



RUSHMOOR BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

Virtual Meeting

Thursday, 3rd September, 2020 at 7.00 pm

To:

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

Cllr Gaynor Austin
Cllr T.D. Bridgeman
Cllr Sue Carter
Cllr R.M. Cooper
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 23rd July, 2020 (copy attached).

2. ALDERSHOT TOWN FOOTBALL CLUB - REPRESENTATIONS FROM THE SHOTS TRUST –

A request has been received from the Aldershot Town Football Club Supporters Trust (the Shots Trust) for the Committee to consider representations on issues relating to the Football Club, in particular

- The conclusion of a new lease of the site in line with the principles set by the Cabinet
- The engagement approach between the Football Club and its supporters
- Future options for running the Football Club

In accordance with the Council's Public Speaking Procedure Rules the following members of the Supporters Trust have asked to speak to the Committee

- Nick Bond (Trustee)
- Laura Smart (Secretary)
- Alan Hilliar (Board Member)

3. COMMUNITY SAFETY AND POLICING - UPDATE – (Pages 7 - 8)

To receive an update from Inspector Troman and Police Sergeant Phil Mayne, Hampshire Police, and James Knight, Community Safety Team Leader, Safer North Hampshire, on the current position and to highlight the following issues raised by the Committee:

- Fear of crime (Switching off of street lights at night)
- Crime clear up rates
- Rough sleepers and street drinkers
- Antisocial behaviour in parks
- COVID-19 crime issues
- Racial issues
- Speeding/Speed Watch
- Drug use/drug related crime

A briefing note on some of these issues is attached. The Portfolio Holder for Operations has been invited to the meeting for this item.

4. COUNCIL BUSINESS PLAN - Q1 PERFORMANCE MONITORING – (Pages 9 - 16)

To review the corporate projects performance data for Q1 2020/21 (copy attached). The Portfolio Holder for Democracy, Strategy and Partnerships has been invited to the meeting for this item.

5. **WORK PLAN –** (Pages 17 - 26)

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 two 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

Minutes of the Remote meeting held on Thursday, 23rd July, 2020 at 7.00 pm.

Voting Members

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

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

10. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 11th June, 2020 were agreed as a correct record

11. APPOINTMENT OF VICE-CHAIRMAN

The committee was advised that following a change in responsibilities in the Conservative Group it was necessary to appoint a new Vice-Chairman to replace Cllr Sue Carter.

RESOLVED: That Cllr. Veronica Graham-Green be appointed as Vice-Chairman of the Committee for the remainder of the 2020/21 Municipal Year.

12. WORKFORCE REPORT

Alison McBride, Corporate Manager - People, presented the Workforce Report to the Committee, the highlights of which included:

- A snapshot of the Council's headcount which showed the number of FTE's decreasing year on year
- Gender breakdown - there had been a limited change since the previous report (37% male/63% female)
- Gender pay gap – Rushmoor's pay gap was 12%, it was noted that the Local Government Association (LGA) average was 6.1%
- Part time Staff – the majority of part time staff were employed at Grade 5 or below
- Ethnicity profile – 22.6% of staff chose not to report their ethnicity, of those that did, 75.2% identified as white and 2.2% as Black and Minority Ethnic (BAME)

- Profile Age – of which 31% were over 55 and 18% aged under 34
- Apprenticeship programme – Rushmoor currently reported above average numbers and were spending 57% of the allocated apprenticeship levy

Ms McBride advised that a People Strategy was being developed in-line with the Council's strategic objectives and it was hoped that a draft would be available in August for Members to comment on.

In response to a query regarding the data relating to women in higher positions and the gender pay gap within the Council, consideration would be given to how women could be encouraged to apply for higher paid positions and what could be implemented to make these roles more appealing, including flexibility and working arrangements. It was noted that the Leadership Development Programme was assisting to address this with 13 of the 14 enrolled in the second cohort being female.

