

## 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)	CURRENT WORK
To monitor the performance and activities of <b>Registered Providers</b> working in the Borough.	TBC	Annual Report for 2022/23 to be presented at the June 2023 meeting.
To review the <b>Council Tax Support</b> Scheme	TBC	Date of first meeting to be set once appointments made.
To consider further the economical and environmental impacts of <b>Farnborough Airport</b> on the Borough.	TBC	Date of first meeting to be set once appointments made.

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

<b>ISSUE</b>	<b>CURRENT WORK</b>	<b>STATUS</b>

## OVERVIEW AND SCRUTINY COMMITTEE

### WORKFLOW – June 2023- March 2024

DATE		ITEMS
15th June 2023		<ul style="list-style-type: none"> <li>Corporate Customer Contact Indicators (Session 2) – June 2023</li> <li>Registered Providers T&amp;F Annual Report – June 2023</li> </ul>
20th July 2023		
21st September 2023		
9th November 2023		
14th December 2023		
8th February 2024		
27th March 2024		
Potential Future Items for Committee		<ul style="list-style-type: none"> <li><i>Regeneration</i></li> <li><i>Business Plan Monitoring</i></li> <li><i>Waste and Recycling</i></li> <li><i>Charitable Support</i></li> <li><i>Ward Grant – Review – winter 2023</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 2023/24

DATE		ITEM	NOTES
3 April 2023 Annual Review		OSC Annual Report	Agreed with some suggested additions
		Cabinet Champions	Going forward - hear from at PG throughout the year or regular written updates
		Private landlords	Scope option to have a private landlords T&F group similar to the RP Group
		June Meeting	Customer Contact Indicators and RP Annual Report
		Info/Action follow up	Produce a Work Tracker to monitor actions/requests for information at meetings