



RUSHMOOR BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

Virtual Meeting
Thursday, 23rd July, 2020 at 7.00 pm

To:

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

Cllr Gaynor Austin
Cllr T.D. Bridgeman
Cllr Sue Carter
Cllr R.M. Cooper
Cllr Veronica Graham-Green
Cllr Christine Guinness
Cllr L. Jeffers
Cllr Mara Makunura
Cllr S.J. Masterson

Standing Deputies

Cllr K. Dibble
Cllr J.H. Marsh

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

A G E N D A

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

To confirm the Minutes of the Meeting held on 11th June, 2020 (copy attached).

2. **APPOINTMENT OF VICE-CHAIRMAN –**

Following changes in responsibilities within the Conservative Group, to appoint a new Vice-Chairman of the Committee for the Municipal Year 2020/21.

3. **WORKFORCE REPORT –** (Pages 7 - 16)

To receive the annual workforce report, from Alison McBride, Corporate Manager People.

4. **HEALTHY WEIGHTS PROJECT - UPDATE –**

To receive an update from Martin Sterio, Health and Physical Activity Officer on the healthy weights project.

5. **SCRUTINY TRAINING SESSION –**

To discuss the arrangements for a scrutiny training session on 20th August, 2020.

6. **WORK PLAN –** (Pages 17 - 28)

To review the current work plan.

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

Minutes of the Remote Meeting held on Thursday, 11th June, 2020 at 6.00 pm.

Voting Members

Cllr M.D. Smith (Chairman)
Cllr Mrs. D.B. Bedford (Vice-Chairman)
Cllr Sue Carter (Vice-Chairman)

Cllr Gaynor Austin
Cllr T.D. Bridgeman
Cllr R.M. Cooper
Cllr Veronica Graham-Green
Cllr Christine Guinness
Cllr L. Jeffers
Cllr Mara Makunura
Cllr S.J. Masterson

1. COMMITTEE MEMBERSHIP

It was advised that, following the appointments to committees made at the Extraordinary Council Meeting on 14th May 2020, a change had been made by the Conservative Group to its membership of the Committee. It was noted that Cllr Veronica Graham Green had replaced Cllr Jacqui Vosper as a member of the Committee.

2. APPOINTMENT OF VICE-CHAIRMEN

RESOLVED: That Cllrs. Mrs D.B. Bedford and Sue Carter be appointed as Vice-Chairmen of the Committee for the 2020/21 Municipal Year.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 13th February, 2020 were agreed as a correct record.

4. INTRODUCTION TO THE COMMITTEE

Mr. Andrew Colver, Head of Democracy, Strategy and Partnerships, gave a presentation on the working arrangements of the Committee. The Committee noted that the Council had to have a scrutiny committee, that was politically balanced and could give an independent view. There was little restriction on issues could be scrutinised within the Council executive and, non-executive functions and external organisations could also be scrutinised. However, it was important to avoid duplication with the work of the Policy and Project Advisory Board and regular meetings would be scheduled between the Chairmen to discuss current and future work.

The Committee would have regular items on the work plan, in particular performance monitoring which would take place once a quarter. These items would be scheduled into the work plan at the beginning of each Municipal Year.

The work plan would be considered at the progress meetings which would take place between each main committee meeting. It was important that there was a planned/purposeful approach when considering items for the work plan. It was noted that not more than four to five task and finish groups should be operating at any one time and consideration should be given to resources when determining areas for detailed scrutiny at task and finish groups.

A request was made for future items that could be considered at the next Progress Group meeting. These should be shared with the Chairman, Mr. Colver or the committee administrator.

It was proposed that a scrutiny training session could be held for the whole committee. This was agreed in principle and a date would be sought.

In summary, the Committee provided a key role within the governance structure and had the freedom to choose what to scrutinise and act upon it. It was felt important that the process was outcome driven and the scrutiny process provided constructive challenge.

The Chairman thanked Mr. Colver for his presentation.

5. REGISTERED PROVIDERS TASK AND FINISH GROUP - ANNUAL REPORT

The Committee received the 2019/20 annual report on the work of the Registered Providers Task and Finish Group from Cllr Mrs. D.B. Bedford, Chairman, and Mrs. Sue Thornett, Strategy and Enabling Officer.

Cllr Bedford, commented that the 2019/20 Municipal Year review had worked well. The five registered providers selected to be reviewed, had engaged with Members, met on site for visits to properties and attended meetings with Members at the Council Offices to discuss issues in more detail. The Group continued to build relationships with registered providers and would decide which providers would be scrutinised during 2020/21 at their first meeting of the new Municipal Year. A suggestion was made to ensure VIVID was included, as the largest provider, for the 2020/21 review.

In response to a query, it was noted that during the Coronavirus pandemic 25% of VIVID staff had been furloughed. However they had been working closely with Hampshire County Council and Rushmoor Borough Council to provide accommodation to those in need and had worked with local foodbanks providing food for those in need. During the peak of the pandemic, registered providers had been providing emergency work/repairs in their properties and it was hoped now restrictions were to be eased other non-essential work could commence.

