that consideration could be given to approaching local businesses to sell their parking spaces on weekends to users. The potential of using the parking facilities at the Crematorium at the weekend could be viewed as insensitive to Crematorium visitors.

In response, it was advised that the Lido was open for 90 days per year and during Summer, 2019 had reached over 1,000 visitors on ten occasions. There was a review of leisure facilities currently underway by the Council, which included the Aldershot Lido and Indoor Pools Complex and parking would be considered as part of the review. The issues surrounding communications would be raised with the relevant officers and stakeholders to ensure more consistency and clear messages around parking were given moving forward. The potential for a feasibility study on the provision of a multi-storey car park in the area would need to be considered further. A report back would be made to the Progress Group at a future meeting. The Committee agreed that a stakeholder meeting, to include the Aldershot Park Ward Councillors, should be held prior to the 2020 season.

19. **WESTGATE LEISURE PARK**

At the request of Cllr. Keith Dibble, the Committee was asked to consider the issues relating to occupants at the Westgate Leisure Park, Aldershot. The request had referred to the failure to retain tenants and the impact this was having on the regeneration of the town centre. It was noted that a meeting was scheduled to be held with Legal and General, the owners of the site, in early October and the Committee was asked to raise any concerns/issues they may have to be expressed at the meeting.

The Committee discussed the issue and highlighted a number of areas to be raised at the forthcoming meeting. These were:

- Do the tenants have preferential leases? i.e. are there incentives for existing and potential tenants
- For the original users, were the agreements based around a business case for a fixed period?
- Is the landlord taking action to ensure the remaining four tenants remain?

- What action is being taken to market the vacant units?
- How well does the provision of a gym fit with the original concept for Westgate?
- Was there a master plan for restaurant provision at Westgate and how well has it worked?
- Why have some restaurants performed better than the others?
- Social media shows a perception that the parking arrangements (at Morrisons) have the effect of stopping people visiting Westgate. Is this issue being addressed?
- The incentives for cinema goers to visit restaurants seem to be no longer available – is this right and is anything being done to promote them for the future?

The Committee agreed to request that these issues be raised and an update on the situation was requested at a future meeting once Council Officers had met with Legal and General.

20. **TASK AND FINISH GROUP - UPDATES**

The Committee received the following updates.

Registered Providers Task and Finish Group - The Chairman of the Group (Cllr. Bedford) reported that the Registered Providers Task and Finish Group had met and agreed on the providers that would be reviewed during 2019/20. A list of the meeting dates would be circulated to the Group.

Educational Improvement Task and Finish Group – The Chairman of the Group (Cllr. Jeffers) reported on the meeting that was held on 24th July, 2019 at which the name of the Group had been changed to Educational “Improvement” from Educational “Attainment” as it was felt more appropriate. It was noted that the Group had been updated on the context and background to the purpose of the Group and information had been provided on education levels, Ofsted gradings and KS2 results across the Borough. Members were also apprised of what initiatives the Council were working on in partnership with schools, colleges and the Garrison to assist schools to help improve attainment levels.

The Group had requested further information including, detail on the provision of sport within schools, feeder schools and movement of pupils at secondary level outside the area and progress of the projects already established to assist schools. A further meeting of the Group would be held after the preliminary 2018/19 GCSE results were released in October 2019.

21. **WORK PLAN**

The Committee noted the current work plan and noted that a new date would be advised for the scrutiny training.

The meeting closed at 7.54 pm.

CLLR M.D. SMITH (CHAIRMAN)

**OVERVIEW
AND SCRUTINY
COMMITTEE**

24 October, 2019

**COUNCILLOR ADRIAN NEWELL
DEMOCRACY, STRATEGY AND
PARTNERSHIPS PORTFOLIO
HOLDER
REPORT NO. DSP1910**

KEY DECISION? NO

**DEMOCRACY, STRATEGY AND PARTNERSHIPS – QUARTER 2
PERFORMANCE MONITORING**

SUMMARY AND RECOMMENDATION:

This paper sets out the performance information for the Democracy, Strategy and Partnerships service for the second quarter of 2018/19. The information includes progress of actions against priorities, other work completed, service measures and assessment of current key risks.

The Committee is asked to note the progress made towards delivering the business plan requirements and to consider any areas for further investigation.

1. Introduction

- 1.1 The Council adopted its three year rolling business plan at its meeting on 25th July, 2019 and service business plans reflect the priorities set out in the Council Business Plan. This paper sets out the performance monitoring information for the Democracy, Strategy and Partnerships service following the request by the Committee on 11th September, 2019.
- 1.2 The Council is currently introducing a new performance management structure which aims to be more streamlined and focussed than the previous system. The service monitoring document provides a range of detailed information which enables review by the organisation and management by the service.
- 1.3 The main focus of the monitoring document is on the key priorities and the structure will be explained at the meeting. The structure includes:
 - Pie charts showing a summary of performance
 - Specific monitoring of Council projects falling within the service which are colour coded that also indicate whether a project is on schedule overall even if performance in the quarter has not been met
 - Key work undertaken during the quarter which is not in the list of priorities
 - Some specific service measures
 - Areas identified as corporate risks in this quarter

2. Conclusion

- 2.1 The Committee is asked to consider the performance information and any areas where further work might be needed. Members will also be requested to review this item in the context of its role to monitor and scrutinise the Council wide performance information. At the next meeting, the Committee will receive the monitoring information for all the Council's activities in quarter 2.

