



## RUSHMOOR BOROUGH COUNCIL

# OVERVIEW AND SCRUTINY COMMITTEE

*at the Council Offices, Farnborough on  
Thursday, 13th February, 2020 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](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 24th October, 2019 (copy attached).

## **2. HIGHWAYS AGENCY –**

At the Council meeting on 5th December, 2019, the following Motion was presented by Cllr. Abul Chowdhury:

“This Council recognises that the standard of highways in this Borough is crucially important to local people.

The current response and priority given to Rushmoor has been problematical since agency agreements with Hampshire CC have been amended over the years.

We believe that it’s essential for the good of our residents that we take back some control of our own highways’ issues.

We call on those responsible in Hampshire and Rushmoor to enter into negotiations to allow this Council to take back more control of highways in Rushmoor, with Hampshire delegating the necessary resources through a revised agency arrangement.”

The Council agreed to refer the issue to this Committee and Cllr. Chowdhury has been invited to the meeting to present the Motion. The Committee will be asked to hold a preliminary discussion and agreed the process to be followed in considering the Motion.

## **3. PERFORMANCE MANAGEMENT –**

To consider the following issues relating to the Council’s performance:

(1) To consider the performance data on crime statistics provided by Hampshire Police (Chief Inspector John Halfacre will be in attendance)

(2) To review the performance data for Q3 2019/2020. The information is provided [here](#) and a presentation will be made at the meeting.

(3) To consider the revised Performance Management Framework which is currently being developed and will be introduced formally in Q1 2020/2021.

## **4. WORK PLAN – (Pages 5 - 16)**

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.

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# OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Thursday, 24th October, 2019 at the Council Offices, Farnborough at 7.00 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 K. Dibble  
Cllr Veronica Graham-Green  
Cllr Christine Guinness  
Cllr Mara Makunura  
Cllr S.J. Masterson

Apologies for absence were submitted on behalf of Cllr M.S. Choudhary and Cllr Nadia Martin

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

The minutes of the meeting held on 11th September, 2019 were agreed as a correct record.

## **23. PAVEMENT PARKING**

Cllr. Keith Dibble raised the issue of pavement parking across the Borough. The obstruction of pavements made it difficult for pedestrians to pass safely, having to walk round on the road to pass some vehicles. The Committee was asked to consider whether the Council could do anything to tackle the issue.

Following discussions, it was advised that a white paper was in existence which detailed a proposed blanket approach to pavement parking. It was noted that Hampshire County Council, as the responsible highways authority, would be asked to respond to the paper and the Council would be consulted as part of the process. It was suggested that the detail of the white paper could be brought to a future meeting of the Committee. In addition, the Committee requested that consideration be given to refocusing the routes of the Parking Enforcement Team to take in wider areas surrounding the town centres. Members also asked if the staff could be issued with an advisory note to place on vehicles parked inconsiderately advising them of the implications of their actions. A guidance note on the “dos and don’ts” of parking was also suggested for Members.

**ACTION:**

<b>What</b>	<b>Who</b>	<b>When</b>
To consider the implications of producing an advisory note to place on vehicles parked inconsiderately advising drivers/owners of the implications of doing so.	Andrew Colver, Head of Democracy, Strategy and Partnerships	December, 2019
To provide a guidance note for Members on the “dos and don’ts” of parking.	Andrew Colver, Head of Democracy, Strategy and Partnerships	December, 2019

## 24. **PERFORMANCE MONITORING - DEMOCRACY, STRATEGY AND PARTNERSHIPS**

The Committee welcomed the Portfolio Holder for Democracy, Strategy and Partnerships, Cllr. Adrian Newell who was in attendance to respond to the quarter 2 performance monitoring for the Democracy, Strategy and Partnerships Service (DSP).

The Committee was advised of the background to the work taking place to refine and improve the Council’s corporate planning and performance management system. The findings of the recent Peer Challenge review had identified the need to develop a culture of performance accountability with a focus on key issues, timely and accurate information and more detailed reporting at service level – the DSP dashboard was an evolving document which incorporated these findings.

The Committee was updated on the activities identified in the service monitoring and noted areas where performance had slipped during quarter 2 and the reasons why. The following areas were highlighted:

- The development of community facilities in North Town, Aldershot was currently behind schedule, the situation had changed and the options were being re-considered.
- The proposed closed-circuit cycle track was behind schedule, this was attributed to the original site not being found suitable following assessment and alternative options were being considered. A report back would be made when a new site had been secured.
- Heritage Trails – It was noted that some of the funding streams originally bid for had been unsuccessful and alternative funding streams were now being considered to fill the gaps. As the funding was from external sources there was always uncertainty.
- Climate Change – the work on climate change was currently on track but the completion by the end of 2019/20 was challenging. Consideration was being given

to how the organisation could respond, considering current workloads and resources.

- Development of a cycling and walking strategy – this project was highly dependent on Hampshire County Council involvement and was currently being reviewed.

The Committee noted the quarter 2 monitoring of the Democracy, Strategy and Partnerships service and was advised that the full Council quarter 2 monitoring would be considered at the following meeting of the Committee.

## 25. **WORK PLAN**

The Committee noted the current work programme.

The meeting closed at 8.25 pm.