A discussion was held around gas safety checks and the complications around mixed tenancy properties. Leaseholders could not be forced to carry out gas safety checks to comply with safety standards. Providers were currently looking at initiatives for offering the service to leaseholders at a discounted rate and adding a clause in the lease agreement, but this could still be refused. This would be followed up as part of the 2020/21 review.

The Committee **ENDORSED** the report with the proviso that the any issues were raised with the Portfolio Holder.

The Chairman thanked Cllr Bedford and Mrs. Thornett for the report.

6. **TOWN CENTRE MARKETS AND CAR BOOT PERFORMANCE REPORT**

The Committee welcomed Mr. John Trusler, Principal Engineer, who was in attendance to provide a report on the town centre markets and car boot sales.

Mr. Trusler gave an overview of the background to the current position regarding markets and car boots. In 2013/14, the market in Farnborough had operated out of the Princesmead car park and at that time there had been some uncertainty around continuing to trade in that location. As a result, a decision had been taken to look at a different approach in both towns. In 2015, the Council had decided to take the day to day operation of the markets and car boots back in house and relocate the Farnborough market in the pedestrianised Queensmead area. An independent market assessor had been asked to carry out a review and it had been estimated that the Council could be earning in the region of £214,000 per year from its market and car boot offer. Unfortunately, this amount had never been realised and the most the Council had earned had been around £128,000 in 2015/16, with a steady decrease year on year since, resulting in earnings of less than £20,000 in 2019/20.

Planning conditions restricting calling out, music etc. in Queensmead had contributed to the decline in Farnborough and the Aldershot market had seen a decline following the closure of Marks and Spencer and other High Street stores. The Farnborough car boot, however, had continued to perform well making an average of £1-1.5k per day, with the Aldershot car boot operating at a loss.

A number of actions had been taken during this period to improve the offer, these included:

- A cut in running costs
- A health check by the National Market Trader Association on the Farnborough market
- Recruitment of a Market Operative to encourage new traders, build relations etc.
- Market testing to find a provider to run the offer – one operator showed an interest but wanted the Council to run it on their behalf with no income

The Coronavirus Pandemic had also had an impact on the markets and car boots. The street markets were operating again with certain restrictions in place although the restrictions and the reduction in space meant that some traders had been turned

away. Consideration was currently being given to the re-opening of the car boots sales, but it was difficult to see how this could happen in the current situation. There were a number of options to consider moving forward with the opening of the car boot sales, these included an amalgamation of the two sites and the provision of an open air offer during the summer months and a covered site in the winter.

The current situation with COVID-19 offered an opportunity to review the operating arrangements for the markets and car boots and give consideration of how the delivery could be taken forward.

Following a discussion, it was **AGREED** that a workshop would be arranged to consider this item in more detail. A date would be found and circulated to all Members of the Committee.

7. **2019/20 PERFORMANCE OUTCOMES**

The Portfolio Holder for Democracy, Strategy and Partnerships, Cllr Adrian Newell attended the meeting to advise on the performance outcomes set out in the Cabinet Report and accompanying papers considered at the Cabinet Meeting held on 2nd June. It was advised that any feedback on the performance data would be welcomed by the Cabinet.

The Committee **ENDORSED** the report.

8. **APPOINTMENTS 2020/21**

RESOLVED: That the following Members be appointed to serve on the following Groups for the 2020/21 Municipal Year:

Review of Registered Providers Task and Finish Group

Chairman	Cllr M.D. Smith
Vice-Chairmen	Cllr Mrs D.B. Bedford Cllr Sue Carter
Conservative Group	Cllr R.M. Cooper
Labour Group	Cllr T.D Bridgeman Cllr K.Dibble

Council Tax Support Task and Finish Group

Chairman	Cllr M.D. Smith
Vice-Chairman	Cllr Mrs D.B. Bedford
Conservative Group	Cllr Veronica Graham-Green Cllr Mara Makunura
Labour Group	Cllr A.H. Crawford Cllr M.J. Roberts

Overview and Scrutiny Progress Group

Chairman	Cllr M.D. Smith
Vice-Chairmen	Cllr Mrs D.B. Bedford Cllr Sue Carter
Labour Group	Cllr Gaynor Austin Cllr Christine Guinness

Educational Improvement Task and Finish Group

Chairman	Cllr M.D. Smith
Vice-Chairman	Cllr Sue Carter
Conservative Group	Cllr Mara Makunura Cllr S.J. Masterson
Labour Group	Cllr Gaynor Austin Cllr Nadia Martin

Highways Agency Task and Finish Group

Vice-Chairman	Cllr Sue Carter
Conservative Group	Cllr L. Jeffers Cllr S.J. Masterson Cllr C.J. Stewart
Labour Group	Cllr Gaynor Austin Cllr Christine Guinness
Liberal Democrat Group	Cllr A.K. Chowdhury

9. WORK PLAN

The current work plan was noted.

Items for the next meeting were noted as:

- Work Force Report
- Performance Monitoring Report – Quarter 1

It was noted that an addendum was attached to the current work plan giving an update on the Moor Road Playing Fields. It was reported that the contractors were keen to be back on site and complete the works.