BACKGROUND DOCUMENTS:

None

CONTACT DETAILS:

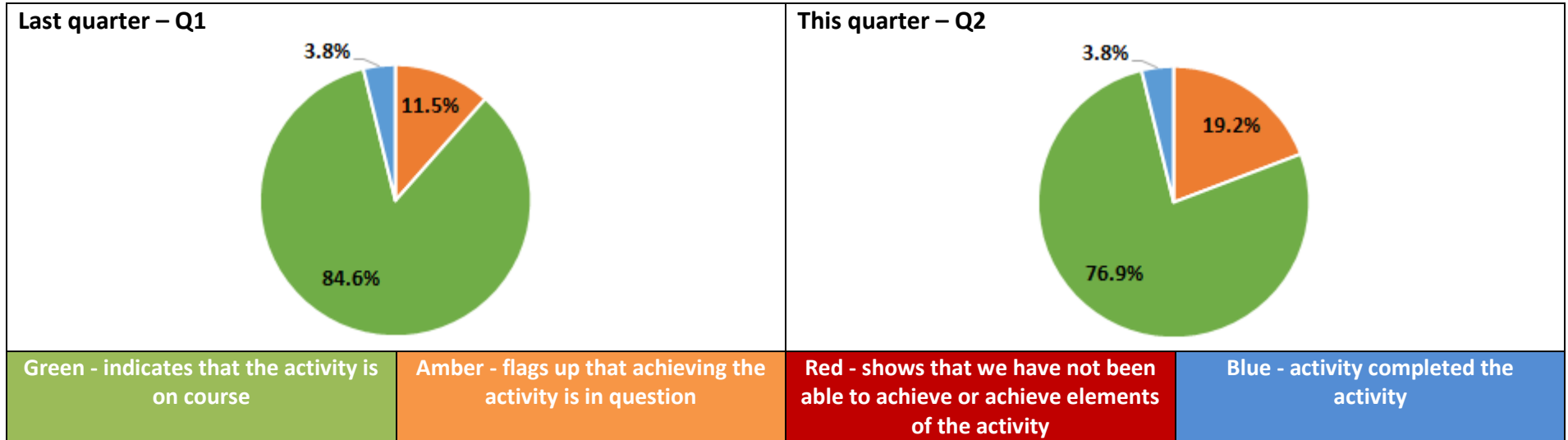
Report Authors –

Andrew Colver, Head of Democracy, Strategy and Partnerships – 01252 398820
andrew.colver@rushmoor.gov.uk

Jon Rundle, Strategy, Performance and Partnerships Manager - 01252 398801,
jon.rundle@rushmoor.gov.uk

Service monitoring – Democracy, Strategy and Partnerships

Three year business plan activities/service priorities



Three year business plan activities/service priorities

Activities in pink are in the Service Plan but not in the Council Business Plan

Activities	Time-scales	Outcomes/deliverables	Portfolio Holder	Lead Officer	Quarter two update		
					Last quarter Q1	This quarter Q2	Overall progress
Establishing international links with the following cities: <ul style="list-style-type: none"> • Gorkha Municipality, Nepal <ul style="list-style-type: none"> • Formal signing ceremony • Visit to Gorkha to establish cultural/business links • Rzeszow, Poland <ul style="list-style-type: none"> • Formal signing ceremony • Establish trade/educational links • Dayton, Ohio, United States <ul style="list-style-type: none"> • Formal signing ceremony • Visit to Rushmoor to establish business/education/cultural links Agree roles and responsibilities for the Rushmoor International Association	September, 2019 March, 2020 September, 2019 February, 2020 June, 2019 March, 2020 March, 2020	Links established. Memoranda of understanding agreed Business and community links established. Council and Rushmoor International Association roles agreed.	Leader	AC			
					Comment: Progress with each activity has been delivered to timescale. The formal signing ceremony with Gorkha has been delayed for a planned event in January, 2020.		