Long term absence was raised as a concern by Members, as the data showed an increase in lost working days on the previous year. It was noted that, since the Employee Assistance Programme had been introduced in 2018, it's utilisation had steadily increased. In addition, there had been a marked increase since the outbreak of the Coronavirus Pandemic in March, 2020. Being a relatively small local authority, 1-2 cases of long-term absence made a significant difference to the figures and it was advised that the 22% of staff absence attributed to anxiety, stress and depression figure was slightly outdated. During the Pandemic, emphasis on wellbeing was greater across the Council. Managers were carrying out regular check-ins with staff and data was showing a difference in dealing with change and crisis, which could cause anxiety, stress and depression.

A request was made for more detailed data on the ethnicity profile. It was noted that the 2.2% of Council staff who identified as BAME equaled to six people across the authority. The number of employees who identified as BAME who had been or were part of the Leadership Programme was also requested and this information would be provided. The comparator used in the report had been the 2011 census findings, a more recent comparator would be sought and if identified, shared in the presentation for the special meeting of the Policy and Project Advisory Board to discuss the Notice of Motion on Black Lives Matter on 25th August, 2020.

In response to a query regarding attracting more young people into the Council, it was noted that a number of initiatives were in place. An officer group had been formed to liaise with schools to showcase career opportunities within local government and assist with CV writing and interview skills in both schools and colleges. Working relationships were in place with the local colleges for the apprenticeship schemes.

The Chairman thanked Ms McBride for her report.

13. **HEALTHY WEIGHTS PROJECT - UPDATE**

Martin Sterio, Health and Physical Activity Officer, attended the meeting to give a presentation on the Council's Healthy Weights Project.

An initial update on healthy weights had been provided to Members of the Leisure and Youth Panel in 2016. The initiative had developed on the back of obesity figures reported in 2016 which showed high levels of obesity in young people across the Borough. A healthy weights audit had been carried out in all schools in the Borough and the findings had showed that 1 in 4 infant school children had been recorded as being overweight; this had risen to 1 in 3 at the end of Year 6. The audit reported that deprivation had been a main factor within communities and infrastructure improvements would have a positive impact on residents' health. The infrastructure in the catchment area of each school had been looked at in detail and information had been provided on proximity to green space, sports facilities, takeaways, access to swimming pools etc. to get a clear understanding for each school.

It was noted that Public Health Hampshire, the local Clinical Commissioning Group (CCG), local schools, community champions and sports partners had formed a Local Action Group (LAG) to focus on key themes identified in the audit. These included the physical infrastructure, physical activities and healthy eating environments and education. A number of initiatives had since been delivered, these included:

- Junior Park Run
- Park Run
- Couch to 2k family programme
- Promotion of leisure facilities and green spaces,
- The daily mile in schools - 25 schools now involved up from 8 initially
- School travel schemes
- Improved healthy menus in schools
- Balance and ride scheme in infants schools Year R and Year 1
- Moor Road playing fields improvement - new playground/sports facilities in one of the Boroughs most deprived areas

It was realised however, that one-time events wouldn't change things long term, so therefore a Whole System Approach Steering Group had been established with partners to ensure healthy lifestyles were maintained long term. Themed action registers would be created to change systems that would lead to long term goal achievements.

The issue of obesity was a long term challenge with no single element to address it that would alter the situation in the longer term. It was considered that many things needed to change to slowly make a difference over time.

In response to a query regarding deprivation and it's definition, it was explained that Rushmoor had several areas that were considered "lower super output areas" this was determined on a number of domains including educational attainment, employment and skills, income by household. Areas were scored nationally against certain criteria and, within Rushmoor, several areas had been scored in the top worse 20% in the country on the Indices of Multiple Deprivation (IMD).

Following a discussion regarding school lunches and packed lunches it was noted that the majority of younger school children had school lunches and as they got older, switched to packed lunches. Improvements had been made over the past six

months to the school dinner offer making the offer more healthy. It was noted that all schools had a packed lunch policy but some schools monitored pack lunches more strictly than others.

