

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 2022/23) | 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 Diane Bedford, Peter Crerar, Mike Smith, Nem Thapa, Keith Dibble and Sophie Porter. | 2022/23 | | |
| To review the Council Tax Support Scheme | Council Tax Support Task and Finish Group established, consisting of: Cllrs Diane Bedford, Lee Jeffers, Mike Smith, Stuart Trussler, Christine Guinness and Mike Roberts. | 2022/23 | For the year the Group will also be looking at cost of living issues following the motion presented to the council in April, 2022. | |
| Educational Improvement | A Task and Finish Group has been set up | 2022/23 | | |

Last Updated 07/07/2022

| ISSUE (PURPOSE OF REVIEW) | TASK AND FINISH GROUP (MEMBERSHIP 2022/23) | TIMETABLE | CURRENT WORK | STATUS |
|---------------------------------|---|-----------|--------------|--------|
| | consisting of: Cllrs Diane Bedford, Peter Cullum, Mara Makunura, Mike Smith, Gaynor Austin and Jules Crossley. | | | |

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

| ISSUE | TIMETABLE | CURRENT WORK | STATUS |
|--|------------------|--|---------------|
| Safer North Hampshire and Policing Matters | 2022/23 | A further review will be undertaken in 2022/23 | |
| Food Waste Service – Communications and Education Plan | 2022/23 | An update briefing note will be circulated in Spring/Summer 2022. | |
| Supporting Communities | 2022/23 | An update on the Strategy and Action Plan would be provided in December 2022 | |
| Primary Care Networks | 2022/23 | The PCNs would be invited back to a future meeting. | |
| Cabinet Champions | 2022/23 | A review of the Role and Priorities of the Cabinet Champions was undertaken at the meetings in June and July, 2022. The champions would be invited back to the committee in March 2023 to report back on their progress during the year. | |

OVERVIEW AND SCRUTINY COMMITTEE

WORKFLOW – June 2022- March 2023

| DATE | ITEMS |
|--------------------------------------|--|
| 16th June 2022 | <ul style="list-style-type: none"> • Cabinet Champions (Climate Action & Armed Forces) • Performance Monitoring |
| 21 st July 2022 | <ul style="list-style-type: none"> • Cabinet Champion (Equalities) • Corporate Customer Contact Indicators |
| 15 th September 2022 | <ul style="list-style-type: none"> • Community Safety/Police • Farnborough Airport |
| 20 th October 2022 | <ul style="list-style-type: none"> • |
| 1 st December 2022 | <ul style="list-style-type: none"> • <i>Supporting Communities Strategy and Action Plan – update</i> |
| 9 th February 2023 | <ul style="list-style-type: none"> • |
| 30 th March 2023 | <ul style="list-style-type: none"> • |
| Potential Future Items for Committee | <ul style="list-style-type: none"> • <i>Property Services – Autumn 2022?</i> • <i>Regeneration</i> • <i>Business Plan</i> • <i>Car Boots</i> • <i>Asset Review/Property Investment</i> • <i>Waste and Recycling</i> • <i>Charitable Support</i> |

OVERVIEW AND SCRUTINY COMMITTEE

Progress Meetings 2022/23

(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 |
|------------------------------------|-------------|--------------|
| 11 July 2022 | | |
| 3 August 2022 | | |
| 29 September 2022 | | |
| 3 November 2022 | | |
| 2 March 2023 | | |
| Items for Future Progress Meetings | | |