

# 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**

<b>ISSUE (PURPOSE OF REVIEW)</b>	<b>TASK AND FINISH GROUP (MEMBERSHIP 2022/23)</b>	<b>CURRENT WORK</b>
<p>To monitor the performance and activities of <b>Registered Providers</b> working in the Borough.</p>	<p>Chairman of the Overview and Scrutiny Committee (Cllr Mike Smith, Vice Chairmen of the Overview and Scrutiny Committee (Cllrs Diane Bedford and Keith Dibble and Cllrs Ade Adeola, S.J Masterson and Sophie Porter</p>	<p>The Annual Report for 2022/23 was presented at the June 2023 meeting.</p> <p>The first meeting would be held on 6th September to plan the year's review.</p>
<p>To review the <b>Council Tax Support Scheme</b></p>	<p>Chairman of the Overview and Scrutiny Committee (Cllr Mike Smith, Vice Chairman of the Overview and Scrutiny Committee (Cllr Diane Bedford) and Cllrs Christine Guinness, S.J. Masterson, M.J. Roberts and S. Trussler,</p>	<p>The first meeting was held on 24<sup>th</sup> July at which options to review the existing Council Tax Support scheme for 2024/25 were discussed by the Group. Members asked Officers for further information and data to be brought to the next meeting on 30th August, 2023 to assist in making any recommendations for change.</p>

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2022/23)	CURRENT WORK
To consider further the economical and environmental impacts of <b>Farnborough Airport</b> on the Borough.	Vice Chairman of the Overview and Scrutiny Committee (Cllr Diane Bedford) and Gaynor Austin, Jess Auton, Jules Crossley, Mara Makunura and Calum Stewart	Terms of Reference were review and agreed at the Progress Group (4th July, 2023). The first meeting was due to take place on 11th September.

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

<b>ISSUE</b>	<b>CURRENT WORK</b>
Corporate Customer Contact Indicators	The work of the CSU would continue to be monitored and a meeting was scheduled for September 2023 to provide further feedback on the new CRM system.
Stagecoach	Stagecoach attended the meeting in July 2023 following a number of concerns and issues raised with Members by residents. At the meeting a recommendation was made to hold a stakeholder meeting to discuss some of these issues in more detail, in particular related to Aldershot services.  The Progress Group would scope a plan for the meeting when it met in early September.
Council Business Plan	In July, the Committee received an update on the Council Business plan. It was requested that the list of items in the work plan be prioritised against the Council Plan and reported back on at the Progress Group.

## 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)</li> <li>• Registered Providers T&amp;F Annual Report</li> </ul>
20th July 2023	<ul style="list-style-type: none"> <li>• Stagecoach</li> <li>• Council Business Plan (Session 1)</li> </ul>
21st September 2023	<ul style="list-style-type: none"> <li>• Policing and Community Safety to incorporate the Notice of Motion on Youth Crime Prevention raised at Council (April 2023)</li> </ul>
9th November 2023	<ul style="list-style-type: none"> <li>•</li> </ul>
14th December 2023	<ul style="list-style-type: none"> <li>• Customer Service – Contact Indicators</li> </ul>
8th February 2024	<ul style="list-style-type: none"> <li>• Climate Change Strategy</li> </ul>
27th March 2024	<ul style="list-style-type: none"> <li>•</li> </ul>
Potential Future Items for Committee	<ul style="list-style-type: none"> <li>• Regeneration</li> <li>• Waste and Recycling</li> <li>• Charitable Support</li> <li>• Ward Grant – Review – winter 2023</li> <li>• Telecommunications Infrastructure</li> <li>• Asset Management – September 2023</li> <li>• County Councillors – Communications/Engagement (in particular, Highways Issues)</li> <li>• <b>Consultation Communications Response - PPAB</b></li> <li>• Arts and Culture (Cultural Compacts) - TM</li> <li>• Health Services (follow up from Spring 2022)</li> <li>• Gurkha Welfare Notice of Motion (separate meeting in early September to include Armed Forces and Veteran engagement (PPAB))</li> </ul>

## OVERVIEW AND SCRUTINY COMMITTEE

Progress Meetings 2023/24

**Membership:** Chairman (Cllr Mike Smith), Vice Chairmen (Cllrs Diane Bedford and Keith Dibble) and Cllrs Gaynor Austin, S.J.Masterson and S.Trussler

DATE	ITEM	NOTES
3 April 2023 Annual Review	<p>OSC Annual Report</p> <p>Cabinet Champions</p> <p>Private landlords</p> <p>June Meeting</p> <p>Info/Action follow up</p>	<p>Agreed with some suggested additions</p> <p>Going forward - hear from at PG throughout the year or regular written updates</p> <p>Scope option to have a private landlords T&amp;F group similar to the RP Group</p> <p>Customer Contact Indicators and RP Annual Report</p> <p>Produce a Work Tracker to monitor actions/requests for information at meetings</p>
4 July 2023	<p>Council Business Plan</p> <p>Highways issues/HCC Communications</p>	<p>RB attended to give a summary of a proposed item for the meeting on 20<sup>th</sup> July on the Council Business Plan performance monitoring.</p> <p>Cllr Abe Allen attended the meeting to raise an issue in Fernhill relating to Bunds which had been installed in Chapel Lane. The Bunds had been installed as a prevention measure by HCC but had caused concern amongst residents. It was agreed that this issue would be raised at a proposed future meeting with County Councillors regarding communication/engagement with the County Council.</p>

	<p>Stagecoach</p> <p>Farnborough Airport T&amp;F Group – ToR</p> <p>Cabinet Champions Priorities</p> <p>Youth Crime Prevention</p>	<p>A number of issues had been raised regarding changes and performance levels with local bus services. Contact had been made with Stagecoach who were available to attend the meeting on 20<sup>th</sup> July, 2023.</p> <p>The Terms of Reference were agreed at the meeting.</p> <p>The priorities for 2023/24 for the Cabinet Champion were endorsed at the meeting.</p> <p>Following the Notice of Motion to Council in April, 2023, it was agreed that the focus of the September meeting with the Community Safety Team and the Police would be on Youth Crime Prevention.</p>
4 September 2023		RB/AS to attend to report on OSC items prioritised against the Council Plan
18 October 2023		
27 November 2023	Customer Contact Indicators – Update	MBQ/MT invited to attend the meeting prior to 14 December Committee
18 January 2024		
4 March 2024		