<p>Full review of the Council's Constitution</p> <ul style="list-style-type: none"> • Redraft Parts 1-3 (Responsibility for Functions) and proposed updates to codes and protocols • Internal and Member Consultation • Report to LAGP • Report to Council 	<p>July-Sept 2019</p> <p>October 2019</p> <p>November 2019</p> <p>December 2019</p>	<p>Improved clarity around delegation arrangements and responsibilities</p> <p>Codes and Protocols reflect up to date guidance and regulations</p> <p>New constitution reflects current working methods and the requirements of</p>	<p>AN</p>	<p>JS</p>	<p>Last quarter Q1</p>	<p>This quarter Q2</p>	<p>Overall progress</p>
<p>Implementing the electoral service review</p> <ul style="list-style-type: none"> • introduce customer account • Establish measures • Re-design the service for Military personnel and dependents • Prepare plan for future changes 	<p>December, 2019</p> <p>October, 2019</p> <p>November, 2019</p> <p>February, 2020</p>	<p>Redesign of service agreed.</p> <p>Pilot work undertaken on new service design and working arrangements.</p> <p>New customer account agreed.</p>	<p>AN</p>	<p>AC</p> <p>VP</p> <p>JF</p>	<p>Last quarter Q1</p>	<p>This quarter Q2</p>	<p>Overall progress</p>
<p>Comment: Development of a 'check I am registered' facility on the Rushmoor website is underway and a 'make a change' facility is also being prepared on the website for the customer to fill in, similar to the changing "opt out" preference page.</p>							

<p>Review the elections management software system</p> <ul style="list-style-type: none"> • Amend service requirements • Visit other appropriate local authorities to access options • Develop specification for tender process • Complete procurement process • Commissioning and installation (if appropriate) 	<p>July 2019</p> <p>July 2019</p> <p>September 2020</p> <p>December, 2020</p>	<p>New system delivered that enables the outcomes of the electoral service review to be delivered effectively.</p>	<p>AN</p>	<p>AC VP JF</p>	<p>Last quarter Q1</p>	<p>This quarter Q2</p>	<p>Overall progress</p>	<p>Comment: Initial assessments competed – decision to delay procurement process for one year in view of development of software solutions.</p>
<p>Progress Military covenant priorities</p> <ul style="list-style-type: none"> • Complete Defence Employers Recognition Scheme Silver application • Establish new working arrangements with the Garrison • Identify and deliver programme of joint events in 2019/20 • Prepare new style events programme for 2020/21 • Scope requirements for achieving Defence 	<p>May, 2019</p> <p>October, 2019</p> <p>December, 2019</p> <p>December, 2019</p> <p>March, 2020</p>	<p>Silver award achieved. Working arrangements agreed with Garrison and the areas of focus</p> <p>Three events supported per year</p> <p>Future plan for Gold submission including timescales & allocated resources.</p>	<p>Military Champion</p>	<p>AC EL</p>	<p>Last quarter Q1</p>	<p>This quarter Q2</p>	<p>Overall progress</p>	

Employers Recognition Scheme Gold Status								
Civic events programme – delivered and supported through civic events group	Ongoing	Yearly programme agreed in advance. Delivered in accordance with plans. Corporate support arrangements agreed (events/offer). Organisation and delivery of Rushmoor Food Fair	AN	AC HC	Last quarter Q1	This quarter Q2	Overall progress	
Deliver, enable and facilitate the 2019/20 events programme. Including:		Increase community involvement and pride in the Borough.	AN MM	AC JA	Last quarter Q1	This quarter Q2	Overall progress	
<ul style="list-style-type: none"> • 4 Armoured Med Farewell Parade • Get involved fair • Victoria Day • Armed Forces Day Military Day Parade • Rushmoor Community Food Festival • Rushmoor fireworks spectacular • Remembrance Sunday Events 	<p>11 May</p> <p>1 June</p> <p>8 June</p> <p>29 June</p> <p>14 September</p> <p>2 November</p> <p>10-11 November</p>				Comment: On schedule – supported the Events Team for some events.			

