

# 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 2024/25)	CURRENT WORK
<p>To monitor the performance and activities of <b>Registered Providers</b> working in the Borough.</p>	<p>Cllrs Gaynor Austin, Halleh Koohestani (Chair), S.J. Masterson, Bill O’Donovan and M.D. Smith.</p>	<p>At the meeting on 18 December, the Group updated the terms or reference to reflect the new Council priorities. Vivid and Metropolitan Thames Valley would be invited to review meetings between Jan- May 2025. Other RPs operating in the borough would have Social Housing Regulator and Housing Ombudsman reports collated and be asked to complete the standard questionnaire used at the review meetings.</p> <p>The next meeting of the Group was scheduled for 26 February, 2025, with VIVID, however VIVID were now unable to attend on this date and a new date would be advised in due course.</p> <p>Meetings had been scheduled with Metropolitan Thames Valley Housing (26th March) and A2 Dominion (date TBC).</p>
<p>To review the <b>Council Tax Support</b> Scheme</p>	<p>Cllrs P.J. Cullum, C.P. Grattan, Lisa Greenway, M.J. Roberts and Stuart Trussler (Vice-Chair)</p>	<p>At its meeting on 16 October, members noted the information presented by officers on the performance of the current CTS scheme as well as the Council Tax and Business Rates collection data.</p> <p>Members asked to be taken through some examples of Exceptional Hardship payments and Discretionary Housing Payments at the next meeting. They also expected to be able to make a recommendation to Cabinet about the scheme for 25/26.</p>

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2024/25)	CURRENT WORK
		<p>On 4 December, following careful analysis of the CTS scheme, by the Group, they proposed that Cabinet should make recommendations to the Council, that the scheme remain unchanged for 25/26.</p> <p>A report was presented to the Cabinet at its meeting on 14 January, setting out the Group's recommendations. The Cabinet then further recommended that the Council approve that the current scheme continued with annual uplifts, as set out in the Report, the Exceptional Hardship relief fund remained the same and any minor changes, in accordance with annual uprating as applied by the DWP, were made.</p> <p>The Council agreed the recommendations at its meeting on 27 February, 2025.</p>
<p>To consider further the economical and environmental impacts of <b>Farnborough Airport</b> on the Borough.</p>	<p>Cllrs Craig Card, A.H. Crawford, P.J. Cullum, Halleh Koohestani (Chair), G.B. Lyon and Bill O'Donovan with Cllr Jules Crossley (Policy, Climate &amp; Sustainability Portfolio Holder) as an invitee as required.</p>	<p>Reached out to officers and will provide an update when available.</p>

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

<b>ISSUE</b>	<b>CURRENT WORK</b>
Arts and Culture	<p>At its November 2023 meeting the Committee were apprised of the work being undertaken in conjunction with the Hampshire Cultural Trust and Arts Council England on arts and cultural activity on the Borough. A further meeting would be held on this item in 6-12 months.</p> <p>Following a review of the work at the Progress Group, it was felt that the work of the cultural compacts would sit better with the Policy and Project Advisory Board. Officers would arrange for this to be picked up by the Board.</p>
Asset Management	<p>At its meeting in January 2024, the Committee received a presentation detailing progress on the Asset Management Strategy and future delivery, and a review of the portfolio and principles of disposal in light of the budget.</p> <p>A watching briefing would be maintained on progress during the 2024/25 Municipal Year.</p> <p>The meeting on 4th March, 2025, would address asset disposal specifically related to the Union Yard development</p>
Cabinet Champions	<p>The two Cabinet Champions attended the meeting in March 2024, to provide a report on their work and activities during 2023/24. The work of both Champions was noted and the recommended priorities for 2024/25 endorsed.</p> <p>Written Reports on activities during 2024/25 would be provided to the meeting on 27 March for the consideration by the Committee.</p>
Rushmoor Voluntary Services and Citizens Advice Rushmoor - Service Level Agreements	<p>Recommendations were made to the Cabinet following the meetings in October and December, 2024. The recommendations, in particular, asked the Cabinet to consider multi year funding agreements and rent relief levels for both organisations. The outcomes from the Cabinet meetings resolved that the recommendations would be considered as part of the budget setting process.</p>

