

BOROUGH SERVICES POLICY AND REVIEW PANEL

WORK PROGRAMME

Set out below are the key issues which form the Borough Services Policy and Review Panel's on-going work programme.

The topics covered reflect the following:

- scrutiny of the process of the way in which decisions have been or are being made
- reviewing issues of concern to local people or which affect the Borough
- review of performance and delivery of specific services
- monitoring and scrutinising the activities of others
- items raised by Members and agreed by the Panel for consideration
- review of policies and proposals developed by others
- the development of a new policy for recommendation to the Cabinet

The purpose of the work programme is to identify the way in which topics are being dealt with and the progress made with them.

An update will be submitted to each meeting of the Panel.

BOROUGH SERVICES POLICY AND REVIEW PANEL

ACCOUNTABILITY AND AREAS OF RESPONSIBILITY

The terms of reference of the Panel will include all these issues contained in the Safety and Regulation Portfolio and the Concessions and Community Support Portfolio together with certain functions within the responsibility of the Leader of the Council. The functions set out in the Scheme of Delegation are:

PORTFOLIO - LEADER OF THE COUNCIL

Community Planning

To support, co-ordinate and monitor the development and implementation of the Community Strategy and seek to develop effective partnerships with other stakeholders in the community.

PORTFOLIO - SAFETY AND REGULATION

Community Safety (including Anti-Social Behaviour)

To deal with all matters which are the responsibility of the Council relating to the Crime and Disorder Act, crime reduction and community safety.

Environmental Health Policy Relating to Licensing, Food, Health and Safety, Pollution and Environmental Control

To deal with all matters relating to environmental health regulatory powers (other than those licensing powers dealt with by the Licensing and General Purposes Committee) exercised by the Council in relation to the following issues:-

- licensing
- food
- health and safety
- pollution
- environmental control
- provision and regulation of mobile home parks

PORTFOLIO - CONCESSIONS AND COMMUNITY SUPPORT

Democratic Renewal and Community Involvement

To deal with issues relating to community involvement with the Council, including:

- liaison with community organisations
- democratic renewal
- developing working arrangements at a local or ward level
- community leadership

Electoral Issues

To carry out the Council's functions in relation to maintaining effective democratic processes, and in promoting democratic involvement, subject to the Licensing and General Purposes Committee undertaking certain duties set out in the Scheme of Delegation in relation to elections and electoral registration.

Concessions and Supporting Local Organisations

To deal with applications for rate and rent relief from sporting, cultural and voluntary organisations, including applications under Section 49 of the Local Government Finance Act, 1992.

To carry out all powers in relation to the consideration and determination of applications for financial assistance from national and local organisations, including local arts organisations.

To develop the Council's policy and procedures on discretionary matters relating to benefits schemes.

To formulate and implement proposals in respect of facilities for the elderly and the disabled, including the concessionary fares scheme and Dial a Ride.

To co-ordinate funding for the major voluntary organisations operating in the Borough, in particular the Citizens' Advice Bureaux, Rushmoor Voluntary Services and the Farnborough and Cove War Memorial Hospital Trust.

Accessibility

To carry out the Council's functions in relation to access for people with disabilities and in meeting the requirements of the Disability Discrimination Act and other relevant legislation.

| DATE RAISED | ISSUE AND DESCRIPTION OF TOPIC | PROCESS AND TIMETABLE | CURRENT POSITION | CONTACT (SERVICE MANAGER) |
|--|--|--|--|---|
| PORTFOLIO – LEADER OF THE COUNCIL | | | | |
| 20.01.14 | Community Planning Monitoring and review of the Rushmoor Sustainable Community Strategy 2010 - 2026. | The Assistant Head of Strategy & Communications provided an update on the progress of the Rushmoor Strategic Partnership in delivering the priorities contained within the Rushmoor Sustainable Community Strategy at the Panel's meeting on 20th January, 2014. | It was agreed the Panel mid should receive a further update in due course. | Jon Rundle Strategy, Performance and Partnerships Manager Tel. (01252) 398801 Email. jon.rundle@rushmoor.gov.uk |
| PORTFOLIO – SAFETY AND REGULATION | | | | |
| Community Safety | | | | |
| 34.10.17 | Safer Rushmoor Partnership Plan | At the January 2018 meeting issues relating to rough sleeping and street drinking will be addressed, this will | January, 2018 | Peter Amies Head of Community and Environmental Services |