It was advised that work had been carried out on the issues raised around pavement parking at a previous meeting of the Committee. Work was progressing and once the Portfolio Holder had given approval, a further update would be given.

The meeting closed at 7.30 pm.

CLLR M.D. SMITH (CHAIRMAN)

WORKFORCE REPORT 2019/2020

1. Introduction

This report covers all aspects of employment in the Council and provides an update on HR/OD activities, a 'snap-shot' of the workforce composition of the council and, where currently available, some data trend analysis.

It also focuses on the Council as an employer committed to increasing the diversity of its workforce and providing an inclusive work environment with equality of opportunity for all employees.

2. The Council Workforce

2.1 Headcount:

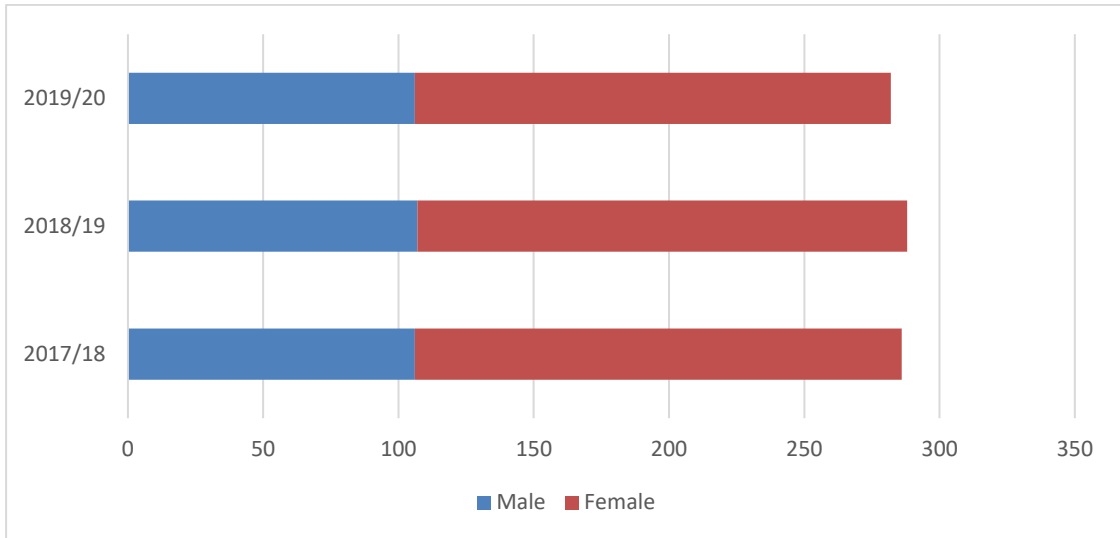
Year	Headcount	FTE
2016/2017	299	259.25
2017/2018	286	250.52
2018/2019	288	254.63
2019/2020	282	245.90

2.2 Headcount/ FTE by service (31 March 2020):

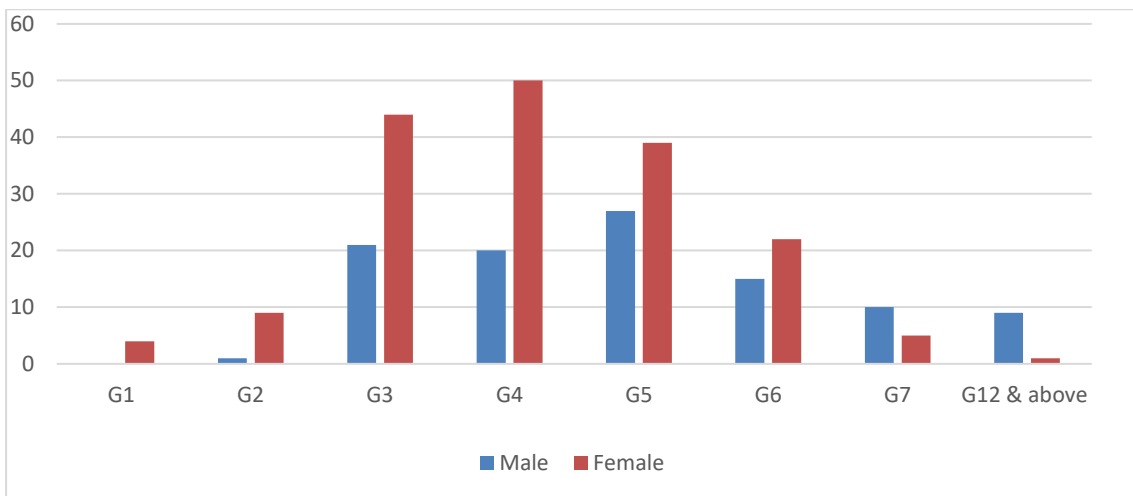
Service	Headcount	FTE
CEX, Corp Dir & HR	13	11.75
Regeneration & Property	20	17.64
Customer Experience	22	19.63
IT & Facilities	27	22.84
Finance	40	36.24
Democracy, Strategy & Partnerships	27	19.12
Economy, Planning & Strategic Housing	46	40.13
Operational Services	78	71.26
Legal	9	7.29
Total	282	245.90

3. Gender breakdown

3.1 Over the past 3 years there has been little change in the overall numbers of men and women employed. Currently, 37% of the workforce male and 63% of the workforce is female.



