

# 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 Committee's 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**

<b>ISSUE (PURPOSE OF REVIEW)</b>	<b>TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)</b>	<b>TIMETABLE</b>	<b>CURRENT WORK</b>	<b>STATUS</b>
To monitor the performance and activities of Registered Providers working in the Borough.	Task and Finish Group consisting of:  The Chairman (Cllr M.D. Smith), Vice-Chairman (Cllr Mrs	Being developed	Programme for 2018/19 being prepared with the first meeting taking place in September. The programme will include VIVID.	Green

Last Updated Monday, 02 July 2018

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
	D.B. Bedford) and Cllrs T.D. Bridgeman, M. S. Choudhary, R.M. Cooper and K. Dibble.			
<p>To scrutinise the performance of SERCO against the contract specification for:</p> <ul style="list-style-type: none"> <li>• Waste collection</li> <li>• Fly tipping</li> <li>• Recycling</li> <li>• Customer interface</li> </ul>	To be set up at the meeting on 19th July, 2018.	TBC	<p>Scoping to be carried out.</p> <p>James Duggin (Contracts Manager) to attend the Committee meeting on 19th July, 2018 to give an overview of the current position and working arrangements.</p>	<p>The Committee considered that detailed scrutiny of certain issues is required. A task and finish group can be established to carry out this work and report back.</p>
<p>To review specific issues relating to parking:</p> <ul style="list-style-type: none"> <li>• Aldershot Centre for</li> </ul>			<p>Kirsty Hosey (Parking Manager) to attend the Committee meeting on 19th July, 2018 to give an update on the current position with the parking arrangements at the Aldershot Centre for Health following the previous discussions at the former</p>	

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
<p>Health</p> <ul style="list-style-type: none"> <li>Housing estates</li> </ul>			<p>Environment Panel.</p> <p>Consideration of the wider parking issues will take place later in the year.</p>	
<p>To review the Council's approach to investment in commercial properties, including an assessment of the opportunities taken and the outcomes.</p>	<p>TBC</p>		<p>The Committee will be asked to consider setting up a task and finish group to look at the specific financial and property issues relating to the Council's approach to invest in commercial property.</p>	

**(B) ISSUES EARMARKED FOR SCRUTINY BUT NOT YET COMMENCED**

<b>ISSUE</b>	<b>CURRENT POSITION</b>	<b>PROPOSED TIMETABLE</b>
Cabinet Champions	Work programmes are being established for the three Champions for 2018/19.	The Committee can review progress early in 2019.
Hampshire County Council Transformation 2019 Programme	This items has also been picked up by the Policy and Project Advisory Board.	An item has been included on the Board meeting agenda for 12th July, 2018.
Procurement Strategy	Potential area for scrutiny of the delivery of proposed outcomes set out in the strategy.	

## OVERVIEW AND SCRUTINY COMMITTEE

### WORK FLOW – JUNE 2018- MARCH 2019

DATE	ITEMS
7th June, 2018	Working Arrangements Performance Monitoring 2017/18 Developing the Work Plan
19th July, 2018	Registered Providers Update on Aldershot Centre for Health car parking Waste contract update Property Investment Task and Finish Group
13th September, 2018	Performance Monitoring Quarter 1 2018/19
1st November, 2018	
13th December, 2018	Performance Monitoring Quarter 2 2018/19
31st January, 2019	Cabinet Champions Governance Structure
28th March, 2019	Performance Monitoring Quarter 3 2018/19
Future Items for Committee	
Potential Items for Scrutiny at T&F	Management Structure/Portfolios Procurement Strategy

## OVERVIEW AND SCRUTINY COMMITTEE

### Progress Meetings 2018/19

DATE	NOTES/ACTIONS	OUTCOMES
19th June, 2018	<ul style="list-style-type: none"> <li>• James Duggin to be invited to next Committee Meeting to give an update on the current position and working arrangements of the SERCO contract.</li> <li>• Kirsty Hosey to be invited to the next meeting of the Committee to give an update on the current position with the car parking arrangements at the Aldershot Centre for Health.</li> </ul>	•
23rd August, 2018	<ul style="list-style-type: none"> <li>• Performance Monitoring to be included on agenda</li> </ul>	•
2nd October, 2018		
15th November, 2018		
10th January, 2019		
14th February, 2019		