



RUSHMOOR BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

*To be held as a Virtual Meeting on
Thursday, 4th February, 2021 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 - 4)**

To confirm the Minutes of the Meeting held on 22nd October, 2020 (copy attached).

2. **ALDERSHOT TOWN FOOTBALL CLUB –**

At the meeting on 3rd September, 2020 the Committee received a presentation by representatives of Aldershot Town Football Club Supporters' Trust relating to issues affecting the operation and future of the Football Club. At that time, it was agreed that the Chairman of the Football Club (Mr. Shahid Azeem) would be invited to address the Committee on the matters that were raised. Mr. Azeem will be attending this meeting and will also be reporting on the current position in relation to the Football Club's operations.

3. **PERFORMANCE MONITORING APPROACH –**

To receive a presentation from Rachel Barker, Assistant Chief Executive, on the future approach to monitoring the performance of the Council's activities.

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 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.

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the Remote meeting held on Thursday, 22nd October, 2020 at 7.00 pm.

Voting Members

Cllr M.D. Smith (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

Apologies for absence were submitted on behalf of Cllr Mrs. D.B. Bedford

21. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 3rd September, 2020 were agreed as a correct record.

22. WORK PLAN

The current work plan was agreed. Updates were given on the Highways Task and Finish Group and the car boots and markets workshop, which were both held in August, 2020.

- **Highways Task and Finish Group** – the Group had agreed to meet with the Local Area Highways Manager, unfortunately this had been delayed and a date would be circulated as soon as possible.
- **Car Boot and Markets Workshop** – since the meeting it was reported that Officers had been working with the Operational Services Portfolio Holder to seek a new approach to the provision of car boots and markets in the town centres.

In response to a query on the Educational Improvement Task and Finish Group, it was noted that discussions were continuing with Hampshire County Council. Understandably, the current focus was on getting the schools back to normal after the lockdown closures but it was intended to invite the County Executive Member for Education and Skills to a meeting of the Task and Finish Group in the New Year.

23. EXCLUSION OF THE PUBLIC

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the undermentioned items to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the items:

Minute Nos.	Schedule 12A Para. No.	Category
24	3	Information relating to financial or business affairs

24. COMMERCIAL PROPERTY INVESTMENT

The Committee welcomed Paul Brooks, Executive Head of Regeneration and Property, Helen Bristow, Property and Estates Manager and Chris Hornung, Managing Director Lambert Smith Hampton Investment Management (LSHIM), who attended the meeting to give a presentation on the Council's commercial property investment portfolio. The presentation covered the management arrangements, the quarterly performance report and the impacts of COVID-19.

Ms. Bristow, gave an overview of the management arrangements. It was noted that between 2016 - 2018 the Council's property investment portfolio had increased in value to £105 million and it had been decided that more expertise was required to help manage the existing portfolio and develop it further. In November, 2019, LSHIM had signed a three year contract with the Council to manage the portfolio. It was advised that LSHIM worked closely with the Council's Estates Team and the Property Investment Advisory Group (PIAG) to manage two portfolios, the "Investment Portfolio", including all new acquisitions and the "Legacy Portfolio" which included properties which had been owned by the Council for some time and had an amalgamated annual income of around £40,000.

It was noted that monthly meetings were held with LSHIM to discuss asset management, the action plan, individual cases/events and managing agent updates and monitoring. Quarterly reports were also provided to the PIAG, which covered rental data, portfolio data updates and market and sector advice. This way of working encouraged collaboration, with mutually agreed objectives and understanding of the Council's requirements that worked well for both parties. The benefits of working with LSHIM were considered to include:

- A market wide and cross sector analysis of the existing portfolio
- A sifting process of opportunities and recommendations for future investment purchases
- A review process of the existing portfolio with options for change/disposal
- Access to specialists and a sounding board on specific projects
- Advice on regeneration projects, particularly the Civic Hub development

The Committee was advised of the working arrangements and purpose of the PIAG. The purpose of the non-decision making group was to review any potential opportunities for acquisitions, raise any queries or concerns and discuss the merits of proposals before the opportunity was submitted to the Cabinet for agreement and any offers were made. In addition, the PIAG also reviewed the running of the portfolio and could make recommendations as part of that review process. It also reviewed the risk and use of the property reserve held by the Council and acted as a consultee on acquisitions and disposals.