<ul style="list-style-type: none"> Aldershot and Farnborough Town Centre Events Carol Service 	Ongoing 4 December												
<p>Supporting and enabling a councillor shadowing programme for students in the Borough.</p> <ul style="list-style-type: none"> Agree key dates with the college and share information with Members Introductory Sessions with Officers and Member Councillor Shadowing activities End of Programme 	<p>September 2019</p> <p>October-December 2019</p> <p>January-February 2020</p> <p>March 2020</p>	<p>Provides leadership experience for young people.</p> <p>Involvement in local democracy encouraged</p> <p>Two cohorts undertaken.</p>	AN	JS	<table border="1"> <thead> <tr> <th>Last quarter Q1</th> <th>This quarter Q2</th> <th>Overall progress</th> </tr> </thead> <tbody> <tr> <td colspan="3">Comment: Arrangements for first Cohort being finalised</td> </tr> </tbody> </table>	Last quarter Q1	This quarter Q2	Overall progress	Comment: Arrangements for first Cohort being finalised				
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<p>Developing the Corporate planning and performance framework</p> <p>Prepare a 10 year vision</p> <ul style="list-style-type: none"> Leadership programme to engage on the vision <p>Prepare a Council 3 year Business Plan</p>	<p>July 2019</p> <p>July 2019</p>	<p>Vision approved</p> <p>New plan approved and in place</p> <p>New performance framework agreed</p> <p>Dashboards in place and being used</p> <p>Set up arrangements with Members</p>	AN	AC JR SS	<table border="1"> <thead> <tr> <th>Last quarter Q1</th> <th>This quarter Q2</th> <th>Overall progress</th> </tr> </thead> <tbody> <tr> <td colspan="3">Comment: Vision and Council three year business plan approved by Council in July.</td> </tr> </tbody> </table>	Last quarter Q1	This quarter Q2	Overall progress	Comment: Vision and Council three year business plan approved by Council in July.				
Last quarter Q1	This quarter Q2	Overall progress											
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<p>Prepare a Council Dashboard</p> <ul style="list-style-type: none"> Identify the key indicators which are needed to measure how we are doing as a Council Identify how best to present the information and whether and programs or software will be needed 	December 2019						
<p>Renewal of the Charter for Member Development</p> <ul style="list-style-type: none"> Discussion at Member Development Group Member Training Needs Survey Collation and presentation of evidence for the Charter Dates and arrangements for the Inspection day Charter Inspection 	<p>October 2019</p> <p>November 2019</p> <p>November-December 2019</p> <p>December 2019</p> <p>January-February 2020</p>	<p>Council receives Charter Award for Member Development.</p> <p>Preparation of action plan at the completion of the assessment</p> <p>A structured approach for supporting Members' Learning and Development is in place, supporting good governance and continuous improvement.</p>	AN	JS	Last quarter Q1	This quarter Q2	Overall progress
<p>Review of strategy, plans and processes to tackle areas of deprivation</p> <ul style="list-style-type: none"> To understand and share data from the 2019 Indices 	December, 2019	People understand what the new data means for Rushmoor and its residents	AN	AC EL SS	Last quarter Q1	This quarter Q2	Overall progress
					<p>Comment: Data being reviewed. Working group set up to analyse</p>		

<p>of Multiple Deprivation (Data due to be released in September 2019)</p> <ul style="list-style-type: none"> Develop a plan targeting the areas of most need. The plan will form the basis for the overall community development work. 	January, 2020	<p>Assessment of implications based on data.</p> <p>Amended structure for the Community Development Team with clear objectives and focus on place.</p>			data, identify priority areas and way forward.			
<p>Develop an action plan to promote health and well-being specifically in areas identified as in greatest need. Review approach and identify required resources by December 2019.</p> <ul style="list-style-type: none"> Plan prepared Delivery Commenced 	<p>March 2020</p> <p>May 2020</p>	<p>Plan developed to complement deprivation strategy and action plan.</p> <p>.</p>	AN	AD	<p>Last quarter Q1</p>	<p>This quarter Q2</p>	<p>Overall progress</p>	<p>Comment: Data being reviewed from the Indices of Multiple Deprivation 2019</p>
<p>Plan and deliver support programme to young people</p> <ul style="list-style-type: none"> Creation of the Rushmoor Youth Forum Development of action plan for 2020/21 	<p>April, 2019</p> <p>December, 2019</p>	<p>Plan developed to complement deprivation strategy and action plan.</p> <p>Plan of activities and support to young people across the Borough</p>	AN	EL	<p>Last quarter Q1</p>	<p>This quarter Q2</p>	<p>Overall progress</p>	<p>Comment: Youth service brochure to promote borough wide activities to be completed by end of October</p>
<p>Moor Road playing fields - Funding has been sought and obtained and the plans proposed and submitted for planning consent</p>		<p>A new community facility in Farnborough including an updated play area, a multi use games area, a</p>	AN	<p>AC</p> <p>MS</p>	<p>Last quarter Q1</p>	<p>This quarter Q2</p>	<p>Overall progress</p>	

<ul style="list-style-type: none"> • Agree and commence procurement process • Review and award tenders • Commence project • Open facilities 	<p>August 2019</p> <p>September 2019</p> <p>Autumn 2019</p> <p>Spring 2020</p>	pump track and outdoor gymnasiums			Comment: Planning consent now granted. Facilities are out for procurement.			
<p>Community facilities in North Town</p> <ul style="list-style-type: none"> • Feasibility work • Plans proposed and agreed by cabinet • Funding sought and obtained • Planning application • Works procured • Projects delivered in accordance with plans 	<p>Summer 2019</p> <p>December 2019</p> <p>February 2020</p> <p>Spring 2020</p> <p>Summer 2020</p> <p>December 2020</p>	Following the regeneration of the area a new community facility in North Town for residents and local groups to use.	AN	MS AC	Last quarter Q1	This quarter Q2	Overall progress	Comment: The use of post office will be reviewed following completion of a building survey. Other options being considered with VIVID.
<p>Closed circuit cycle track at Queens Avenue Polo fields</p> <ul style="list-style-type: none"> • Hold discussions with Garrison regarding long-term lease of land • Feasibility work undertaken • Plans proposed and cabinet approval 	<p>August 2019</p> <p>September 2019</p> <p>November 2019</p> <p>November 2019</p>	A multi - disciplined cycle facility incorporating a closed road circuit, a BMX pump track, balance and ride area, and a mountain bike skills course. The facility will be of regional significance for cycling in the South East as well as encouraging local people	Leader AN MS	MS AC	Last quarter Q1	This quarter Q2	Overall progress	Comment: Potential site on Queens Avenue not possible. Approach and potential sites being reviewed following which the timetable will be revised.

