

# 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**

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
To monitor the performance and activities of Registered Providers working in the Borough.	Task and Finish Group established consisting of:  The Chairman (Cllr M.D. Smith), Vice-	2018/19 timetable agreed	The programme for 2018/19 is being delivered in accordance with the programme agreed by the Group.  A separate meeting of the Group was held on 5th September, 2018. Members raised	Green

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ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
	Chairman (Cllr Mrs D.B. Bedford) and Cllrs T.D. Bridgeman, M. S. Choudhary, R.M. Cooper and K. Dibble.		<p>issues with Accent, and a series of actions were agreed. The situation is being monitored.</p> <p>The Group has met with the following housing associations:</p> <ul style="list-style-type: none"> <li>• A2 Dominion</li> <li>• VIVID</li> <li>• London and Quadrant</li> <li>• Radian</li> <li>• Stoll</li> </ul> <p>A report on the year's work is scheduled in the agenda for the meeting on 28th March, 2019.</p>	
<p>To scrutinise the performance of SERCO against the contract specification for:</p> <ul style="list-style-type: none"> <li>• Waste collection</li> </ul>	<p>A Task and Finish Group has been set up consisting of:</p> <p>The Chairman (Cllr M.D. Smith), Vice-Chairmen (Cllr Mrs D.B. Bedford and Cllr</p>	TBC	<p>James Duggin (Contracts Manager) attended the meeting on 19th July, 2018 to give an overview of the current position and working arrangements. A task and finish group has been established to look at performance against the contract provisions. It was agreed at the Progress Group that initially the new group would receive a</p>	Green

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ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
<ul style="list-style-type: none"> <li>• Fly tipping</li> <li>• Recycling</li> <li>• Customer interface</li> </ul>	<p>J.B. Canty) and Cllrs Veronica Graham-Green, K. Dibble and C.P. Grattan.</p>		<p>briefing on the contract terms, especially around performance.</p> <p>The first meeting of the Group was held on 5th November followed by a further meeting on 8th February. A visit has been made to the new Council Depot and a meeting had with the SERCO Contract Manager.</p> <p>The information obtained at the meetings is to be considered and a report will be made at the meeting on 28th March, 2019 for discussion by the Committee.</p>	
<p>To review specific issues relating to parking:</p> <ul style="list-style-type: none"> <li>• Aldershot Centre for Health</li> <li>• Housing estates</li> </ul>	<p>Not applicable at present.</p>		<p>Kirsty Hosey (Parking Manager) attended the meeting on 19th July, 2018 to give an update on the current position with the parking arrangements at the Aldershot Centre for Health</p> <p>The arrangements are being monitored and a briefing note has been prepared on the current position. A survey report has been submitted through Cllr Alex Crawford and is being assessed. A report will be made to the next Progress Group meeting on the current</p>	<p>N/A</p>

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
			<p>position.</p> <p>Consideration of the wider parking issues will take place in due course.</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 was provided with an initial briefing on 1st November, 2018. The Committee will undertake some detailed scrutiny. The areas for consideration will cover the following areas:</p> <ul style="list-style-type: none"> <li>• The strategic framework for asset management/investment</li> <li>• High level aspirations</li> <li>• A list of the properties</li> <li>• Financial implications in terms of investment, IRR and projections</li> <li>• Percentage of occupation</li> <li>• Terms of leases, including the responsibilities of the owner and the lessees</li> <li>• Agents used</li> <li>• Are new tenant incentives used</li> <li>• Any benchmarking data with neighbouring or other authorities who have adopted similar strategies</li> </ul>	<p>N/A</p>

