

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 (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
To monitor the performance and activities of Registered Providers	Task and Finish Group established consisting of: The Chairman (Cllr M.D. Smith), Vice-	2019/20	The programme for 2019/20 will be agreed by the Group at its first meeting of the year.	Green

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ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
working in the Borough.	Chairman (Cllr Mrs D.B. Bedford) and Cllrs T.D. Bridgeman, M.S. Choudhary, R.M. Cooper and K. Dibble.			
To scrutinise the performance of SERCO against the contract specification for: <ul style="list-style-type: none"> • Waste collection • Fly tipping • Recycling • Customer interface 	Environmental Services Contract Task and Finish Group has been set up consisting of: The Chairman (Cllr M.D. Smith), Vice-Chairmen (Cllr Mrs D.B. Bedford and Cllr J.B. Canty) and Cllrs Veronica Graham-Green, C.P. Grattan and Nadia Martin.	July, 2019	A final meeting of the Group was held on 27th June, 2019. A report is being prepared for the Committee meeting on 18th July, 2019 with the Group's recommendations.	Green
To review the Council's approach to investment in	N/A	2019/20	The Committee was provided with an initial briefing on 1st November, 2018 where the following areas for consideration were identified:	N/A

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
commercial properties, including an assessment of the opportunities taken and the outcomes.			<ul style="list-style-type: none"> • The strategic framework for asset management/investment • High level aspirations • A list of the properties • Financial implications in terms of investment, IRR and projections • Percentage of occupation • Terms of leases, including the responsibilities of the owner and the lessees • Agents used • Are new tenant incentives used • Any benchmarking data with neighbouring or other authorities who have adopted similar strategies <p>A report was presented to the Committee at its meeting in May, 2019 which set out a review of commercial property investments. An independent external review is being undertaken of the property portfolio and a report on the findings will be made to the Committee at a future meeting.</p>	

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
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, A.H. Crawford, Veronica Graham-Green, Mara Makunura and M.J. Roberts.	June 2019 – January 2020	A meeting of the Task and Finish Group was held on 18th June, 2019. At this meeting it was agreed that a further meeting would be held on 1st August, 2019 to consider the options going forward. The Group would also be receiving data on other authorities' schemes, welfare benefits take up and demands on Citizens' Advice and foodbanks.	Green
Educational Attainment	A Task and Finish Group has been set up consisting of: The Chairman (Cllr. M.D. Smith), (Vice-Chairman) Cllr. L. Jeffers and Cllrs. Gaynor Austin, Mara Makunura, Nadia Martin and C. Stewart.	2019/20	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. A Task and Finish Group has been set up to progress the review and a meeting has been arranged for 24th July, 2019. The meeting will review the current data and be asked to scope the process.	Green

(B) ISSUES EARMARKED FOR SCRUTINY BUT NOT YET COMMENCED

ISSUE	CURRENT POSITION	PROPOSED TIMETABLE
Procurement Strategy	Potential area for scrutiny of the delivery of proposed outcomes set out in the strategy. Once the draft has been prepared the Committee will undertake some pre-decision scrutiny	Draft prepared – Strategy to be presented in 2019/20

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WORK FLOW – MAY 2019- MARCH 2020

DATE	ITEMS
18th July, 2019	Moor Road Playing Fields Project Environmental Services Contract Task and Finish Group – Feedback Workforce Report 2018/19
12th September, 2019	
24th October, 2019	Performance Framework – Committee role
12th December, 2019	Quarter 2 Performance Monitoring Safer North Hampshire <ul style="list-style-type: none"> • Fear of crime as a result of street lights being turned off • Rough Sleepers Street Drinkers - Update Rushmoor Property Portfolio
30th January, 2020	Governance Structure (Scheduled for July, 2019)
26th March, 2020	Quarter 3 Performance Monitoring Town Centre markets and Car Boot Performance Reports
Potential Future Items for Committee	Procurement Strategy Climate Change
Potential Items for Scrutiny at T&F	Income Generation

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Progress Meetings 2019/20

(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
5th March, 2019	<ul style="list-style-type: none"> • Cabinet Champions • Governance Structure • Educational Attainment 	<ul style="list-style-type: none"> • 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. • 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. • At present information was being obtained from local schools and this would be considered as part of the scoping work.
3rd July, 2019	<ul style="list-style-type: none"> • Governance Structure • Parking Issues • IT Services 	<ul style="list-style-type: none"> • It was agreed that the presentation on Governance would be postponed to a meeting later in the year. • Two requests from Councillors were received concerning parking issues in the Borough, these related to North Camp Town Centre and the Aldershot Lido. The item relating to North Camp and the wider parking issues would be included on the Agenda for the 18th July and the issues relating to the Lido would be raised with the Head of Operational Services

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		<ul style="list-style-type: none"> Town centre markets and car boot sales 	<ul style="list-style-type: none"> A request was received from Cllr Sophie Porter concerning IT services, in particular the LoveRushmoorApp and the need to ensure that services were in line with the new IT Work Plan. It was noted that the Rushmoor 2020 Task and Finish Group could pick the issue up as part of their work. At the request of the Chairman the Committee would review the performance of the town centre markets and car boot sales as part of performance monitoring.
12th August, 2019			
26th September, 2019			
29th October, 2019			
16th January, 2020			
13th February, 2020			
Items for Future Progress Meetings			

NOTE: The above list will be updated in July 2019.