Weighing of Year R and Year 6 children was also discussed. It was noted that the percentage of those that opted out was not known, but the Committee was advised that 24% of the Year R pupils that were weighed were classed as obese and this figure rose to 33% in Year 6. The data on weights was released every two years and figures would be due later in 2020. Any impacts of COVID-19 would show in these figures.

In response to a query, it was advised that, following the balance and ride scheme, schools had advised parent on safe routes to schools to encourage pupils to ride to school. Unfortunately, parents still had a fear of road safety and vehicle movements and felt it unsafe for their children to ride to school.

A discussion was held on how the Council could influence/educate parents/households to lead healthier lifestyles. This was considered a difficult area to tackle, but the LAG were considering targeting pre-school families to try and influence, from an early age, healthier lifestyles. It was suggested that cookery skills could be taught to parents to help address the issue.

The Committee was advised that in the future the audit that was completed by all schools at the beginning of the process would be re-circulated to gain comparable data on how the initiatives were having an impact.

The Chairman thanked Mr. Sterio for his presentation and the work of the Local Action Group was **ENDORSED**.

14. **SCRUTINY TRAINING SESSION**

It was noted that Thursday 20th August had been secured for the Scrutiny training. It was agreed that the session would be best held face to face and the training would be held in the Concorde Room at the Council Offices.

15. **WORK PLAN**

The current work plan was noted.

At the next meeting of the Committee, representatives from the Safer North Hampshire Team and the Police would provide updates and the Quarter 1 performance data would also be reported to the Committee.

Moor Road Playing Fields Update – The Committee was informed that consultation had taken place with the community and a plan had been established to install a destination playground, basketball court, cycle track and outdoor gym facilities. The facility now had the destination playground and gym facilities installed and work would be starting on the Multi Use Games Area (MUGA) and cycle track in September. Improvement work to the car park would also take place at this time.

In response to a query regarding the skatepark, it was advised that the one located in Farnborough Town Centre was coming to its end of life and would be replaced within the new civic quarter development and not relocated to Moor Road.

The meeting closed at 8.12 pm.

CLLR M.D. SMITH (CHAIRMAN)

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Overview and Scrutiny update – Community Safety Team

Street Lighting

Hampshire County Council have monitored county-wide crime trends since May 2018 as part of the preparation for part-night lighting. This data is however based on all crimes over a 24-hour period and isn't broken down and is county-wide as opposed to local.

The conclusions they have reached are that the introduction of part-night lighting has had no measurable impact on crime (positive or negative). There is a spike this June, but likely related to the gradual relaxation of lockdown and associated behaviors.

They have looked at county-wide burglary, robbery, vehicle and criminal damage crime types, with these generally seeing an overall reduction, which was an ongoing trend prior to part-night lighting being introduced.

Anecdotally at a local level there is concern from residents about crime related to the part-night lighting. No in-depth survey has been completed on this since the last Overview and Scrutiny meeting owing to Covid and resources available. Should members wish a survey to be carried out there may be merit in approaching County Council colleagues to assess whether a wider survey could be conducted by Hampshire County Council in conjunction with a campaign highlighting the benefits of the scheme and the reality around crime rates.

Antisocial Behaviour in Parks

Since the easing of lockdown, we have had significant complaints from the public around antisocial behavior in the parks across the Borough – ranging from late night noise, music, littering and vandalism.

As a first port of call we encourage residents to report to the 101 non-emergency number, due to the Council having no late night parks provision. Understanding resident concern around the time it can take to get through to 101, we have also been recommending the online reporting form available here - <https://www.hampshire.police.uk/ro/report/asb/asb-b/report-antisocial-behaviour/>.

If individuals are identified by officers, we work in partnership to discourage this behaviour through the use of warning letters and Acceptable Behaviour Contracts as well as direct liaison with parents.