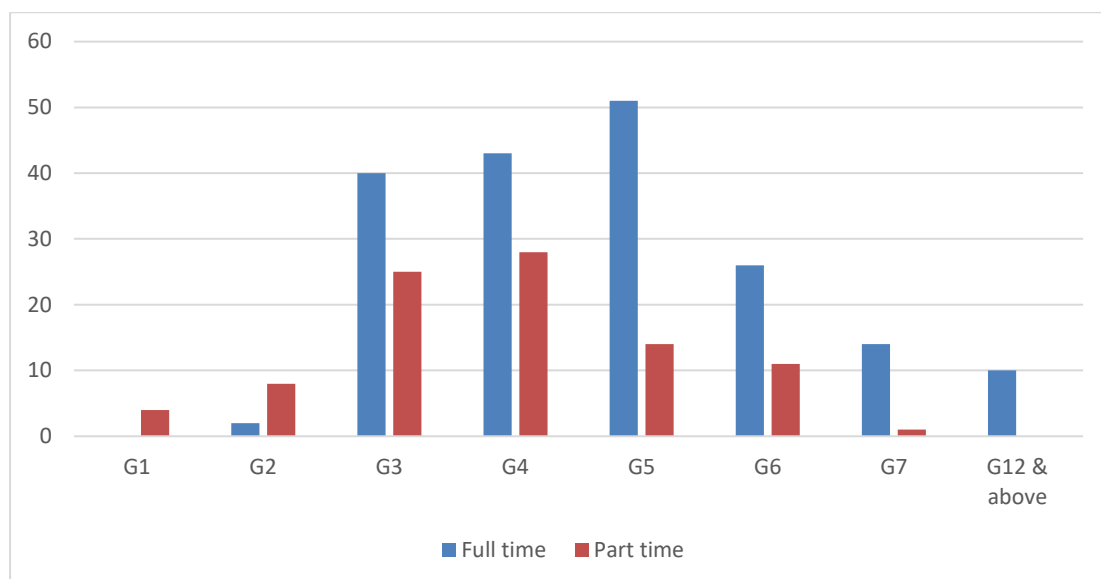
3.2 The Council maintains a good position in relation to the percentage of women employed in the workforce at 63%, which compares favourably with national demographic data of 47%. Whilst the proportion of women in the workforce has remained relatively static, the representation of women decreases at the higher pay grades: -



3.3 The Gender Pay Gap for the average pay rate at the Council is 12% (*women paid less than men*). The LGA report a 6.1% average pay gap in Local Government. Work is being undertaken to encourage more female leaders in the Council. For example, 77% of delegates taking part in the Council’s Leadership Development Programme are female (*see below for more details*). Further initiatives to increase the representation of women in higher management and senior leadership roles will form part of the Council’s People Strategy.

3.4 Approximately 32% of the Council’s workforce is contracted to work less than 37 hours per week and 86% of this part-time workforce is female. The majority of

part time work is below Grade 5. Consideration to increasing opportunities to work part time and/or flexibly at a senior level in the organisation may encourage greater gender diversity at this level.



4. Ethnicity Profile

4.1 The ethnic data for the workforce is as follows:

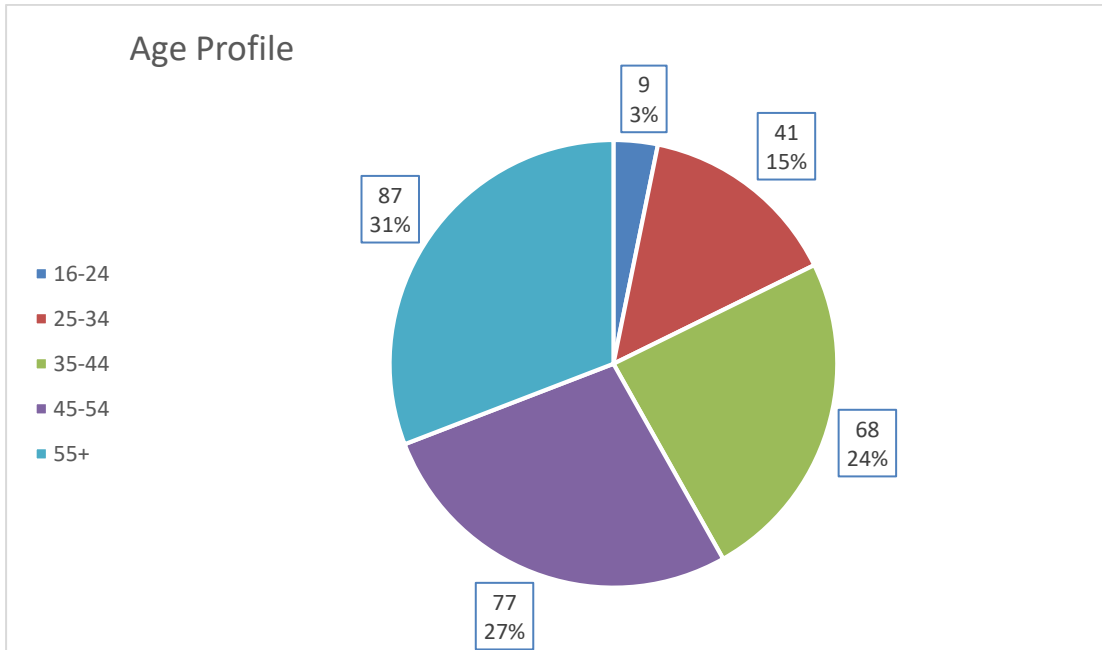
Ethnicity	Council workforce	Rushmoor population (2011 Census)
White	75.2 %	85.9%
Black and Minority Ethnic (BAME)	2.2%	14.1%
Not stated	22.6%	