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
			<p>A report is being prepared for the meeting on 28th March, 2019.</p> <p>In addition, a call in request considered by the Committee on 31st January in relation to the acquisition of Nos. 53-55 High Street/54-56 Union Street, Aldershot was rejected.</p>	
To review the Council Tax Support Scheme	Council Tax Support Task and Finish Group established, consisting of Cllrs M.D. Smith, Mrs D.B. Bedford, J.B. Canty, Veronica Graham-Green, Jennifer Evans and M.J. Roberts.	October 2018- January 2019	<p>The Task and Finish group has met to discuss the existing scheme and looked at a range of issues and data and considered two potential options. These were firstly to undertake a consultation to obtain views on an increase of the minimum contribution from 12% to 15% for working age recipients or secondly to keep the scheme the same as the current year for 2019/20, whilst the Task and Finish Group carried out further monitoring.</p> <p>A further meeting of the Task and Finish Group was held to review the outcomes of the consultation and to prepare a report on the scheme. Following consideration of a range of issues the Council was recommended to retain the existing arrangements and this was agreed.</p>	Green – preliminary discussions are underway for the review arrangements for 2019/20, likely to commence in June 2019.

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (Y/N) (MEMBERSHIP 2018/19)	TIMETABLE	CURRENT WORK	STATUS
Educational Attainment	TBC		<p>An initial presentation was given on the results for 2018 at key stages 2 and 4 and some background was provided on the educational attainment issues in the Borough. The Progress Group has agreed that further information is sought prior to further consideration of the next steps. This is likely to include a discussion with a representative from Hampshire County Council.</p> <p>Information is being obtained giving an overview of the structure and this would be ready in June, 2019. The Committee has agreed to the principle of setting up a task and finish group and this will be formalised at the first meeting in the 2019/20 Municipal Year.</p>	Amber – information still being obtained

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

ISSUE	CURRENT POSITION	PROPOSED TIMETABLE
Hampshire County Council Transformation 2019 Programme	This items has also been picked up by the Policy and Project Advisory Board.	An item was discussed at the Board meeting agenda on 12th July, 2018.
Procurement Strategy	<p>Potential area for scrutiny of the delivery of proposed outcomes set out in the strategy.</p> <p>Once the draft has been prepared the Committee will undertake some pre-decision scrutiny</p>	Draft prepared – Strategy to be presented in 2019
Traveller Incursions	<p>Issue raised at 19th July, 2018 meeting on the Council’s response and outcomes.</p> <p><b>UPDATE:</b> the Committee received a presentation at the December meeting. As a result, a request was made that the costs for dealing with the recent incursion at Southwood should be identified:</p> <ul style="list-style-type: none"> <li>• Officer time – approx. 50 hours</li> <li>• On site work, including the blocks - £2,900</li> <li>• Other costs, e.g. court, bailiffs - £2,250</li> </ul>	Briefing paper prepared for 13th December, 2018

## OVERVIEW AND SCRUTINY COMMITTEE

### WORK FLOW – JUNE 2018- MARCH 2019

DATE	ITEMS
<i>7th June, 2018</i>	<i>Working Arrangements</i> <i>Performance Monitoring 2017/18</i> <i>Developing the Work Plan</i>
<i>19th July, 2018</i>	<i>Registered Providers</i> <i>Update on Aldershot Centre for Health car parking</i> <i>Waste contract update</i> <i>Property Investment Task and Finish Group</i>
13th September, 2018	Performance Monitoring Quarter 1 2018/19 Welfare Group – confirm appointments and arrangements Serco Task and Finish Group - confirm appointments and arrangements Update on parking arrangements at the Aldershot Centre for Health
1st November, 2018	Property Investment Educational Attainment North Hampshire Community Safety Partnership - Update
13th December, 2018	Performance Monitoring Quarter 2 2018/19 Traveller Incursions
31st January, 2019	Call-in – Commercial Property Acquisition Cabinet Champions
28th March, 2019	Commercial Property Investment Performance Monitoring Quarter 3 2018/19 <ul style="list-style-type: none"> <li>• Community Safety</li> <li>• Website Data</li> </ul> Reports from Task and Finish Groups
Future Items for Committee	Management Structure/Portfolios Procurement Strategy Parking Strategy Income Generation Governance Structure (Scheduled for June, 2019)

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Potential Items for Scrutiny at T&F	Educational Attainment
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## OVERVIEW AND SCRUTINY COMMITTEE

Progress Meetings 2018/19

(Circulate the Cabinet Forward Plan, the Committee Work Plan and notes of the previous Committee meeting to each meeting of the Progress Group)