Our CCTV team have been monitoring cameras the parks where available (Queens Road Rec, King George V, Municipal Gardens, Aldershot Park, Manor Park) and report directly through to Police when a significant incident is in progress that requires a Police response. An additional camera is also being installed at Moor Road recreation ground in response to an increase in reporting and to protect a significant investment by the Council in new equipment.

Further, the Comms team have recently carried out a campaign on social media targeting young people around noise levels and littering in order to encourage respectful use of our green spaces. The reach of this is currently being assessed with a view to repeating in the future if deemed successful.

We are in regular liaison with the Parks Manager, Building Services and Contracts in order to quickly deal with issues when reported.

Street attached in Aldershot Town Centre

Again, since the easing of lockdown we have experienced a resurgence in street attached individuals in Aldershot Town Centre, with complaints centred on alcohol and substance misuse, and the subsequent associated behaviours this brings.

Due to resourcing and operational issues around Covid, it has taken some time to mobilise a response. However, moving into the next few months we will be working closely in partnership with the Police, other Council officers and third sector colleagues to offer a wide-ranging response centred around engagement and enforcement where appropriate. The Council will be utilising its powers around Community Protection Warnings and Notices in order to tackle the most disruptive individuals. Non-compliance with these notices can lead to police and court sanctions.

An additional Community Patrol Officer will be recruited in the coming months in order to focus on Aldershot Town Centre, engaging public and retailers, as well as gathering evidence to take further action where appropriate.

For information, the Public Space Protection Order in both Aldershot and Farnborough Town Centres has now expired. Upon review there was little evidence of formal use to justify its extension as is required by law. However, should it be deemed that a new order focused on specific behaviours in Aldershot Town Centre be required, complimentary to the ongoing regeneration work, evidence to take this forward can be assessed.

For now, the focus is on using Council powers to target individuals.

David Lipscombe, Community Safety Team Leader

August 2020

Corporate Projects quarter one monitoring 2020/21

Introduction

Corporate Projects are projects which are key to delivering the key activities in the Council's Business Plan, along with the ICE programme and the Regeneration Programme.

Summary - key success and issues

Overall 72.4% of projects are on track or completed

Key successes this quarter:

- The Council's response to the coronavirus and development of recovery plans are on track
- Playground and outdoor gyms at Moor Road completed and open. MUGA and BMX pump track to be installed September 2020
- CCTV network report due to be submitted for the 11 August Cabinet
- Procurement Strategy due to be submitted for the 11 August Cabinet

Key issues this quarter:

- Coronavirus has caused a delay in the following projects:
 - Developing options for visitor facilities at Southwood Country Park
 - Developing the Strategic Economic Framework. However, work to support the economy has been carried out in quarter 1.
 - Developing and delivery of homes for private rent through Rushmoor Homes
 - Options for the development of a closed circuit cycle track at in the Borough
 - Establishing business, education and community links with Dayton in the United States and Gorkha Municipality, Nepal
 - Developing our commercial property portfolio

Key to trend arrow:

→ Same quarterly status as previous quarter ↓ Decline in quarterly status ↑ Improvement in quarterly status

People

Corporate Projects	Lead Officer	Progress this quarter	Trend Q4 -Q1	Status Q1	Notes/Update
Prepare a strategy and plan in conjunction with key partners for supporting communities to address areas of need to include a focus on keeping the population safe and well informed following the coronavirus emergency. To include: <ul style="list-style-type: none"> Tackling areas of deprivation where it exists Improving health outcomes and wellbeing, with a focus on mental health and social isolation Raising aspirations of and supporting young people Initiatives that help improve education outcomes 	AC	On track to produce new strategy to tackle inequality	NEW		
Develop a plan for improved walking and cycling infrastructure in the Borough which encourages residents to be more active	TM	The project teams for County and RBC have been identified and the project initiation meeting is being set up.	→		
Undertake a review of polling places and polling districts	VP	Progressing on time	NEW		
Agree a deliver the Rough Sleeper Strategy and action plan recognising the long term effects of Covid-19 on the Councils obligations	JD		NEW		
Develop a revised waste strategy in line with our residents' ambitions and the Environment Bill, including exploring the introduction of a food waste collection service	JD		NEW		
Deliver changes to electoral processes to make it easier for residents to register and vote	AC		↑		