4.2 A key challenge is to develop initiatives to further encourage a diverse and inclusive workforce and this will be a feature of the People Strategy.

4.3 As a significant proportion of staff have not stated their ethnicity, the HR/OD team will also explore opportunities to increase the levels of self-reporting through the recruitment and employee on-boarding stage, as well as with staff within the organisation. This will extend to include reporting of other protected characteristics including disability, sexual orientation and religious belief.

5. Age Profile

5.1 The graph below highlights the age profile of the Council. Almost 60% of the Council's workforce is aged over 45, with 31% above the age of 55. Only 18% of the workforce is aged under 34.



5.2 Work is being undertaken to encourage younger job applicants and, in this reporting period, of the 24 new starters 25% were under 35 and 42% were under 45. Two thirds (66%) of leavers were aged 45 and over.

Age profile	Starters	%	Leavers	%
16 - 24	2	8	2	6
25 - 34	4	17	7	22
35 – 44	10	42	2	6
45 – 54	7	29	7	22
55+	1	4	14	44
	24	100	32	100

5.3 The Apprenticeship programme has been a factor in encouraging young people to start working at the Council, with 17% of new starts during 2019/20 joining through this programme (*see below for more details on the apprenticeship programme*).

5.4 Further analysis to understand the changing requirements of the available workforce and how to attract younger generations into working in local government will form part of the People Strategy. Current research suggests younger people are placing greater importance on areas such as the ability to work flexibly, work / life balance, commitment to health & wellbeing and corporate social responsibility. The HR/OD team will undertake to explore how the Council can further enhance its' ability to attract quality candidates with the right skills for the future.

5.5 The HR/OD team will also work with Heads of Service and Service Managers to ensure there are robust succession plans in place to backfill where staff may be approaching retirement. This will be included in the People Strategy.

6. Turnover

6.1 Turnover for 2019/20 represented 11.22% of the workforce, slightly lower than the average of 12.9% for district councils. The service area with the highest turnover was Economy, Planning and Strategic Housing which, at 15%, was slightly higher than the average but as this represents less than 1 fte, is not a cause for concern.

7. Health & Wellbeing

7.1 The table below shows sickness absence data for the last two years:

	<i>Days lost per FTE</i>	<i>% Working time lost</i>	<i>Short term absence - days lost per FTE</i>	<i>Long term absence – days lost per FTE</i>
2018/19	5.6	2.65%	3.2	2.4
2019/20	7.9	3.68%	3.5	4.4

NB: Long term absence is absence that extends beyond 4 weeks

7.2 As the average number of working days lost per annum due to sickness absence in LA District/Borough Councils is 8.0 per FTE , total sickness absence in the Council is just below the national average. However there has been a 39% increase in absence between the reporting years 2018/19 and 2019/20.

7.3 Short term absence remained reasonably static at 3.2 days per FTE in 2018/19 rising slightly to 3.5 days per FTE in 2019/20. Long term absence has increased from 2.4 days per FTE in 2018/19 to 4.4 days per FTE in 2019/20.

7.4 During 2019/20, the organisation lost 1067 working days to long term sickness absence, with 22% of this absence due to anxiety, stress and depression.

7.5 The Council already undertakes a number of on-going initiatives that focus on health and wellbeing, including the support of an Employee Assistance Programme (*see below for further details*), the services of an Occupational Health provider and, through a newly-established Health and Wellbeing group, has introduced quarterly Health & Wellbeing days, designed to raise awareness of the importance of both physical and mental health. Experiences during the pandemic have also brought to the fore the importance of mental and physical wellbeing. The HR/OD team will work with the Health and Wellbeing Group, and leaders and managers across the organisation, to build on existing

initiatives and further improve the health and wellbeing of staff. This will be included as an action in the People Strategy.

8. Employee Assistance Programme (EAP)

- 8.1 The Employee Assistance Programme (EAP) offers support with health and wellbeing, via telephone counselling, face to face counselling, a Health Portal and a 24-hour help/advice line.
- 8.2 The annualised utilisation for the Council was 18.3%, calculated as counselling and advice calls against employee headcount of approximately 300. Currently half of the advice calls are related to mental health issues.