<ul style="list-style-type: none"> • Commence funding application to British Cycling • Planning application • Funding sought and obtained • Final design work agreed • Works procured • Projects delivered in accordance with plans 	<p>Spring 2020 Summer 2020</p> <p>Autumn 2020 Autumn 2020 Spring 2021</p>	to become active and learn to ride.						
<p>Heritage trails - Feasibility work has been completed and the plans proposed and agreed</p> <ul style="list-style-type: none"> • Part funding sought and obtained • Additional funds being sought • Works procured • Projects delivered in accordance with plans 	<p>August 2019</p> <p>August 2019</p> <p>November 2019 Spring 2020</p>	New heritage trails in Aldershot to connect residents and visitors to Aldershot's military and civilian history. Project will meet the pride in place and health and well-being agenda.	Leader AN MS	MS AC	Last quarter Q1	This quarter Q2	Overall progress	Comment: Awaiting on a funding decision from Military Covenant Fund. Timetable will need to be revised.
<p>Delivery of revised model of partnership involvement and support</p> <ul style="list-style-type: none"> • Establish structure of two regular network events and a steering group 	April, 2019	Revised arrangements are in place with increased focus on the delivery of the key partnership priorities for the area, with the Council participating in	Leader	AC	Last quarter Q1	This quarter Q2	Overall progress	

<ul style="list-style-type: none"> Identify priority areas Establish a framework for delivering the priority areas 	November, 2019 March 2020	varied roles to support this.					
Introduction of a Mayoral protocol for the Mayor and Deputy Mayor	May, 2019	Protocol complete for 2019/20 Mayoral Year.	AN	JS	Last quarter Q1	This quarter Q2	Overall progress
					Comment: Completed in Quarter 1		
Identify funding opportunities and develop bids to support community development work <ul style="list-style-type: none"> Submit application to the National Lottery Community Fund Develop a central funding hub to: <ul style="list-style-type: none"> Scope local need and priorities and identify funding gaps. Utilise HCC funding portal to review all local and national funding available that is relevant to our need Record all funding applications Monitor 	October/ November, 2019 As part of deprivation work/on going	Secure external funding to provide additional resources to the Community Development Team.	AN	EL	Last quarter Q1	This quarter Q2	Overall progress
					Comment: Funding Bid identified and being drafted to reflect new IMD data. Expected application pre-December 2019.		

successful and unsuccessful RBC applications							
Develop a delivery plan for the Council to support the improvement of education attainment, to include work with Hampshire County Council to identify priority areas: <ul style="list-style-type: none"> • Preparation and approval of support plans • Develop a programme of support to schools based on improving aspirations in our most deprived areas • Deliver support work in schools • Reading groups in primary schools 	October, 2019	To see an improvement in educational attainment levels particularly in secondary education by 2020/21 following a clear needs analysis based on current issues and risks in schools.	AN	EL	Last quarter Q1	This quarter Q2	Overall progress
	November, 2019	To communicate success and good news stories from our local schools			Comment: Work plan drafted. Currently working with Alderwood on an aspirations project and St Michaels Junior school for a reading project. 6 officers have supported interviews for Yr 10'S at Fernhill.		
Continue the development of the Community Lottery <ul style="list-style-type: none"> • Develop and manage the Lottery Forum Group • Co-ordinate and Deliver the Annual Event 	July, 2019	Allocate community fund Celebrate success and thank the good causes for their work.	AN	EL	Last quarter Q1	This quarter Q2	Overall progress
	September 2019	Inform Members of the impact of the Lottery on local good causes.			Comment: Successful 2nd anniversary event. Report due Jan 2020.		

<ul style="list-style-type: none"> Produce an annual report for Members. Review and embed the working arrangements 	<p>January, 2020</p> <p>January 2020</p>	<p>Identify potential resource implications and communications plan</p>						
<p>Develop a delivery plan for ensuring effective working arrangements with the voluntary sector</p> <ul style="list-style-type: none"> Co-ordinate work with RVS including use of shared resources Attend voluntary sector forum meetings Establish support arrangements with RVS, CMPP and other organisations co-ordinating volunteering implement a volunteering scheme for staff to support local projects 	<p>October, 2019</p> <p>September, 2019</p> <p>January, 2020</p> <p>August, 2019</p>	<p>A more co-ordinated approach to supporting the 3rd sector – outlining how the Council will work with the voluntary sector to improve our communities.</p> <p>Increase in the number of people volunteering locally.</p>	<p>AN</p>	<p>AC</p> <p>EL</p>	<p>Last quarter Q1</p>	<p>This quarter Q2</p>	<p>Overall progress</p>	<p>Comment: Staff volunteering scheme being utilised for education projects.</p> <p>Works being co-ordinated with RVS since the move to the Council Offices. Method being developed for joint working.</p>
<p>Review the arrangements for organisations receiving support from the Council</p>		<p>Rationalise support arrangements to voluntary organisations to ensure fairness and consistency, including the contribution</p>	<p>AN</p>	<p>AC</p>	<p>Last quarter Q1</p>	<p>This quarter Q2</p>	<p>Overall progress</p>	<p>Comment: Review of rent relief to voluntary organisation almost</p>