| DATE RAISED | ISSUE AND DESCRIPTION OF TOPIC | PROCESS AND TIMETABLE | CURRENT POSITION | CONTACT (SERVICE MANAGER) |
|------------------------------------|---|--|--|---|
| | Monitoring and review of the Safer Rushmoor Partnership Plan. | include information from Hampshire Police, the Community Safety Partnership and the Council's Housing department. | | Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk |
| 11.04.16 | <p>Supporting Troubled Families</p> <p>Monitoring and review of the Supporting Troubled Families initiative.</p> | Members received an update on the 'Supporting Troubled Families' initiative on 11th April, 2016 and it was agreed that a further update would be requested at least every two years. | A further update will be provided at the meeting in March, 2018 . | Qamer Yasin Head of Environmental Health and Housing Services Tel. (01252) 398640 Email. qamer.yasin@rushmoor.gov.uk |
| Environmental Health Policy | | | | |
| 12.06.17 | <p>Food safety</p> <p>To examine the Council's Environmental Health policies relating to food safety.</p> | <p>The Environmental Health Manager (Food / Health and Safety) provided an update on the Council's provision of food safety services at the Panel's meeting on 12th June, 2017.</p> <p>It is anticipated that further updates will be received at least every two years.</p> | The Environmental Health Manager (Food / Health and Safety) will provide a further update at the Panel's meeting in June, 2019 . | Colin Alborough Environmental Health Manager (Food / Health and Safety) Tel. (01252) 398169 Email. colin.alborough@rushmoor.gov.uk |
| 09.02.16 | <p>Pollution / environmental control</p> <p>To examine the Council's Environmental Health policies relating to pollution and</p> | <p>On 8th February, 2016, the Environmental Health Manager (Pollution / Environmental Control) updated the Panel on the work of the pollution / environmental control service.</p> <p>It is anticipated that further updates will</p> | The Environmental Health Manager (Pollution / Environmental Control) will provide an update on pollution / environmental control services (including regulation of mobile home | Colin Alborough Environmental Health Manager (Food / Health and Safety) Tel. (01252) 398169 Email. colin.alborough@rushmoor.gov.uk |

| DATE RAISED | ISSUE AND DESCRIPTION OF TOPIC | PROCESS AND TIMETABLE | CURRENT POSITION | CONTACT (SERVICE MANAGER) |
|--|---|---|---|---|
| | environmental control. | be received at least every two years. | parks) at a Panel meeting in, 2018. | |
| 12.09.16 | Health and safety To examine the Council's Environmental Health policies relating to health and safety. | The Environmental Health Manager (Food / Health and Safety) informed Members about the Council's provision of Health and Safety services at the Panel's meeting on 12th September, 2016. It is anticipated that further updates will be received at least every two years. | The Environmental Health Manager (Food / Health and Safety) would provide an update on Health and Safety services at the Panel in September, 2018. | Colin Alborough Environmental Health Manager (Food / Health and Safety) Tel. (01252) 398169 Email. colin.alborough@rushmoor.gov.uk |
| PORTFOLIO – CONCESSIONS AND COMMUNITY SUPPORT | | | | |
| Democratic Renewal and Elections | | | | |
| 12.09.16 | Cabinet Portfolio for Concessions and Community Support To scrutinise the work of the Cabinet Member, including Grants to Organisations, the Community Lottery and Community Support. | The Cabinet Member for Concessions and Community Support attended the meeting in April, 2017 to update the Panel on current work within the Portfolio and priorities for the future. | The Portfolio Holder would be invited to attend a future meeting to update the Panel on priorities and current work. An update on the Community Lottery would be provided at a future meeting. | Karen Edwards Corporate Director Tel: (01252) 398800 Email: karen.edwards@rushmoor.gov.uk Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. peter.amies@rushmoor.gov.uk |
| 24.10.17 | | | | |

