

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 2021/22)	TIMETABLE	CURRENT WORK	STATUS
To monitor the performance and activities of Registered Providers working in the Borough.	Task and Finish Group established consisting of: Cllrs. D. B. Bedford, T.D. Bridgeman, R.M. Cooper, K. Dibble, Nem Thapa and M.D. Smith.	2021/22	At the planning meeting in August it was agreed that the following RP's would be reviewed during the 2021/22 Municipal Year: Stonewater – 18th October, 2021 MTVHA – 15th November, 2021 VIVID – 17th January, 2022 A review will also take place of the questions included in the Schedule of Questions used as part of the review process.	Green
To review the Council Tax Support Scheme	Council Tax Support Task and Finish Group established, consisting of: Cllrs. D.B. Bedford, J.B. Canty, Christine Guinness, Lee Jeffers, M.J. Roberts and M.D Smith.	2021/22	The Group met on 17th August when a discussion was held on the purpose of the group and some CT data was analysed. Additional data was reviewed at the meeting on 6th October, 2021, and a further meeting would be held on 25 th November to finalise the report for Cabinet.	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2021/22)	TIMETABLE	CURRENT WORK	STATUS
Educational Improvement	<p>A Task and Finish Group has been set up consisting of:</p> <p>Cllrs. Gaynor Austin, D.B. Bedford, M.S. Choudhary, Nadia Martin, S.J. Masterson and M.D. Smith.</p>	2021/22	<p>Arrangements will be made for a meeting to be held after the start of the Autumn term. Hampshire County Council representatives will be invited.</p>	
Highways Agency Task and Finish Group	<p>A Task and Finish Group has been set up consisting of:</p> <p>Cllrs. Gaynor Austin, Jib Belbase, P.J. Cullum, K. Dibble, Lee Jeffers and S.J. Masterson</p>	2021/22	<p>A meeting will be as soon as possible in the 2021/22 Municipal Year 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>This will conclude the work of this Group.</p>	

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

ISSUE	TIMETABLE	CURRENT WORK	STATUS
Safer North Hampshire and Policing Matters	2021/22	At its meeting in July, 2021 representatives from Hampshire Police and the Community Safety teams gave an update on current issues and addressed a number of specific queries raised by Members.	Green
Food Waste Service – Communications and Education Plan	2021/22	At the meeting in August the Committee received a presentation on the communications and education plan for the launch of the Food Waste Service. The Committee endorsed the plans and would keep a watching brief on the service as it developed.	Green

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WORKFLOW – OCTOBER 2021- APRIL 2022

DATE		ITEMS
28th October 2021 (NEW DATE)		<ul style="list-style-type: none">Major community support organisations - Rushmoor Voluntary Services and Citizens' Advice
9th December 2021		<ul style="list-style-type: none">Grub HubSupporting Communities Strategy
17th February 2022		<ul style="list-style-type: none"><i>HCC Cabinet Member for Education plus local Headteacher/Principle</i>
7th April 2022		<ul style="list-style-type: none"><i>Food Waste Service – Update</i><i>Champions Annual Reports</i>
Potential Future Items for Committee		<ul style="list-style-type: none">Enforcement of C19 Rules and Regulations (23.06 PG)

OVERVIEW AND SCRUTINY COMMITTEE

Progress Meetings 2021/22

(Circulate the Cabinet Forward Plan, the Committee Work Plan and notes of the previous Committee meeting to each meeting of the Progress Group)

DATE	ITEM	NOTES
9 August 2021	Pay Policy Review	A Group would be appointed (consisting of 4 Cons/2 Lab). Three meetings were proposed to allow for data analysis and discussion. KE would lead the work.
	Food Waste Service – Comms/Education	This item would be discussed at the meeting on 24th August. The presentation would cover <ul style="list-style-type: none"> • A general update • What’s happened/what’s to come (content/method/timings) • How separation issues will be dealt with • Comms to specific groups
	Training Session	It was noted that a training session would be held in person on 14th September, 2021 at 7pm. Details would be circulated to Members.
30 September 2021	Food Waste	Comms excellent. Look to receive a report back at April meeting.
	North Town land ownership issues	Briefing paper to be circulated to Members in October
	28 October meeting	New date agreed RVS and/or CA to be invited email Members in advance for any issues they want to have covered
	Training Session	1st December to be ran by SEE remotely. Invite standing deputies and any other councillors who would benefit
9 November 2021		
13 January 2022		

Last Updated 19/10/2021

10 March 2022		
Items for Future Progress Meetings	<ul style="list-style-type: none">• Revenue Protection and Debt Collection Procedures	