9. Recruitment

- 9.1 The Council uses the Jobs Go Public (JGP) recruitment portal to process recruitment advertising. In the 2019/20 reporting period, 41 vacancies were advertised.
- 9.2 During 2020/21 the HR/OD team will further explore the functionality of the JGP portal to facilitate performance monitoring of recruitment processes. The intention will be to identify data from across the recruitment cycle and analyse this data to identify points within the cycle that may need attention. This data would be included in future workforce reporting.

10. Apprentices and the Apprenticeship Levy

- 10.1 Since the introduction of the apprenticeship levy in April 2017, the Council has been able to utilise 57% of available funding for the provision of apprenticeship training. The funding can be used for training for new apprentice contracts and for upskilling existing staff.

In the reporting period 2019/20, the apprenticeship levy has been used to fund the following development activities:

New Apprentice Contracts			
Apprenticeship	Service	Start	End
Cleaning and Environmental Support Services L2	Regeneration & Property	01/03/2020	01/04/2021
Business and Administration L3	Regeneration & Property	01/10/2019	01/01/2021
BSc (Hons) Digital & Technology Solutions L6	ICT, Facilities and Project	01/10/2019	01/07/2021
Assistant accountant L4	Finance	01/09/2019	01/03/2021
Apprentice Upskilling for existing staff			
Installation electrician /	Regeneration & Property	01/09/2018	01/07/2022

maintenance electrician L3			
Chartered Town Planner L6	Economy, Planning and Strategic Housing	18/09/2019	4 Years
Operations / departmental manager L5	Democracy, Strategy & Partnerships	01/08/2018	01/02/2021
Team leader / supervisor L3	Customer Experience	01/08/2018	01/08/2020
Team leader / supervisor L3	Finance x 2	01/08/2018	01/08/2020
Team leader / supervisor L3	Operational Services x 3	01/12/2018	01/12/2020
Team leader / supervisor L3	Operational Services	01/02/2020	01/08/2021
Team leader / supervisor L3	Economy, Planning and Strategic Housing	01/12/2018	01/12/2020
Team leader / supervisor L3	Customer Experience	01/12/2018	01/12/2020
Team leader / supervisor L3	ICT, Facilities and Project	01/12/2018	01/12/2020

- 10.2 Public sector bodies with 250 or more staff in England have a target to employ an average of at least 2.3% of their staff as new apprentice starts over the period of 1 April 2017 to 31 March 2021. The Council is currently exceeding this target, with the average at 2.8%.
- 10.3 The HR/OD team will continue to look for creative ways to further increase usage of the Apprentice Levy and to encourage the recruitment of new-start apprentices, where possible. This will be included as an action in the People Strategy.

11. Learning and Development

- 11.1 Corporate and individual learning and development needs are identified during the Development Review process (May to August) and, in 2019, 77% of staff recorded the outcomes of these conversation on MyHR (the 2018 figure was 93%).
- 11.2 Learning needs identified during this process contribute the development of the Corporate Learning and Development plan, and these opportunities are funded from a corporate L&D budget. The corporate training spend for 2029/20 was £35K, which represents a spend of approx. £125 per head.
- 11.3 Service-specific learning and development needs are also identified through the Development Review process. These are prioritised and organised by each service area.
- 11.4 The corporate L&D activities for 2019/20 focused on leadership and management development, with the roll-out of the Leadership Development programme (cohorts 1 and 2) and a modular approach to Management Development activities.

- 11.5 The **Leadership Development** programme has been developed and delivered by Solace Group and includes workshops, a corporate project, mentoring and action learning sets. Cohort 1 ran from November 2018 to October 2019, with 14 delegates from across the organisation. Cohort 2 started in February 2020, with 12 delegates, and is currently on-going.
- 11.6 The modular **Management Development** programme is developed and delivered in partnership with Gallanach Training and is a core skills programme for all managers/leaders to access.

Four modules were delivered in 2019/20:

- ✓ Performance and Behaviour Management (*linked to the Behaviours framework*),
- ✓ Delegation and Decision-making in a Local Authority
- ✓ Managing Change
- ✓ Project Management

Attendance at each module was between 23% and 25% of all managers.

As a response to the impact of COVID-19 an additional module – **Leading Remote Teams** – was delivered as a bespoke webinar, with 63% of managers attending. The session was also recorded for those unable to attend.

- 11.7 Other **corporate L&D opportunities** delivered during 2019/20 included:

- **Learning at work week** – *5 different learning activities, each run 3x over the course of a week, with the theme 'Shaping the Future'*
- **Staff Showcase** – *an opportunity to network with colleagues, Councillors and external partners, to learn more about the work that goes on in different parts of the Council.*
- **Mental Health Awareness** – *delivered by our Occupational Health provider, the sessions gave an overview of mental health and wellbeing in the workplace, including how to support personal resilience and mental wellbeing*
- **Office 365 introduction** – *developed and delivered by IT providers, Phoenix, to help delegates learn new O365 skills and explore individual needs*
- **Yammer introduction and support** - *developed and delivered by IT and HR, to help colleagues become familiar with using Yammer as an internal communication tool*
- **Introduction to Agile** – *a 'lunch and learn' session, developed and facilitated by Alex Shiell, to introduce delegates to the project management methodology*
- **Working in a Political Environment** – *a 'lunch and learn' session, developed and facilitated by Ian Harrison, to explore what it's like working in a political environment by looking at practical case studies through a political lens.*

- 11.8 In total 169 (60%) members of staff attended at least one corporate funded learning and development opportunity in 2019/20.