In addition to the Corporate Projects under People, work has continued on these key activities which are monitored by Services and support the delivery of the Council Business Plan:

- Implement the Temporary Accommodation Strategy and identify alternative sites for temporary accommodation
- Continue to deliver the Housing and Homelessness Strategy 2017-2022

Place

Corporate Projects	Lead Officer	Progress this quarter	Trend Q4 -Q1	Status Q1	Notes/Update
Complete the preparation and commence delivery of the Council's climate change strategy and action plan including establishing the carbon footprint for the Borough and the Council's services	AC		↑		
Agree sustainable (climate friendly/carbon neutral) approaches to the design and delivery of all Council led developments	PB	Forthcoming seminars on sustainable design	NEW		
Develop policies and initiatives to improve green infrastructure and enhance biodiversity across the borough	TM	Work has started on scoping and developing these documents	↑		
In line Government advice, work with the Council's leisure provider to recover services at the Farnborough Leisure Centre and the Aldershot Indoor Pools and Lido complex	JD	Discussions ongoing with leisure providers around the reopening plan. The Lido to remain shut for the remainder of the year and plans are to re-open summer 2021.	NEW		The Council is working with leisure providers towards a reopening date, after Government guidance stated that Leisure Centres can reopen from the 25 th July
Develop a visitor centre, café and other facilities for visitors to the Southwood Country Park	TM	Covid-19 has delayed development of options for building. The consultation has also been delayed and needs to be rescheduled	N/A		
Complete and open the new leisure and play facilities at Moor Road playing fields	MS	Playground and outdoor gyms completed and open. MUGA and BMX pump track to be installed September 2020	→		
Take forward the strategic economic actions to support recovery and growth	TM	The first stage has been completed and is being	↓		In addition to the Council Business Plan

Corporate Projects	Lead Officer	Progress this quarter	Trend Q4 -Q1	Status Q1	Notes/Update
		reviewed. Due to Covid-19 it has been decided that it is better to delay the second stage until later in the year. A judgement will need to be made as to when it is best to restart. Current timetable is reasonable but will depend on events.			activity, during Quarter 1 Council has been providing support to businesses, unemployed residents and those facing redundancy and to reopen the Town Centres.
Manage the planning processes relating to Esso Pipeline efficiently to ensure safe implementation that minimises, as far as possible, the impact on people and habitats	TM	The Examination closed on 9/4/20. The Examiners have submitted their report to Secretary of State on 7/7/20 and a decision is expected in September. We continue to attempt to negotiate land agreements with Esso but are encountering a lack of response.	NEW		
Develop and deliver homes for private rent through Rushmoor Homes	TM	Covid delayed procurement of managing agent and a legal issue has arisen on 12 Arthur St that requires resolution before transfer. This has delayed milestones in Business Plan by a quarter	↓		Following investigation the Council is likely to undertake physical works to address the issue at 12 Arthur St as this offers better value than securing legal agreements. This is likely to take 2-3 months to gain permissions and complete works.

