

# 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, Mike Smith, Nem Thapa, Keith Dibble and Sophie Porter.	2022/23	<ul style="list-style-type: none"> <li>• <b>Southern Housing Group (SHG)</b> – The Group met on 19<sup>th</sup> October, 2022 with representatives from SHG. The Group learnt about the stock transfer of properties from London and Quadrant Housing Association (LQHA) which would take place in December, 2022, new affordable housing to let at The Crescent, Southwood (Southwood Mews), the proactive approach being taken with customers impacted by the cost of living crisis, in particular, funding that has been made available to help with one off expenses not covered by other emergency measures. It was also noted that thermal efficiency was an important issue for both residents and the RP and the Group were reassured that all L&amp;Q property stock would be reviewed over and above the survey work carried out as part of the due diligence.</li> </ul> <p>Matters around handling of ASB at Mills House were considered and it was noted</p>	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2022/23)	TIMETABLE	CURRENT WORK	STATUS
			<p>that staff seem to be dealing with issues more effectively.</p> <p>The Group requested a direct contact stream, which is in use with other RP's – this would be provided.</p> <ul style="list-style-type: none"> <li>• Grainger Trust – On 17th November 2022, the Group learned about the ongoing development at Wellesley, all feedback from Ward Councillors and members of the Group were positive. Grainger advised of additional support systems put in place to assist with the cost of living crisis, including support streams on their website, software to identify what benefits were available for individuals, partnership with Havant Housing Association and their life skills team to assist those deemed vulnerable and needing additional support.</li> <li>• VIVID – Date TBC</li> </ul>	
To review the Council Tax Support Scheme	Council Tax Support Task and Finish Group established, consisting	2022/23	During 2022/23 the Group will be looking at cost of living issues following the motion presented to the Council in April, 2022.	Green

Last Updated 18/01/2023

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2022/23)	TIMETABLE	CURRENT WORK	STATUS
	of: Cllrs Diane Bedford, Lee Jeffers, Mike Smith, Stuart Trussler, Christine Guinness and Mike Roberts.		<p>At its meeting in August 2022, the Group agreed to meet in October 2022, to receive an update from the Council and third sector partners on the impacts of the cost of living increases to residents. In light of this evidence, the Group would discuss and consider what options would be available for providing additional support from the Council directly. Members agreed to look at the Council Tax Support scheme and any possible changes in light of this discussion and evidence.</p> <p>At the meeting in October, the Group received presentations from Alex Hughes, Citizens Advice and Emma Lamb, Community and Partnerships Manager, on the local impact of the Cost of Living rise. An update was provided on the Government's funding in respect of the rising energy costs and data showing the position of the Council's Council Tax Support scheme. A discussion was had around partnership working including joint information and targeting support projects. Communication to get the message out about</p>	

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2022/23)	TIMETABLE	CURRENT WORK	STATUS
			<p>where residents could find extra support was key.</p> <p>The next meeting would be held In November 2022, at which Alex Hughes would provide an update to the Group on CA research projects into continuing local impact.</p>	

Educational Improvement	A Task and Finish Group has been set up consisting of: Cllrs Diane Bedford, Peter Cullum, Mike Smith, Gaynor Austin and Jules Crossley.	2022/23		
-------------------------	---	---------	--	--

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

<b>ISSUE</b>	<b>TIMETABLE</b>	<b>CURRENT WORK</b>	<b>STATUS</b>
Safer North Hampshire and Policing Matters	2022/23	At the meeting in September the Committee welcomed Chief Inspector Hart and James Knight, Service Manager – Place Protection who provided an update on policing and community safety matters in the Borough. A request was made for specific data on 101 calls and this would be made available. A request was also made regarding a meeting with Hampshire Youth Services and this would be followed up at the Progress Group	Green
Food Waste Service – Communications and Education Plan	2022/23	An update briefing note will be circulated.	
Supporting Communities	2022/23	An update was provided on the Strategy and Action Plan at the December 2022 meeting. At the meeting the Committee also received a report on the work of the Council Tax Support Group, in particular around the cost of living crisis.	Green
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.	Green
Corporate Customer Contact Data	2022/23	At the meeting in July a presentation was provided on customer contact data. It was requested that a follow up presentation be provided towards the end of the municipal year. An open invitation was given to Members to observe the CSU, contact should be made with Marybeth Quaintmere	Green

Last Updated 18/01/2023



		or Mary Timmins to arrange. An update would be provided at the March 2023 meeting.	
Parks and Playgrounds	2022/23	An update at the October 2022 was provided on the Playground Strategy and the financial implications.	Green
Property Services	2022/23	An overview of the property service was provided at the October 2022 meeting. A request was made for a separate meeting to go through the whole portfolio of properties.	Green