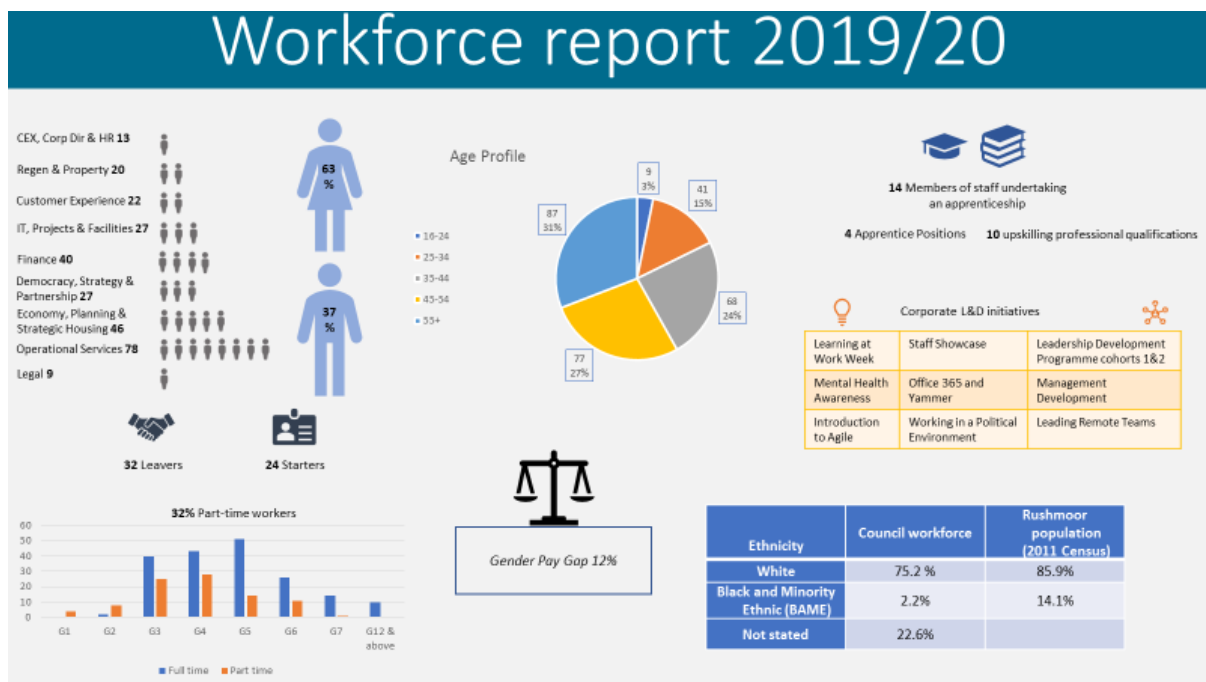
- 11.9 In addition to these corporate learning and development activities, the council has a new eLearning platform, My Learning, which went live in January 2020. The initial focus has been to develop e-learning modules for Health and Safety, Governance and Information Security and this offering is now

broadening to include personal development and wellbeing modules. New starters undertake e-learning modules as part of the induction activity.

11.10 As many of the corporate learning and development opportunities have been via 'face to face' delivery, the challenge for the HR/OD team in 2020/21 will be to further develop a range of delivery options, whilst simultaneously increasing engagement levels and delivering learning outcomes. This will be included as an action in the People Strategy.

Next Steps

The data from this workforce report will, together with data from a cultural analysis of the organisation, inform the development of the Council's People Strategy. Utilising the analysis from these diagnostic activities, the People Strategy will design and develop initiatives to build on the strengths of the workforce, address development areas and focus on aligning staff to the delivery of the council's priorities. A first draft of the People Strategy is scheduled for the end of July.



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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

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	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-	2020/21	The 2019/20 annual report was presented to the Committee on 11th June, 2020. At the meeting, the Committee were also be asked to consider the arrangements for 2020/21.	Green

Last Updated Wednesday 8th July, 2020

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
working in the Borough.	Chairman ((Cllr Mrs D.B. Bedford) Chairman of the Group)) and Cllrs T.D. Bridgeman, Sue Carter, R.M. Cooper and K. Dibble.		<p>The arrangements were agreed at the meeting and the membership appointed. A date would be arranged for the first meeting in due course. The issues relating to site visits would be raised due to the current pandemic restrictions.</p> <p>NOTE - VIVID would like to pilot a more effective way of handling councillor emails and have asked Rushmoor to be the local authority to work on this pilot with them.</p> <p>A dedicated email address just for councillor enquiries has been set up. Any councillor emails to this address will be prioritised for response the same working day (if received by 4pm). By having a small specialist team handle these contacts, VIVID will be better able to respond to emails effectively and to ensure that repairs are carried out in a timely way.</p> <p>A form will need to be completed to help deal with enquiries and to minimise further requests for information from the relevant councillor.</p>	