DATE	NOTES/ACTIONS	OUTCOMES
23rd August, 2018	<ul style="list-style-type: none"> <li>• Performance Monitoring to be included on agenda</li>   <li>• Updates from previous meeting</li>   <li>• Waste Contract Task and Finish Group</li>   <li>• Welfare Task and Finish Group</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on the exceptions report and Digital Strategy and GDPR</li> <li>• For each update the Progress Group will determine the areas of focus for the Committee meeting</li>   <li>• Briefing paper to be prepared on roles relating to recycling</li> <li>• Where a specific update was given the appropriate manager could be invited to the progress meeting</li>   <li>• Contact Cllr Canty and Dibble to confirm membership</li> <li>• establish meeting date</li> <li>• prepare terms of reference</li> <li>• initial focus on provisions of the contract/performance</li>   <li>• Contact Cllr Canty and Dibble to confirm membership</li> <li>• establish meeting date</li> <li>• prepare terms of reference</li> <li>• initial work will be on the review of the council tax support scheme, with a briefing being prepared for the committee on welfare reform</li> </ul>

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		<ul style="list-style-type: none"> <li>Registered Providers Task and Finish Group</li> <li>Procurement Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Meetings to be held on 5th and 6th September. Cllr Nadia Martin to substitute for Cllr Keith Dibble</li> <li>Terms of reference being finalised – to confirm VIVID to be met each year</li> <li>Potential item to carry out some pre - decision scrutiny</li> </ul>
2nd October, 2018		<ul style="list-style-type: none"> <li>Parking Issues</li> <li>Registered Providers</li> </ul>	<ul style="list-style-type: none"> <li>Briefing note provided on the up to date position at the Aldershot Centre for Health. Further information requested on the specification for the new contract</li> <li>Update requested on the Parking Review</li> <li>Schedule agreed for our Registered Providers to attend the group</li> <li>Meeting with VIVID postponed until November, 2018</li> </ul>
14th November, 2018		<ul style="list-style-type: none"> <li>Commercial Property</li> <li>Educational Attainment</li> <li>Quarter 2 Performance Monitoring</li> <li>Environmental Enforcement Pilot</li> </ul>	<ul style="list-style-type: none"> <li>A detailed report would be submitted at the January meeting which might include information on the emerging Asset Management Strategy</li> <li>Further assessment would be carried once the confirmed attainment figures had been released. A representative from Hampshire County Council would be asked to provide a briefing in due course</li> <li>Performance Monitoring would be included on the December Committee agenda, to include an update on GDPR and some of the background information on Freedom of Information requests.</li> <li>The Committee would pick up the issue when the review of the</li> </ul>

		<ul style="list-style-type: none"> <li>Income Generation</li> </ul>	<p>pilot was undertaken</p> <ul style="list-style-type: none"> <li>This item would be brought back in due course once the Council's budget preparation process was complete</li> </ul>
10th January, 2019		<ul style="list-style-type: none"> <li>Traveller Incursions</li> <li>Governance Structure/Cabinet Champions</li> </ul>	<ul style="list-style-type: none"> <li>The Committee asked that prevention measures be looked at as part of the Southwood Golf Course redevelopment.</li> <li>The three Cabinet Champions and appropriate Cabinet Member would be invited to the January meeting</li> </ul>
5th March, 2019		<ul style="list-style-type: none"> <li>Cabinet Champions</li> <li>Governance Structure</li> <li>Educational Attainment</li> </ul>	<ul style="list-style-type: none"> <li>The Group asked that a request for ideas for Cabinet Champion roles was made via the nominations to membership of groups form circulated to groups at the beginning of the Municipal Year.</li> <li>The Group noted that that a root and branch review was proposed of the Constitution, a scoping paper which would be picked up at the first meeting of the Municipal Year alongside a presentation on the Governance Structure.</li> <li>At present information was being obtained from local schools and this would be considered as part of the scoping work.</li> </ul>
Items for Future Progress Meetings		<ul style="list-style-type: none"> <li>Carbon Footprint</li> <li>Ethical Procurement</li> </ul>	