Mr. Brooks then gave an overview of the Council's Property Investment Strategy, the key objectives of which were:

- A low risk profile
- A £170 million proportionate level of investment
- An ensured net income of 0.8% (after borrowing)
- A balanced investment portfolio across different property types

Mr. Hornung, then gave an overview of the quarterly report, this included an executive summary which detailed key areas, including:

- Sector portfolio split, maximum limits had been set at – retail 25%, office space 35%, industrial 35% and alternative (living sector) 15%
- Acquisition and disposal information – none in the current quarter
- Asset management arrangements by property
- Performance and objectives
- Financial summary by property

In response to a query regarding future procurement, Mr. Hornung advised on the importance of ensuring the balance of the portfolio matched the limits set. Currently the portfolio was over weighted in retail, so future opportunities would be focused on industrial/office spaces which were currently performing well. Should there be any doubt over the viability of an opportunity the team would look elsewhere.

Measures for dealing with tenants/businesses struggling due to the COVID-19 pandemic were discussed. It was noted that the situation would be monitored closely with the management agents and options considered to fill the space should the property become empty. Should a property need to be disposed of, it was noted that all opportunities would be maximised to gain the best deal available.

The Committee discussed the financial aspects of the portfolio and understood that it was important to have a realistic budget to continue growing the portfolio without overspending. Commercial property investment had been part of the Council's wider savings programme by securing significant income and it was imperative that it was a balanced and proportionate part of it.

The Chairman thanked Mr. Hornung, Mr. Brooks and Ms. Bristow for their presentation.

The meeting closed at 8.40 pm.

CLLR M.D. SMITH (CHAIRMAN)

OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN

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

The Committees Terms of Reference are as follows:

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

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

(A) ISSUES CURRENTLY BEING PROGRESSED BY THE OVERVIEW AND SCRUTINY COMMITTEE TASK AND FINISH GROUPS

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
<p>To monitor the performance and activities of Registered Providers working in the Borough.</p>	<p>Task and Finish Group established consisting of:</p> <p>The Chairman (Cllr M.D. Smith), Vice-Chairman ((Cllr Mrs D.B. Bedford) Chairman of the Group)) and Cllrs T.D. Bridgeman, Sue Carter, R.M. Cooper and K. Dibble.</p>	<p>2020/21</p>	<p>For the 2020/21 Municipal Year it was agreed that the scrutiny of performance and activities should be limited to three registered providers per year and that the areas for questions should focus on strategic issues including, Climate Change, Deprivation and the impacts of C19. The Group has selected Vivid (19.10.2020), Accent (16.11.2020) and Southern Housing (26.01.2021).</p> <p>In January 2021 it was agreed that A2 Dominion would be added to the 2020/21 review as the Council have been dealing with complex repair complaints for some time. A joint approach is needed to resolve these complaints for residents, the meeting will enable members to establish if there are any other issues impacting our residents which need to be investigated.</p>	<p>Green</p> <p>A2 Dominion were last included in a Review in February 2016.</p>

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			<p>VIVID MEETING – The Chief Operating Officer and Development Director attended the meeting in October. VIVID had met with residents and councillors in North Town to discuss concerns about service charges which were a key issue of the review meeting. Working collaboratively had enabled the root of the issues to be identified and a way forward to be planned. Other issues around repairs reporting were also discussed.</p> <p>Development at North Town has been delayed by approx. 4 months due to C19, the next tranche of handovers is due in February 2021. Phase 5 is being worked up with a planning application due in summer 2021.</p> <p>ACCENT MEETING – The Group had discussed the ongoing problems at Alexander House in Aldershot, one of Accents schemes. Cllr Crawford was closely involved with the issues.</p>	