<ul style="list-style-type: none"> Establish strategic framework and review arrangements Review arrangements for providing rent relief to voluntary organisations Undertake a review of grant and support to Citizens' Advice, RVS and the Farnborough and Cove War Memorial Hospital Trust 	<p>October, 2019</p> <p>October, 2019</p> <p>January, 2020</p>	<p>made by the organisations towards support costs.</p>			<p>completed. Cabinet report being prepared.</p>			
<p>Respond to the declaration by the Council of a climate change emergency</p> <ul style="list-style-type: none"> Establish a working group Meet with carbon neutral organisations Obtain data on Rushmoor's Carbon Footprint Develop strategy and action plan 	<p>August, 2019</p> <p>October, 2019</p> <p>November, 2019</p> <p>February, 2020</p>	<p>Develop and commence delivery of a plan to enable a green and sustainable Rushmoor and a carbon neutral Council by 2030</p>	<p>AN</p>	<p>AC</p>	<p>Last quarter Q1</p>	<p>This quarter Q2</p>	<p>Overall progress</p>	<p>Comment: Background work to prepare strategy and action plan still to be completed.</p>
<p>Develop a cycling and walking strategy for the Borough</p> <ul style="list-style-type: none"> Scope the project with Rushmoor Cycle Forum 	<p>October, 2019</p>	<p>Prepare and implement a plan for improved walking and cycling facilities in the borough – contributing to the health and wellbeing of citizens and supporting</p>	<p>AN/MS</p>	<p>AC</p> <p>MS</p>	<p>Last quarter Q1</p>	<p>This quarter Q2</p>	<p>Overall progress</p>	<p>Comment: Project awaiting support from Hampshire County Council and resourcing. Service lead may</p>

<ul style="list-style-type: none"> • Prepared information and strategy • Develop delivery plan • Establish delivery structure with the Cycle Forum 	<p>February, 2020</p> <p>July, 2020</p> <p>July 2020</p>	<p>the work to address climate change and sustainability</p>			<p>move to Economy, Planning and Strategic Housing.</p>
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Key work completed this quarter

- St Mark's by election – 12th September (25% turnout)
- Completed a successful Couch to 2k running programme with families in areas where high childhood obesity exists (7 schools)
- Farnborough Flyer Cycle event – Sept 2019 with 400 entrants
- New Member Induction arrangements for Cllr Thomas Mitchell
- Arrangements for Six Member Learning and Development Events including Social Media and Licensing Hearing Training for all Members of the Licensing, Audit and General Purposes Committee
- Administration of 13 principal meetings of the Council
- Administration for a range of informal councillor working groups
- Delivery of food festival event
- Allocation of Lottery Community grants and successful 2nd Lottery Anniversary celebration
- Return from the Annual Canvass for electoral registration (HEF) 86%

Key service measures/performance indicators

- Freedom of information (FOI)

<p>Number received – 177 in Q2</p> <ul style="list-style-type: none"> More than Q1 2019/20 (143) Less than Q2 2018/19 (203) 	<p>Percentage on time – 93.4% in Q2</p> <ul style="list-style-type: none"> Better than Q1 2019/20 (84.0%) Better than Q2 2018/19 (82.6%) <p>(quarters are one month behind to allow for 20 working days reply time)</p>
<p>Number of Freedom of Information requests each quarter</p>	

- Electoral service data

<p>Turnout at local elections</p> <p>Overall turnout at the last five elections in the borough:</p> <ul style="list-style-type: none"> St Marks by election held on Thursday 12 September 2019: 25% European Parliamentary elections, held on Thursday 23 May 2019: 35.2% Rushmoor Borough Council local elections, held on 2 May 2019: 30.75% Rushmoor Borough Council local elections, held on 3 May 2018: 30.96% Parliamentary election, held on 8 June 2017: 64.43% 		<p>Number of eligible residents registered to vote at end of Q2 – 64,818</p> <ul style="list-style-type: none"> Lower than Q1 2019/20 (65,322) Higher than Q2 2018/19 (64,566)
		<p>Number of void properties at end of Q2 – 6,055</p> <ul style="list-style-type: none"> Higher than Q1 2019/20 (5,855) Higher than Q2 2018/19 (6,045)
		<p>Number of pending electors at end of Q2 –1,067</p> <ul style="list-style-type: none"> Higher than Q1 2019/20 (75) Higher than Q2 2018/19 (679)