CLLR M.D. SMITH (CHAIRMAN)

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# OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN

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

The Committees Terms of Reference are as follows:

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

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

#### **(A) ISSUES CURRENTLY BEING PROGRESSED BY THE OVERVIEW AND SCRUTINY COMMITTEE**

<b>ISSUE (PURPOSE OF REVIEW)</b>	<b>TASK AND FINISH GROUP (MEMBERSHIP 2019/20)</b>	<b>TIMETABLE</b>	<b>CURRENT WORK</b>	<b>STATUS</b>
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 been held as follows: <ul style="list-style-type: none"> <li>• 23rd October, 2019 - Metropolitan Thames Valley Housing Association</li> </ul>	Green

Last Updated Friday 24th January, 2020

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"> <li>• November, 2019 – VIVID and Grainger</li> <li>• January, 2020 - Mears Plexus and Defence Infrastructure Organisation (MOD)</li> </ul> <p>Other Meetings are scheduled for:</p> <ul style="list-style-type: none"> <li>• 12th February, 2020</li> </ul>	
<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>Environmental Services Contract 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, C.P. Grattan and Nadia Martin.</p>	July, 2019	<p>The recommendations of the Group were agreed at the Committee meeting on 18th July, 2019. The recommendations have been submitted to the Portfolio Holder.</p> <p>A further review will be carried out in the future.</p>	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
To review the Council's approach to investment in commercial properties, including an assessment of the opportunities taken and the outcomes.	N/A	2019/20	<p>The Committee was provided with an initial briefing on 1st November, 2018 where the following areas for consideration were identified:</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> <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 has been</p>	N/A

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
			undertaken of the property portfolio. The current position will be discussed at the Progress meeting on 27th February, 2020 and if appropriate a report will be brought to the Committee in due course.	
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

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
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. Jeffers (Chairman of the Group) and Cllrs. Gaynor Austin, Mara Makunura, Nadia Martin and C. Stewart.</p>	2019/20	<p>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 obtain more data and meetings with representatives of Hampshire County Council, have been held</p> <p>A further meeting is scheduled to be held on 10th February, 2020 when the latest data will be reviewed together with the work carried out by the Council. The Group will also be asked to consider the next steps.</p>	Green
Westgate, Aldershot	N/A	2019/2020	<p>Meetings were held with Legal &amp; General (scheme owners) on 1st October, 2019 and Curson Sowerby (site letting agents) on 21st November, 2019.</p> <p>The feedback from the meeting is as follows:</p> <p>“Whilst the restaurant sector has been suffering nationally, both parties were bullish about the performance of the other occupants,</p>	N/A

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
			<p>especially Cineworld and Travelodge. Pure Gym were close to signing contracts to take occupancy of the former Harvester and Toby Carvery units in 2020.</p> <p>Assistance was sought in sourcing an occupier for the former Prezzo unit and reassurances were given about the site appearance.</p> <p>The Council has offered to take on the site promotion.”</p>	

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

ISSUE	CURRENT POSITION	PROPOSED TIMETABLE
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>	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
13th February, 2020	Performance Monitoring: <ul style="list-style-type: none"> <li>• Hampshire Police Crime Statistic (John Halfacre)</li> <li>• Performance Management Framework</li> </ul>
26th March, 2020	Town Centre markets and Car Boot Performance Reports
Potential Future Items for Committee	Procurement Strategy Workforce Report – July 2020 Review of Rents in Council owned buildings Review of Grants to organisations Moor Road project – Update (March 2020) Aldershot Town Football Club Safer North Hampshire <ul style="list-style-type: none"> <li>• Fear of crime as a result of street lights being turned off</li> <li>• Rough Sleepers Street Drinkers – Update</li> <li>• Antisocial Behaviour in parks</li> </ul>
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"> <li>• Cabinet Champions</li> <li>• Governance Structure</li> <li>• Educational Attainment</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• At present information was being obtained from local schools and this would be considered as part of the scoping work.</li> </ul>
3rd July, 2019	<ul style="list-style-type: none"> <li>• Governance Structure</li> <li>• Parking Issues</li> </ul>	<ul style="list-style-type: none"> <li>• It was agreed that the presentation on Governance would be postponed to a meeting later in the year.</li> <li>• 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</li> </ul>

	<ul style="list-style-type: none"> <li>• IT Services</li> <li>• Town centre markets and car boot sales</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
12th August, 2019	<ul style="list-style-type: none"> <li>• Aldershot Lido parking</li> <li>• Task and Finish Group Update</li> <li>• Format of meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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.</li> </ul>
26th September, 2019	<ul style="list-style-type: none"> <li>• Westgate, Aldershot</li> <li>• Use of Performance Information</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

		<ul style="list-style-type: none"> <li>• Educational Attainment</li> <li>• Corporate Peer Challenge Review</li> </ul>	<ul style="list-style-type: none"> <li>• It was noted that an annex would be added to the Work Plan with the data on the 2018/19 exam results.</li> <li>• The report from the recent Corporate Peer Challenge Review would be brought to the next meeting of the Progress Group.</li> </ul>
29th October, 2019			
27th February, 2020			
Items for Future Progress Meetings		<ul style="list-style-type: none"> <li>• Revenue Protection and Debt Collection Procedures</li> <li>• Ticehurst Nature Reserve (emails from MR saved)</li> </ul>	

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