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			<p>PILOT UPDATE - In Rushmoor, VIVID have piloted a new way of handling councillor emails/queries. The pilot ran from July – September 2020. VIVID have reported that the pilot has proved successful with the general feedback being a faster response and quicker resolution on residents’ issues. A request to continue the pilot has been made and the collation of more detailed feedback from councillors is ongoing. VIVID are pleased with the results and are considering rolling the service out to other Local Authorities.</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>At its meeting held in October, 2020 the Group agreed to recommend that:</p> <ul style="list-style-type: none"> the Council Tax Support (CTS) Scheme will remain the same for 2020/21. However, the impacts of COVID-19 on CTS will remain under review. 	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			<ul style="list-style-type: none"> • The Council should lobby Government to continue funding the Council Tax Hardship Grant • The unspent COVID-19 Council Tax Hardship Fund could be added to the existing Exceptional Hardship Fund pot <p>The Cabinet, at its meeting on 8th December, 2020, agreed the recommendations.</p>	
Educational Improvement	<p>A Task and Finish Group has been set up consisting of:</p> <p>The Chairman (Cllr M.D. Smith), and Cllrs Gaynor Austin, Sue Carter, Mara Makunura, Nadia Martin and S.J. Masterson.</p>	2020/21	<p>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 information on the performance of service children in the borough and information and guidance on appointment of governors.</p> <p>The next meeting will be held on 23rd February, 2021 to review the position, particularly in light of the issues and implications caused by COVID-19. County Councillor Roz Chadd and HCC Officers will be invited to the meeting.</p>	Amber

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 Veronica Graham-Green) and Cllrs Gaynor Austin, A.K. Chowdhury, Christine Guinness, L. Jeffers, S.J. Masterson and C.J. Stewart</p>	2020/21	<p>The first meeting was held on 12th August, 2020, which provided an overview on the current working arrangements and next steps. A further meeting will be arranged with representatives from Hampshire County Council (HCC) 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>A briefing paper will be prepared for the proposed meeting with HCC representatives and a meeting will be convened at the earliest possible date.</p>	Green

(B) OTHER ISSUES CURRENTLY BEING PROGRESSED BY THE OVERVIEW AND SCRUTINY COMMITTEE

ISSUE	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.	2020/21	<p>In May, 2019 a report was presented to the Committee which set out a review of commercial property investments. An independent external review has been undertaken of the property portfolio.</p> <p>At its meeting in October, 2020 the Committee received a presentation on the Council's Property Investment Portfolio, this covered working arrangements, the Property Investment Strategy and the Q2 monitoring of the current portfolio.</p>	Green
Town Centre Markets and Car Boots	2020/21	<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>The Cabinet Member was being consulted on the future provision of car boots and markets in the town centres and the comments of the Committee will be taken into account a part of these discussions.</p>	Green
Safer North Hampshire and Policing Matters	2020/21	At its meeting in September, 2020 representatives from the Hampshire Police and Safer North Hampshire teams gave an update on current issues and addressed a number of specific queries raised by Members.	Green
The Shots Trust	2020/21	At its meeting in September, 2020 the Aldershot Football Club Supporters Trust (The Shots Trust) gave representations on issues relating to the	Green

		<p>Football Club, these included the conclusion of the new lease, the engagement approach between the Club and its supporters and future options for the running of the Club.</p> <p>The representations were noted and relayed to the Major Projects and Property Portfolio Holder for consideration. A discussion has also been held with the Chairman of the Football Club and he will be attending the meeting on 4th February 2021.</p>	
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OVERVIEW AND SCRUTINY COMMITTEE

WORK FLOW – DECEMBER 2020- MARCH 2021

DATE	ITEMS
4th February, 2021	Aldershot Town Football Club Council Performance Monitoring - Approach
25th March, 2021	Review of Champion Activities Air Pollution Review
Potential Future Items for Committee	Review of Rents in Council owned buildings Income Generation – Impacts of C-19 Major community support organisations - Rushmoor Voluntary Services and Citizens' Advice Healthy Weights Programme – Update Q4 Performance Monitoring – 10th June, 2021 ICE Programme Quarterly Monitoring

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
12th November, 2020	<ul style="list-style-type: none"> • Hampshire Fire and Rescue Service (HFRS) • Farnborough Airport Community Environment Fund 	<ul style="list-style-type: none"> • Members had received an email from the HFRS Union Representative regarding funding for the Service. Contact would be made with the Area Commander and arrangements made to attend a future meeting (10th December). • A query was raised regarding the scheme and the criteria for receiving grants. A paper would be provided to the Progress Group providing the terms of the scheme and details of payments made over the last three years. The portfolio Holder for Democracy, Strategy and Partnerships would be briefed, and an update given at the next progress group.
7th January, 2021	Farnborough Airport Fund – Report	<p>The Group reviewed the report and queried the following:</p> <ul style="list-style-type: none"> • Was there a time limit on the funds? • Are the joint arrangements expected to remain the same moving forward? <p>A response would be sought and reported back to the next Progress Group.</p>
25th February, 2021		

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