- **Parkruns**

Rushmoor Parkrun average number of participants <ul style="list-style-type: none"> • Q2 - 467 	<ul style="list-style-type: none"> • Lower than Q1 2019/20 (516) • Lower than Q2 2018/19 (468)
Queen’s Parade Junior Parkrun average number of participants <ul style="list-style-type: none"> • Q2 - 117 	<ul style="list-style-type: none"> • Higher than Q1 2019/20 (109) • No data to compare to Q1 2018/19

- **Compliments and complaints**

Number of complaints about this service this quarter: 1 <ul style="list-style-type: none"> • Issue raised by local business relating to the route of the Farnborough half marathon 	Number of compliments about this service this quarter: <ul style="list-style-type: none"> • Numerous compliments on the Wellesley 10K Facebook page after the event on Sunday 13th October • Compliments from Fernhill and Cove schools for officers helping with Yr 11 mock interviews • Lottery party/event
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- **Staff sickness**

Working days lost due to sickness absence per FTE – Q2 1.03 (20 days) <ul style="list-style-type: none"> • Better than the Rushmoor average for this quarter (2.36) 	<ul style="list-style-type: none"> • Worse than Q1 2019/20 (0.73) • Worse than Q2 2018/19 (1) Note: in Q1 in 2018/19 service included Customer Services and Communications and didn’t include Community Development.
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- **Service expenditure**

Service	Budget	Actuals (Inc. Commitment)	Variance
Democracy Strategy & Partnerships	2,485,760.00	1,495,708.97	60.2%

Corporate risks

Key service risk identified this quarter	Impact of Risk	Score (likelihood/impact)	Status
Impact of unplanned General Election	Affect on timing of delivery of priorities work for the Council Business Plan	3,3	
Funding core posts currently resourced through grants	Loss of revenue from 2020 (Q2) for delivery of priority work. If bids unsuccessful – there will be an impact on delivery for the local community	2,3	
Changing demands on service	Affect on timing of delivery of priorities work for the Council Business Plan	3,3	

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 (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
To monitor the performance and activities of Registered Providers	Task and Finish Group established consisting of: The Chairman (Cllr M.D. Smith), Vice-	2019/20	Meetings have now been scheduled, and will be held as follows: <ul style="list-style-type: none"> • 23rd October, 2019 - Metropolitan Thames Valley Housing Association 	Green

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ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
working in the Borough.	Chairman ((Cllr Mrs D.B. Bedford) Chainman of the Group)) and Cllrs T.D. Bridgeman, M.S. Choudhary, R.M. Cooper and K. Dibble.		<ul style="list-style-type: none"> • November, 2019 – VIVID and Grainger • January, 2020 - Mears Plexus and Defence Infrastructure Organisation (MOD) 	
To scrutinise the performance of SERCO against the contract specification for: <ul style="list-style-type: none"> • Waste collection • Fly tipping • Recycling • Customer interface 	Environmental Services Contract Task and Finish Group has been set up consisting of: The Chairman (Cllr M.D. Smith), Vice-Chairmen (Cllr Mrs D.B. Bedford and Cllr J.B. Canty) and Cllrs Veronica Graham-Green, C.P. Grattan and Nadia Martin.	July, 2019	The recommendations of the Group were agreed at the Committee meeting on 18th July, 2019. The recommendation will be raised with the Portfolio Holder and a report back will be made in due course.	Green
To review the Council's	N/A	2019/20	The Committee was provided with an initial briefing on 1st November, 2018 where the	N/A

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
<p>approach to investment in commercial properties, including an assessment of the opportunities taken and the outcomes.</p>			<p>following areas for consideration were identified:</p> <ul style="list-style-type: none"> • The strategic framework for asset management/investment • High level aspirations • 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 was presented to the Committee at its meeting in May, 2019 which set out a review of commercial property investments. An independent external review is being undertaken of the property portfolio and a report on the findings will be made to the Committee at a future meeting.</p>	

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
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 (Chairman of the Group), A.H. Crawford, Veronica Graham-Green, Mara Makunura and M.J. Roberts.	June 2019 – January 2020	<p>Meetings of the Group were held on 18th June and 1st August, 2019. Consideration was given to the options going forward and it has been agreed that a report should be prepared for the Cabinet proposing that the existing scheme should be retained at present with a review planned from April 2020.</p> <p>The Group met again on 8th October and agreed that a report to Cabinet would be prepared for November/December to recommend no additional changes to the Council Tax Support Scheme for 2020/21 but would recommend that a more holistic review be undertaken of the scheme during 2020/21 to take into account the position regarding Universal Credit roll out and it's implications.</p>	Green
Educational Improvement	<p>A Task and Finish Group has been set up consisting of:</p> <p>The Chairman (Cllr. M.D. Smith), (Vice-Chairman) Cllr. L.</p>	2019/20	A meeting of the Group was held on 24th July when a presentation was provided on the context and background, 2018 attainment levels and the work being carried out by Rushmoor Council. A range of steps have been agreed to attain more data and to seek a meeting with representatives of Hampshire	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
	Jeffers (Chairman of the Group) and Cllrs. Gaynor Austin, Mara Makunura, Nadia Martin and C. Stewart.		County Council, including the Portfolio Holder for Education, Cllr Roz Chadd. A further meeting will be held when attainment data is available, which is due on 18th October, 2019.	