| DATE RAISED | ISSUE AND DESCRIPTION OF TOPIC | PROCESS AND TIMETABLE | CURRENT POSITION | CONTACT (SERVICE MANAGER) |
|---|---|--|---|---|
| 12.06.17 | <p>Electoral issues</p> <p>To deal with issues relating to elections and electoral registration.</p> | <p>The Cabinet Member for Concessions and Community Support (Cr. G.B. Lyon), the Chairman of the Licensing and General Purposes Committee (Cr. A. Jackman), the Chairman of the Borough Services Policy and Review Panel (Cr. A.R. Newell) and Crs. K. Dibble, B. Jones and S.J. Masterson have been appointed to serve on the Elections Group for the 2017/18 Municipal Year.</p> | <p>The Head of Democratic and Customer Services would attend a future meeting to update the Panel on the County Council's Boundary Review. November, 2018.</p> | <p>Andrew Colver Head of Democratic and Customer Services Tel. (01252) 398820 Email. andrew.colver@rushmoor.gov.uk</p> |
| 11.09.17 | | <p>The Head of Democratic and Customer Services attended the September, 2017 meeting to give an update on the current Electoral Review.</p> | | |
| Concessions and Supporting Local Organisations | | | | |
| 15.06.15 | <p>Rushmoor Voluntary Services</p> <p>To consider the role of RVS in the community.</p> | <p>Greg Alexander, Chief Executive of Rushmoor Voluntary Services, provided an update on the work of his organisation at the Panel's meeting on 15th June, 2015.</p> | <p>Greg Alexander has agreed to provide a further update at the meeting on 26th March, 2018.</p> | <p>Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. peter.amies@rushmoor.gov.uk</p> |
| 11.09.17 | <p>Citizens' Advice Rushmoor</p> <p>To consider the role of the CAB in the community.</p> | <p>Alex Hughes, Chief Officer at Citizens' Advice Rushmoor gave an update on working arrangements at the meeting on 11th September, 2016.</p> | <p>Alex Hughes has agreed to provide a further update at the Panel meeting in September, 2019.</p> | <p>Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email.</p> |

| DATE RAISED | ISSUE AND DESCRIPTION OF TOPIC | PROCESS AND TIMETABLE | CURRENT POSITION | CONTACT (SERVICE MANAGER) |
|-------------|--|--|---|---|
| | | | | peter.amies@rushmoor.gov.uk |
| 24.10.17 | Food banks | The Panel were provided with information on food banks, in particular, the findings of the Bill Sargent Trust Report at its meeting on 14th September, 2015. Mr Mike Shea, founder of Farnborough Food Bank and Jane Newton, of the Holy Trinity Larder were also in attendance. | The Panel have requested an update on foodbanks once universal credit has been rolled out fully. | Ian Harrison Corporate Director Tel. (01252 (398400) Email. ian.harrison@rushmoor.gov.uk |
| 24.10.17 | Community Transport To establish the level of provision of community transport in the Borough. | The Panel received presentations from both Rushmoor Voluntary Services and Farnborough Neighbour Care, who both provided community transport in the Borough and surrounding areas. | The issue of community transport would be raised at the meeting in March, 2018 at which Greg Alexander of RVS would be present. | Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. peter.amies@rushmoor.gov.uk |
| 13.06.16 | Meals on Wheels/Luncheon Clubs To look at the services provided within the Borough. | The Panel received a presentation on the provision of Meals on Wheels and Luncheon Clubs in the Borough | The Panel highlighted some areas of concern with the Meals on Wheels service and requested some data on customer complaints and satisfaction from HCC. This information would be fed back to the Panel via the Mid Cycle Group. | Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. peter.amies@rushmoor.gov.uk |

| DATE RAISED | ISSUE AND DESCRIPTION OF TOPIC | PROCESS AND TIMETABLE | CURRENT POSITION | CONTACT (SERVICE MANAGER) |
|--------------------------|---|--|---|--|
| 10.04.17 24.10.17 | <p>Public Spaces Protection Orders</p> <p>To review the proposed new orders for both Aldershot and Farnborough</p> | <p>The Panel received a presentation on the proposed Public Spaces Protection Orders prior to the final report being submitted to Cabinet on 02.05.17.</p> | <p>The Panel endorsed the proposals within the Orders.</p> <p>An update on the PSPO's would be given as part of the presentation on 22nd January, 2018.</p> | <p>Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. peter.amies@rushmoor.gov.uk</p> |

Chairman - Cr. Adrian Newell

Lead Officer - Ian Harrison, Corporate Director
Tel: 01252 398400
E-mail: ian.harrison@rushmoor.gov.uk

Last updated - October, 2017

**BOROUGH SERVICES POLICY AND REVIEW PANEL
WORK FLOW – November 2017 – March 2018**

| | |
|-----------------------------|--|
| 13th November 2017 | Fire Safety Issues |
| 22nd January 2018 | Rough Sleeping/Street Drinking Hampshire Police PSPO update The Vine Centre RBC Housing Services Society of St. James |
| 26th March 2018 | Rushmoor Voluntary Services Community Transport Supporting Troubled Families |
| Date to be confirmed | Community Lottery Update Foodbanks Parliamentary Boundary Review Pollution and Environmental Control Rent Relief Policy |