## OVERVIEW AND SCRUTINY COMMITTEE

WORKFLOW – June 2024- March 2025

DATE	ITEMS
13th June 2024	Registered Providers T&F Annual Report Housing and Homelessness Prevention Strategy
1st August 2024	SERCO
12th September 2024	Financial Matters/CIPFA Report
19th September 2024	Police and Community Safety
24th October 2024	Rushmoor Voluntary Services - Annual SLA Report – Donna Bone
<i>18th November 2024</i>	<i>All Member Seminar to provide an update on Union Yard</i>
<i>20th November 2024</i>	<i>Risk Management Briefing for CGAS Committee (open to all)</i>
28 November 2024	Leader Priorities – GW Risk Register Review – GW/RS
12th December 2024	Citizens' Advice - Annual SLA Report – Calum Stewart
<i>8th January 2025 (Informal meeting)</i>	<i>Online meeting to discuss items to be included in a letter to Hampshire County Council</i>
30th January 2025	Financial Recovery Plan – Review – Invited GW & PV
<i>4th March 2025 (Additional Meeting)</i>	<i>Appointment – replacement for Alex Crawford Call-In – Farnborough Leisure Centre – Next Steps</i>
<i>13th March 2025</i>	<i>Union Yard Background Update – All Member Seminar</i>
27th March 2025	Union Yard Disposals – Pre-Decision Scrutiny
?? April 2025	Champions Annual Report (x2) - (Written reports for approval)
Potential Future Items for the Committee in 2024/25	<ol style="list-style-type: none"> <li>1. Highways issues (condition of roads, speeding and road safety issues) – HCC – letter being prepared</li> <li>2. Housing and Homelessness Prevention Strategy (Session 2) – <b>Briefing paper being prepared on current position</b></li> <li>3. Climate Change Action Plan – <b>New Strategy being agreed in March 2025 – consider again in 2025/26</b></li> <li>4. Community and Youth Engagement – <b>Incorporated into the Young People's Plan approved in Jan 2025. Need to wait a while before reviewing at Scrutiny – 2025/26</b></li> <li>5. Stagecoach</li> </ol>

## OVERVIEW AND SCRUTINY COMMITTEE

Progress Meetings 2024/25

**Membership:** Cllr Leola Card, P.J. Cullum, Thomas Day, Halleh Koohestani (Chair), Nadia Martin (Vice Chair), Bill O'Donovan and Stuart Trussler (Vice Chair)

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DATE	ITEM	NOTES
02.07.2024	<p>SERCO – scoping of item for 1 August</p> <p>Housing and Homelessness Prevention Strategy – request to Cabinet to review the strategy (June 13 meeting)</p>	<p>Annual report will be finalised – a summary of the report will be presented at the meeting</p> <p>Areas of concern include,</p> <ul style="list-style-type: none"> <li>- grass cutting changes and impacts (rewilding)</li> <li>- Waste Management – what are the %'s and how can we improve? Consider national changes due in 2027</li> <li>- Focus on key services provided - how can we improve? / cost / effectiveness / performance against KPI's</li> <li>- Renewal of contract</li> <li>- Benchmarking against other councils</li> </ul> <p>Important to review the data requested at the meeting prior to making a decision on a review of the strategy by the Cabinet. Data will provide context to those carrying out a review to determine if the strategy is achievable/objectives realistic.</p> <p>Cabinet Member minded to review anyway, is it better to wait until any changes have been made? Could offer engagement services from the Committee as part of the review.</p>

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	<p>Police and Community Safety - September 19 meeting</p> <p>Future items for consideration</p>	<p><b>ACTION</b> – follow up on request for data – AT/ZP  <b>ACTION</b> – data request – how long are people in temp accommodation? How do we move people from temp to permanent accommodation?</p> <p>Produce list of asks for the Chief Inspector and Community Safety Team at next PG meeting.</p> <p>A list has been added to the Potential items above.</p>
02.09.2024	<p>Financial Matters / CIPFA Report (12 September)</p> <p>Police and Community Safety (19 September)</p> <p>Work Plan</p>	<p>Simon Allsop of CIPFA will be attending online to talk through the recent CIPFA Report. Request for a clear understanding of the recommendations within the report. Establish what OSC can do to provide effective scrutiny, best practice/key lines of enquiry etc. What lessons have we learnt?  Update on current position of the Council in response to the report.</p> <p>Areas to cover at the meeting included:</p> <ul style="list-style-type: none"> <li>- General overview of Community Safety</li> <li>- Report back from the Joint Crime and Disorder Overview and Scrutiny Committee</li> <li>- What's gone well</li> <li>- Top 5 thing for GC/DL</li> <li>- CPO teams</li> <li>- Challenges</li> <li>- What can be done better</li> <li>- Cops and Coffee</li> <li>- 101/online SLAs</li> <li>- Boundary areas</li> </ul> <p>Members prioritised the work plan as set out above.</p>