(B) ISSUES EARMARKED FOR SCRUTINY BUT NOT YET COMMENCED

ISSUE	CURRENT POSITION	PROPOSED TIMETABLE
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	Draft prepared – Strategy to be presented in 2019/20. The issue has also been picked up by the Policy and Project Advisory Board.

OVERVIEW AND SCRUTINY COMMITTEE

WORK FLOW – OCTOBER 2019- MARCH 2020

DATE	ITEMS
24th October, 2019	Performance Monitoring – Democracy, Strategy and Partnerships
12th December, 2019	Quarter 2 Performance Monitoring Safer North Hampshire <ul style="list-style-type: none"> • Fear of crime as a result of street lights being turned off • Rough Sleepers Street Drinkers – Update • Antisocial Behaviour in parks Rushmoor Property Portfolio
30th January, 2020	Governance Structure
26th March, 2020	Quarter 3 Performance Monitoring Town Centre markets and Car Boot Performance Reports
Potential Future Items for Committee	Procurement Strategy Climate Change Workforce Report – July 2020 Review of Rents in Council owned buildings Review of Grants to organisations Moor Road project – Update (Dec/Jan)
Potential Items for Scrutiny at T&F	Income Generation

OVERVIEW AND SCRUTINY COMMITTEE

Progress Meetings 2019/20

(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
5th March, 2019	<ul style="list-style-type: none"> • Cabinet Champions • Governance Structure • Educational Attainment 	<ul style="list-style-type: none"> • The Group asked that a request for ideas for Cabinet Champion roles was made via the nominations to membership of groups form circulated to groups at the beginning of the Municipal Year. • The Group noted that that a root and branch review was proposed of the Constitution, a scoping paper which would be picked up at the first meeting of the Municipal Year alongside a presentation on the Governance Structure. • At present information was being obtained from local schools and this would be considered as part of the scoping work.
3rd July, 2019	<ul style="list-style-type: none"> • Governance Structure • Parking Issues 	<ul style="list-style-type: none"> • It was agreed that the presentation on Governance would be postponed to a meeting later in the year. • Two requests from Councillors were received concerning parking issues in the Borough, these related to North Camp Town Centre and the Aldershot Lido. The item relating to North Camp and the wider parking issues would be included on the Agenda for the 18th July and the issues relating to the Lido would be raised with the Head of Operational Services

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	<ul style="list-style-type: none"> • IT Services • Town centre markets and car boot sales 	<ul style="list-style-type: none"> • A request was received from Cllr Sophie Porter concerning IT services, in particular the LoveRushmoorApp and the need to ensure that services were in line with the new IT Work Plan. It was noted that the Rushmoor 2020 Task and Finish Group could pick the issue up as part of their work. • At the request of the Chairman the Committee would review the performance of the town centre markets and car boot sales as part of performance monitoring.
12th August, 2019	<ul style="list-style-type: none"> • Aldershot Lido parking • Task and Finish Group Update • Format of meeting 	<ul style="list-style-type: none"> • It was agreed that a request raised by Cllr Sophie Porter to address car parking issues at the Aldershot Lido would be considered at the next meeting of the Committee • It was agreed that the Vice Chairmen would give an update on the work of the Registered Providers and Educational Improvement Task and Finish Groups • The meeting would consist of the above items and any regular business. Once complete a presentation would be provided on the modified performance framework and a training session on scrutiny. The meeting would start at the earlier time of 6.30pm.
26th September, 2019	<ul style="list-style-type: none"> • Westgate, Aldershot • Use of Performance Information 	<ul style="list-style-type: none"> • It was noted that the meeting scheduled between the Council and Legal and General (owners of Westgate) had yet to take place, however the suggestions compiled at the Committee meeting had been passed to relevant officers to be raised. • A session had been held on the new performance monitoring data at the last meeting – it was noted that data would be sent out as early as possible prior to the Committee meeting when the data would be scrutinised.

		<ul style="list-style-type: none"> • Educational Attainment • Corporate Peer Challenge Review 	<ul style="list-style-type: none"> • It was noted that an annex would be added to the Work Plan with the data on the 2018/19 exam results. • The report from the recent Corporate Peer Challenge Review would be brought to the next meeting of the Progress Group.
29th October, 2019			
16th January, 2020			
13th February, 2020			
Items for Future Progress Meetings		<ul style="list-style-type: none"> • Revenue Protection and Debt Collection Procedures • SERCO 	