

# 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	Meetings have now been scheduled, and will be held as follows:  <ul style="list-style-type: none"> <li>• 23rd October, 2019 - Metropolitan Thames Valley Housing Association</li> </ul>	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"> <li>• November, 2019 – VIVID and Grainger</li> <li>• January, 2020 - Mears Plexus and Defence Infrastructure Organisation (MOD)</li> </ul>	
<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>	<p>Environmental Services Contract 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 J.B. Canty) and Cllrs Veronica Graham-Green, C.P. Grattan and Nadia Martin.</p>	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

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
<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"> <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>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	<p>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.</p> <p>The Group met again on 8th October and agreed that a report to Cabinet would be prepared for November/December to recommend no additional changes to the Council Tax Support Scheme for 2020/21 but would recommend that a more holistic review be undertaken of the scheme during 2020/21 to take into account the position regarding Universal Credit roll out and it's implications.</p>	Green
Educational Improvement	<p>A Task and Finish Group has been set up consisting of:</p> <p>The Chairman (Cllr. M.D. Smith), (Vice-Chairman) Cllr. L.</p>	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	Green

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ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2019/20)	TIMETABLE	CURRENT WORK	STATUS
	Jeffers (Chairman of the Group) and Cllrs. Gaynor Austin, Mara Makunura, Nadia Martin and C. Stewart.		County Council, including the Portfolio Holder for Education, Cllr Roz Chadd.  A further meeting will be held when attainment data is available, which is due on 18th October, 2019.	

**(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. The issue has also been picked up by the Policy and Project Advisory Board.

## OVERVIEW AND SCRUTINY COMMITTEE

### WORK FLOW – OCTOBER 2019- MARCH 2020

DATE	ITEMS
24th October, 2019	Performance Monitoring – Democracy, Strategy and Partnerships
12th December, 2019	Quarter 2 Performance Monitoring  Safer North Hampshire <ul style="list-style-type: none"> <li>• Fear of crime as a result of street lights being turned off</li> <li>• Rough Sleepers Street Drinkers – Update</li> <li>• Antisocial Behaviour in parks</li> </ul> Rushmoor Property Portfolio
30th January, 2020	Governance Structure
26th March, 2020	Quarter 3 Performance Monitoring  Town Centre markets and Car Boot Performance Reports
Potential Future Items for Committee	Procurement Strategy Climate Change Workforce Report – July 2020 Review of Rents in Council owned buildings Review of Grants to organisations Moor Road project – Update (Dec/Jan)
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"> <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>
3rd July, 2019	<ul style="list-style-type: none"> <li>• Governance Structure</li> <li>• Parking Issues</li> </ul>	<ul style="list-style-type: none"> <li>• It was agreed that the presentation on Governance would be postponed to a meeting later in the year.</li> <li>• 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</li> </ul>

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		<ul style="list-style-type: none"> <li>• IT Services</li> <li>• Town centre markets and car boot sales</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
12th August, 2019		<ul style="list-style-type: none"> <li>• Aldershot Lido parking</li> <li>• Task and Finish Group Update</li> <li>• Format of meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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.</li> </ul>
26th September, 2019		<ul style="list-style-type: none"> <li>• Westgate, Aldershot</li> <li>• Use of Performance Information</li> </ul>	<ul style="list-style-type: none"> <li>• It was noted that the meeting scheduled between the Council and Legal and General (owners of Westgate) had yet to take place, however the suggestions compiled at the Committee meeting had been passed to relevant officers to be raised.</li> <li>• A session had been held on the new performance monitoring data at the last meeting – it was noted that data would be sent out as early as possible prior to the Committee meeting when the data would be scrutinised.</li> </ul>

		<ul style="list-style-type: none"> <li>• Educational Attainment</li> <li>• Corporate Peer Challenge Review</li> </ul>	<ul style="list-style-type: none"> <li>• It was noted that an annex would be added to the Work Plan with the data on the 2018/19 exam results.</li> <li>• The report from the recent Corporate Peer Challenge Review would be brought to the next meeting of the Progress Group.</li> </ul>
29th October, 2019			
16th January, 2020			
13th February, 2020			
Items for Future Progress Meetings		<ul style="list-style-type: none"> <li>• Revenue Protection and Debt Collection Procedures</li> <li>• SERCO</li> </ul>	