Corporate Projects	Lead Officer	Progress this quarter	Trend Q4 -Q1	Status Q1	Notes/Update
Develop proposals for a visitor attraction related to aviation heritage including educational opportunities to help grow tourism	TM	Procurement has been undertaken and preferred partner identified. Covid-19 and the scale of response slowed process but still on track. Appointment underway.	→		
Subject to a feasibility study, deliver a closed circuit cycle track in the borough	MS	There has been a delay in progressing the project because of Covid-19 which has resulted in delays with the discussions with British Cycling and the transfer of the Wellesley Playing Fields to the Council	→		Further discussions now taking place with British Cycling and Grainger regarding the acceptability of the project.
Work with the sector to undertake the procurement of an operator for the Councils key leisure contracts, at the right time	JD	Previous procurement was cancelled as a result of Covid-19 and the project team are evaluating the state of the market to ascertain when a new process might be best started.	→		

In addition to the Corporate Projects under Place, work has continued on these key activities which are monitored by Services and support the delivery of the Council Business Plan:

- Support the ongoing development at Wellesley
- Monitor and, where possible, support improvements in local air
- Continue to deliver the Affordable Housing Delivery Programme to provide 150 affordable homes each year

Partnerships

Corporate Projects	Lead Officer	Progress this quarter	Trend Q4 -Q1	Status Q1	Notes/Update
Implement improved arrangements for the Council's Community Safety Service	JD	Changes due to be implemented in August	NEW		

Corporate Projects	Lead Officer	Progress this quarter	Trend Q4 -Q1	Status Q1	Notes/Update
Develop new working arrangements with community/voluntary sector groups and public sector partners to support recovery processes from the coronavirus pandemic and develop a new community support hub arrangement jointly with key partner organizations.	EL	Discussions on going and on track	NEW		
Renew the CCTV network for the borough	JD		→		Report due to be submitted for the 11 August Cabinet
Support the Centre of Excellence at Farnborough College of Technology for the development of support to the aerospace industry through apprenticeship and research and innovation offers	TM	Planning application for Aerospace Research and Innovation Centre submitted and expected to be determined at Development Management Committee 22 July 2020. Work on management delayed by Covid-19 but not anticipated to cause an issue with project timeline at the moment.	→		Planning application granted at Development Management Committee on 22 July 2020
Progress Military Covenant priorities and prepare and deliver a plan to seek Defence Employers Recognition Scheme Gold	AC		→		
Work in partnership to support and encourage street attached individuals to seek access to specialist support services to make positive changes in behaviour	JD		NEW		
Encourage and establish business, education and community links with support from the Rushmoor International Association with: <ul style="list-style-type: none"> Dayton, Ohio, United States Gorkha Municipality, Nepal Rzeszow, Poland 	AC	Dates of planned activities have changed in view of Covid-19. Programme is being reviewed.	→		

In addition to the Corporate Projects under Partnerships, work has continued on this key activity which is monitored by Services and support the delivery of the Council Business Plan:

- Deliver the Safer North Hampshire (SNH) Community Safety Partnership Plan

Better Public Services

Corporate Projects	Lead Officer	Progress this quarter	Trend Q4 -Q1	Status Q1	Notes/Update
<p>To continue to respond to the Coronavirus Pandemic and adapt services accordingly alongside the Local Resilience Forum and with partners, as required and directed by Government</p> <p>To develop and implement delivery plans for the recovery phase (s) of the Coronavirus Pandemic</p>	PS	<p>Recovery plans developed and implemented in accordance with government guidelines and in conjunction with local partners.</p> <p>Six workstreams established with good progress on delivery plans</p>	NEW		
Implement new technology to protect the Council from the threat of cyber crime	NH	<p>Independent security testing (penetration testing) undertaken by Cabinet Office approved IT security specialist. Awaiting full report as part of Public Services Network (PSN) submission due in October 2020.</p> <p>Ongoing security training for staff being provided regularly.</p> <p>Cyber security awareness raising information issued</p>	NEW		
Adopt the new 2020-2024 Procurement Strategy	DS	Updated Procurement Strategy reflecting feedback from PPAB to be considered by Cabinet at meeting on 11 August 2020			Report due to be submitted for the 11 August Cabinet
Taking into account the financial implications of Covid-19 manage and develop our commercial property portfolio well and identify opportunities with other council owned and regeneration properties to ensure the Council sees both a good return and wider economic benefits to local business tenants	PB	Bringing forward speculative development or undertaking further acquisitions in the current economic climate is risky therefore work will	NEW		

		concentrate on the case for development with cautious returns at a time when the viability can be proven			
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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 first meeting in 2020/21 will be held in September when revised Terms of Reference will be presented. It is proposed that the scrutiny of performance and activities should be limited to three registered providers per year and that the areas for questions should	Green