03.10.2024	Financial Matters/CIPFA Report	Made some recommendations that would be included in the report to Cabinet on 15 October. The Financial Recovery Action Plan would be reviewed in the New Year, pencilled in for 30 January, Leader and PV invited.
	Police and Community Safety	<b>ACTION</b> – add request for Gillian Cox to attend the Community Engagement T&F to the Action Tracker
	RVS and CA Annual SLA Reports	Ensure copies of the SLA agreements are shared with Members in advance and ask attendees to provide an executive summary with their reports. Pencilled in for the Dec meeting – TBC.
	24 October Meeting	<b>Risk Register</b> – general feel, how mitigating, how managed. Look at critical ones (red) and any emerging risks. Establish where the “real” risks are... <b>Leaders Priorities</b> – invite the Leader to share his priorities for the future.
	HCC – Engagement Process	Set up a remote meeting with all Members of the Committee to consider items for inclusion in a letter to HCC to start the process of engagement with them. Write to all Members in advance of the meeting to ensure all HCC related issues are captured for consideration in the discussion.
	Stagecoach	<b>ACTION</b> - Share minutes of the last meeting at which Stagecoach were present.
18.11.2024	RVS	Report to Cabinet with recommendations – 26 November <b>ACTION</b> - share report and dairy appointment with the Chair
	Risk Register	Date of training rescheduled to 25 November – <b>ACTION</b> - share slides in advance with Members
	Leader’s Priorities	Suggested to request questions in advance of the meeting for the Leader to prepare responses
	Union Yard	Keep a watching brief on the current situation and consider whether a separate item is required on Union Yard following the briefing.

08.01.2025	Leaders Priorities	Noted
	Risk Register Review	Noted
	Citizens Advice Rushmoor – SLA Report	Noted that the report with the recommendations would be considered at the meeting on 14 January.
	Financial Recovery Plan	Following a discussion on the appropriateness of this item, it was felt important to consider the effectiveness of the Plan and governance arrangements in a public setting.
	Cultural Compacts	Following consideration of the scope of this item it was felt that it would be best place with PPAB to help develop engagement and participation with the wider community.
	March 2025 meeting	Requirement for a pre scrutiny item on Union Yard disposals. It was advised that Cabinet had an item scheduled on this matter in February (11 <sup>th</sup> ) and a meeting may need to be scheduled prior to this to allow the Committee the chance to look at it in advance of that meeting. Consideration would be given to some suitable dates following a conversation with KE/TM.
	Additional Items	Union Yard Project Review – to be held when the project had been completed Re-organisation/Devolution business case
06.03.2025	Meeting on 4th March	Call-in – Farnborough Leisure Centre – Next Steps – no further action needed.
	Meeting on 13th March	Union Yard Disposals – still awaiting a final offer on the units. Proposed to use this date as an All Member Seminar to give a briefing on the background to the Union Yard development prior to the Committee carrying out pre decision scrutiny at its meeting on 27 March.
	Meeting on 27th March	Exempt item on Union Yard Disposals

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		<i>Annual Champion's Reports – written reports for approval – may go to an April Meeting</i>
	Letter to HCC	The draft letter still needed to be considered by the Leader and Chair of OSC. Steps needed to be taken to ensure there was no negative impact on LGR and Devolution at this time
	Potential April Meeting	<b>ACTION</b> - Check viability of an update on the Housing and Homelessness Prevention Strategy with officers. Would having the Champions updates in April be more appropriate? Consider an item on water quality for an April meeting
	Devolution	Add date to future items for Autumn 2025.