## OVERVIEW AND SCRUTINY COMMITTEE

### WORKFLOW – June 2022- March 2023

DATE	ITEMS
16th June 2022	<ul style="list-style-type: none"> <li>• Cabinet Champions (Climate Action &amp; Armed Forces)</li> <li>• Performance Monitoring</li> </ul>
21 <sup>st</sup> July 2022	<ul style="list-style-type: none"> <li>• Cabinet Champion (Equalities)</li> <li>• Corporate Customer Contact Indicators</li> </ul>
15 <sup>th</sup> September 2022	<ul style="list-style-type: none"> <li>• Community Safety/Police (Emma Hart DC/James Knight)</li> </ul>
20 <sup>th</sup> October 2022	<ul style="list-style-type: none"> <li>• Property Services</li> <li>• Parks and Playgrounds</li> </ul>
1 <sup>st</sup> December 2022	<ul style="list-style-type: none"> <li>• Supporting Communities Strategy and Action Plan – update</li> <li>• Council Tax Support – update</li> </ul>
9 <sup>th</sup> February 2023	<ul style="list-style-type: none"> <li>• Farnborough Airport – Economic and Environmental Impacts</li> </ul>
30 <sup>th</sup> March 2023	<ul style="list-style-type: none"> <li>• Management of Damp and Mould within the Local Housing Sector – JD/HS</li> <li>• Cabinet Champions (Climate Action, Armed Forces and Equality and Diversity)</li> </ul>
Potential Future Items for Committee	<ul style="list-style-type: none"> <li>• Corporate Customer Contact Indicators (Session 2) – June 2023</li> <li>• <i>Regeneration</i></li> <li>• <i>Business Plan</i></li> <li>• <i>Waste and Recycling</i></li> <li>• <i>Charitable Support</i></li> <li>• <i>Ward Grant – Review</i></li> <li>• <i>Telecommunications Infrastructure</i></li> <li>• <i>Highways (state of the roads)</i></li> <li>• <i>Asset Management – September 2023</i></li> </ul>

## 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	Priorities	<p>A discussion was held on priorities for the year, these included;</p> <ul style="list-style-type: none"> <li>• Customer response data</li> <li>• Farnborough Airport – how it effects the environment/economy</li> <li>• Property Investment/Asset Review</li> <li>• Regeneration</li> <li>• Food Waste Service</li> <li>• Crime and Disorder</li> <li>• RVS/CA Draft Service Level Agreements</li> </ul>
30 August 2022	Property Services  Community Safety/Policing  Farnborough Airport  Parks and Playgrounds	<p>Item from Tim Mills at October meeting to cover:</p> <ul style="list-style-type: none"> <li>- Overview of investments/returns/portfolio</li> <li>- Community buildings – is the current approach right?</li> <li>- Are current practices performing well?</li> <li>- How the change in the financial climate will inform practices moving forward</li> <li>- Internal/external resources</li> </ul> <p>Item from James Knight (Community Safety) and Emma Hart (Police) at September meeting, to cover:</p> <p>Community Safety</p> <ul style="list-style-type: none"> <li>- Key issues in Rushmoor</li> <li>- Update on PSPO's</li> <li>- Place Protection projections (3yrs)</li> <li>- Community Safety Partnership - timelines/planning</li> </ul> <p>Police</p> <ul style="list-style-type: none"> <li>- Plan/vision for the future</li> <li>- Crime levels</li> <li>- Priorities/resourcing – including 101, feedback to residents, managing expectations</li> </ul> <p>Work around them and host a one off meeting if necessary.</p> <p>James Duggin to provide an outline at the meeting in October on the investment and operational plan for parks and playgrounds.</p>
29 September 2022	Policing and Community Safety  Parks and Playground  Property Services  Farnborough Airport  HCC On-Street Parking	<p>IH had arranged a meeting with DI Hart and James Knight to pick up on the issues raised.</p> <p>At the October meeting a report would be provided on</p> <ul style="list-style-type: none"> <li>- The Strategy and Action Plan</li> <li>- Progress and Plans</li> <li>- How the work is moving forward</li> </ul> <p>A presentation would be given at the October meeting providing an overview of the service.</p> <p>It was noted that some work was being undertaken on the economic impact assessment for the airport. This piece of work would provide a good evidence base to help shape a meeting with airport representatives.</p> <p>Following the decision by HCC to take back management of on-street parking as of April 2023. A request was made</p>

		to keep a watching brief on the situation, in particular around comms, tariff changes etc. to ensure any issues that may arise are dealt with accordingly.
1 November 2022	<p>Parks and Playgrounds</p> <p>Supporting Communities Strategy and Action Plan/Council Tax Support Scheme</p> <p>Youth Services</p> <p>Airport</p> <p>Any Other Business</p>	<p>Cllr Sheehan asked if there were funds in the Supporting Communities fund for playgrounds in deprived areas?</p> <p>Report in December to include:</p> <ul style="list-style-type: none"> <li>- Communication strategy</li> <li>- Schemes - what and where?</li> <li>- How do they become schemes?</li> <li>- Mapping of where schemes are across the borough</li> <li>- Comparable data year on year</li> <li>- Mapping by ward</li> <li>- Accessibility to support</li> </ul> <p>ACTION – IH to draft letter to senior officers at HCC with more specific questions/items to be addressed</p> <p>Update – the airport and council had commissioned an independent economic assessment of the airport – a draft of which was due shortly – which would guide the discussions with the airport. It was expected that the item would come before committee in February 2023.</p> <p>A request was made for an item on ward grants following more requests to plug gaps in services.</p>
13 December now2022	<p>Toob – Cllr Calum Stewart in attendance</p> <p>Farnborough Airport</p> <p>Management of Mould</p> <p>Highways (potholes etc.)</p>	<p>Arrange meeting to raise issues on behalf of the residents, IH to contact Toob to check availability.</p> <p>Economic assessment final document due imminently. Meeting on 9<sup>th</sup> February to include representatives from the airport, Tim Mills, Lee McQuade and Richard Ward. Richard to provide an update on air quality in the location of the airport and the borough in general.</p> <p>To scope an item to include, RHL, Military/MOD (DIO), Housing Association and private housing stock. 1-2 sessions, first session to cover the Council’s role and responsibilities, processes etc. and the second to invite other providers. IH/JD/AT to scope and provide updates to the Progress Group.</p> <p>IH/JT/AT to scope an item regarding the state on the boroughs roads to include, what the issues are and what would be expected from the County in response.</p>

	Any other Business	Cllr Trussler would take the vacant place on the Registered Providers Group for the remainder of the Municipal Year.
2 March 2023		
April 2023		Annual Report
Items for Future Progress Meetings		