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			This pilot is planned to run for three months with effect from Monday 20th July 2020; Members will be asked to feedback at the end of three months when the procedure will be reviewed before it is rolled out to other local authority partners.	
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"> • 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 	N/A

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			<ul style="list-style-type: none"> 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 has been undertaken of the property portfolio.</p> <p>An update is being scheduled for the meeting on 22nd October, 2020.</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 (Chairman of the Group), A.H. Crawford, Veronica Graham-Green, Mara Makunura and M.J. Roberts.	June 2020 – January 2021	<p>the arrangements for the Council Tax Support Group would continue with the same membership being appointed for the 2020/21 Municipal Year.</p> <p>A date for the first meeting would be circulated in due course.</p>	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	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 Sue Carter (Chairman of the Group) and Cllrs. Gaynor Austin, Mara Makunura, Nadia Martin and S.J. Masterson.</p>	2020/21	<p>A meeting of the Group was held on 24th July, 2019, 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 meeting was held on 10th February, 2020 following the release of the KS4 results. The County Council Executive Member for Education and Skills was present at the meeting and agreed to provide additional information on the performance of service children in the borough and information and guidance on appointment of governors.</p> <p>A further meeting will be arranged in the summer of 2020 to review the position and consider the next steps. It is also proposed that any educational issues resulting from Covid-19 should also be taken into account.</p>	Green
		2020/21	It was proposed that the first meeting of the Group would be held in mid August, a date	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
Highways Agency Task and Finish Group	<p>A Task and Finish Group has been set up consisting of:</p> <p>The Vice-Chairman (Cllr Sue Carter) and Cllrs Gaynor Austin, A.K. Chowdhury, Christine Guinness, L. Jeffers, S.J. Masterson and C.J. Stewart</p>		<p>would be circulated in due course. This meeting would cover the background to the current working arrangements with Hampshire County Council.</p>	
Town Centre Markets and Car Boots	N/A		<p>At its meeting on 11th June, the Committee received a presentation on the current situation with town centre markets and car boot sales. It was noted that the offers in both towns were struggling and the impacts on COVID-19 had also had a detrimental effect on performance.</p> <p>A workshop would be held on 10th August, at which a brainstorming exercise would be carried out on how to achieve better sustainability for markets and car boots going forward.</p>	Green

(B) ISSUES EARMARKED FOR SCRUTINY BUT NOT YET COMMENCED

ISSUE	CURRENT POSITION	PROPOSED TIMETABLE
Procurement Strategy	Once the draft has been prepared the Committee will undertake some pre-decision scrutiny	Draft prepared – Strategy to be presented in 2020/21. The issue has also been picked up by the Policy and Project Advisory Board.

OVERVIEW AND SCRUTINY COMMITTEE

WORK FLOW – JULY 2020- MARCH 2021

DATE	ITEMS
23rd July, 2020	Workforce Report Healthy Weights Project - Update
3rd September, 2020	Quarter 1 Performance Monitoring Safer North Hampshire/Police <ul style="list-style-type: none"> • Fear of crime (lights) • Crime clear up rates • Rough Sleepers Street Drinkers – Update • Antisocial Behaviour in parks
22nd October, 2020	Commercial Property Investment Quarter 2 Performance Monitoring
10th December, 2020	Aldershot Football Club Air Pollution Review Review of Coronavirus Response
4th February, 2021	Quarter 3 Performance Monitoring
25th March, 2021	Review of Grants to organisations
Potential Future Items for Committee	Review of Rents in Council owned buildings Income Generation Income loss due to COVID Review of Champion activities Major community support organisations - Rushmoor Voluntary Services and Citizens' Advice

OVERVIEW AND SCRUTINY COMMITTEE

Progress Meetings 2020/21

(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
27th February, 2020	<ul style="list-style-type: none"> • Highways Agency • Air Pollution • Items raised to be considered for future meetings 	<ul style="list-style-type: none"> • A request was made for confirmation of membership of the Highways Agency Task and Finish Group. It was proposed that the first meeting would be held in late March, 2020, but this will now take place in the summer of 2020. • It was advised that this item would remain on the work plan and the formal report would be brought to a meeting when it became available. • Aldershot Centre for Health Car Parking – this matter would be raised internally • Alexander House, Aldershot – request for urgent meeting of the Registered Providers Task and Finish Group
9th July, 2020	<ul style="list-style-type: none"> • Police/Safer North Hampshire • Impacts around Income • Scrutiny Training 	<ul style="list-style-type: none"> • Data was requested on BAME related crimes, following the recent Notice of Motion on Black Lives Matter • A discussion was held regarding a potential item on the impacts on income due to the pandemic • Consideration would be given to holding a face to face training session in the Council Offices

Items for Future Progress Meetings		<ul style="list-style-type: none">• Revenue Protection and Debt Collection Procedures	
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