Last Updated Thursday 20th August, 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>also focus on strategic issues. It is expected that the first review will take place in October with VIVID. Some of the review arrangements will need to be adapted due to the current pandemic restrictions.</p> <p>NOTE - VIVID are currently piloting in Rushmoor a new way of handling councillor emails.</p> <p>A dedicated email address just for councillor enquiries has been set up. Any councillor emails to this address are being 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 is required to help deal with enquiries and to minimise further requests for information from the relevant councillor.</p> <p>This pilot started on Monday 20th July 2020 for three months. Members will be asked to feedback at the end of the period when the</p>	

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			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 • Any benchmarking data with neighbouring or other authorities who have adopted similar strategies 	N/A

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			<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 will be scheduled for September, 2020.</p>	Green
Educational Improvement	A Task and Finish Group has been set up consisting of:	2020/21	The last 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	Green

Last Updated Thursday 20th August, 2020

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
	<p>The Chairman (Cllr M.D. Smith), and Cllrs Gaynor Austin, Sue Carter, Mara Makunura, Nadia Martin and S.J. Masterson.</p>		<p>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 autumn 2020 to review the position, particularly in light of the issues and implications caused by COVID-19. It is intended that some of the results in 2020 will be provided at this meeting to which representatives from HCC will also be invited.</p>	
<p>Highways Agency Task and Finish Group</p>	<p>A Task and Finish Group has been set up consisting of:</p> <p>The Vice-Chairman (Cllr Veronica Graham-Green) and Cllrs Gaynor Austin, A.K. Chowdhury, Christine Guinness, L. Jeffers, S.J. Masterson and C.J. Stewart</p>	<p>2020/21</p>	<p>The first meeting was held on 12th August, 2020 which provided an overview on the current working arrangements and how to move forward. A further meeting will be arranged with representatives from Hampshire County Council to discuss working arrangements, following which there is likely to be a further meeting where the Group will be asked to consider proposed changes to those arrangements.</p>	<p>Green</p>

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
Town Centre Markets and Car Boots	N/A		<p>A workshop was held on 10th August, 2020 at which a brainstorming exercise was carried out on how to achieve better sustainability for markets and car boots going forward. Members were asked to consider a number of questions and agreed that the provision of markets and car boots in the town centres should continue. A number of ideas to make improvements to the offer and arrangements have been put forward.</p> <p>A report will be prepared on the outcomes of the workshop.</p>	Green

OVERVIEW AND SCRUTINY COMMITTEE

WORK FLOW – JULY 2020- MARCH 2021

DATE	ITEMS
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 • COVID-19 • Racial issues
22nd October, 2020	Commercial Property Investment Quarter 2 Performance Monitoring – Regeneration focus
10th December, 2020	Review of Coronavirus Response Income loss due to COVID
4th February, 2021	Quarter 3 Performance Monitoring Aldershot Town Football Club
25th March, 2021	Review of Champion Activities Air Pollution Review
Potential Future Items for Committee	Review of Rents in Council owned buildings Income Generation Major community support organisations - Rushmoor Voluntary Services and Citizens' Advice Healthy Weights Programme – Update

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
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
6th August, 2020	<ul style="list-style-type: none"> • Workforce Report • Housing Strategy 	<ul style="list-style-type: none"> • Arrangements would be made for the additional information requested at the meeting to be circulated. • Landlord eviction of tenants - A briefing note would be requested regarding the current position on rent arrears
Items for Future Progress Meetings	<ul style="list-style-type: none"> • Revenue Protection and Debt Collection Procedures 	

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