

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 has been established at the meeting of the Group on 7th August, 2019 and will include: <ul style="list-style-type: none"> • VIVID • Thames Valley 	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) Chainman of the Group)) and Cllrs T.D. Bridgeman, M.S. Choudhary, R.M. Cooper and K. Dibble.		<ul style="list-style-type: none"> • Grainger • Mears/Plexus • MOD <p>The first meeting has been planned for late September.</p>	
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	The recommendations of the Group were agreed at the Committee meeting on 18th July, 2019. The recommendation will be raised with the Portfolio Holder and a report back will be made in due course.	Green
To review the Council's	N/A	2019/20	The Committee was provided with an initial briefing on 1st November, 2018 where the	N/A

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<p>approach to investment in commercial properties, including an assessment of the opportunities taken and the outcomes.</p>			<p>following areas for consideration were identified:</p> <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 (Chairman of the Group), A.H. Crawford, Veronica Graham-Green, Mara Makunura and M.J. Roberts.	June 2019 – January 2020	Meetings of the Group were held on 18th June and 1st August, 2019. Consideration was given to the options going forward and it has been agreed that a report should be prepared for the Cabinet proposing that the existing scheme should be retained at present with a review planned from April 2020.	Green
Educational Improvement	A Task and Finish Group has been set up consisting of: The Chairman (Cllr. M.D. Smith), (Vice-Chairman) Cllr. L. Jeffers (Chairman of the Group) and Cllrs. Gaynor Austin, Mara Makunura, Nadia Martin and C. Stewart.	2019/20	A meeting of the Group was held on 24th July when a presentation was provided on the context and background, 2018 attainment levels and the work being carried out by Rushmoor Council. A range of steps have been agreed to attain more data and to seek a meeting with representatives of Hampshire County Council, including the Portfolio Holder for Education, Cllr Roz Chadd.	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS

(B) ISSUES EARMARKED FOR SCRUTINY BUT NOT YET COMMENCED

ISSUE	CURRENT POSITION	PROPOSED TIMETABLE
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 2019/20

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WORK FLOW – MAY 2019- MARCH 2020

DATE	ITEMS
11th September, 2019 (6.30pm)	<p>Aldershot Lido Car Parking Survey- Cllr Sophie Porter</p> <p>Council Tax Review task and Finish Group – Update – Cllr Diane Bedford</p> <p>Educational Improvement Task and Finish Group – Cllr Lee Jeffers</p> <p>Note: a session will be held following the formal meeting on performance management</p>
24th October, 2019	
12th December, 2019	<p>Quarter 2 Performance Monitoring</p> <p>Safer North Hampshire</p> <ul style="list-style-type: none"> • Fear of crime as a result of street lights being turned off • Rough Sleepers Street Drinkers – Update • Antisocial Behaviour in parks <p>Rushmoor Property Portfolio</p>
30th January, 2020	Governance Structure
26th March, 2020	<p>Quarter 3 Performance Monitoring</p> <p>Town Centre markets and Car Boot Performance Reports</p>
Potential Future Items for Committee	<p>Procurement Strategy</p> <p>Climate Change</p> <p>Workforce Report – July 2020</p> <p>Review of Rents in Council owned buildings</p> <p>Review of Grants to organisations</p> <p>Moor Road project – Update (Dec/Jan)</p>
Potential Items for Scrutiny at T&F	Income Generation

OVERVIEW AND SCRUTINY COMMITTEE

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 	<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"> IT Services 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	<ul style="list-style-type: none"> Aldershot Lido parking Task and Finish Group Update Format of meeting 	<ul style="list-style-type: none"> It was agreed that a request raised by Cllr Sophie Porter to address car parking issues at the Aldershot Lido would be considered at the next meeting of the Committee It was agreed that the Vice Chairmen would give an update on the work of the Registered Providers and Educational Improvement Task and Finish Groups The meeting would consist of the above items and any regular business. Once complete a presentation would be provided on the modified performance framework and a training session on scrutiny. The meeting would start at the earlier time of 6.30pm.
26th September, 2019		
29th October, 2019		
16th January, 2020		

13th February, 2020		
Items for Future Progress Meetings		