

# BOROUGH SERVICES POLICY AND REVIEW PANEL

## WORK PROGRAMME

Set out below are the key issues which form the Borough Services Policy and Review Panel's on-going work programme.

The topics covered reflect the following:

- scrutiny of the process of the way in which decisions have been or are being made
- reviewing issues of concern to local people or which affect the Borough
- review of performance and delivery of specific services
- monitoring and scrutinising the activities of others
- items raised by Members and agreed by the Panel for consideration
- review of policies and proposals developed by others
- the development of a new policy for recommendation to the Cabinet

The purpose of the work programme is to identify the way in which topics are being dealt with and the progress made with them.

An update will be submitted to each meeting of the Panel.

# **BOROUGH SERVICES POLICY AND REVIEW PANEL**

## **ACCOUNTABILITY AND AREAS OF RESPONSIBILITY**

The terms of reference of the Panel will include all these issues contained in the Safety and Regulation Portfolio and the Concessions and Community Support Portfolio together with certain functions within the responsibility of the Leader of the Council. The functions set out in the Scheme of Delegation are:

### **PORTFOLIO - LEADER OF THE COUNCIL**

#### **Community Planning**

To support, co-ordinate and monitor the development and implementation of the Community Strategy and seek to develop effective partnerships with other stakeholders in the community.

### **PORTFOLIO - SAFETY AND REGULATION**

#### **Community Safety (including Anti-Social Behaviour)**

To deal with all matters which are the responsibility of the Council relating to the Crime and Disorder Act, crime reduction and community safety.

#### **Environmental Health Policy Relating to Licensing, Food, Health and Safety, Pollution and Environmental Control**

To deal with all matters relating to environmental health regulatory powers (other than those licensing powers dealt with by the Licensing and General Purposes Committee) exercised by the Council in relation to the following issues:-

- licensing
- food
- health and safety
- pollution
- environmental control
- provision and regulation of mobile home parks

## **PORTFOLIO - CONCESSIONS AND COMMUNITY SUPPORT**

### **Democratic Renewal and Community Involvement**

To deal with issues relating to community involvement with the Council, including:

- liaison with community organisations
- democratic renewal
- developing working arrangements at a local or ward level
- community leadership

### **Electoral Issues**

To carry out the Council's functions in relation to maintaining effective democratic processes, and in promoting democratic involvement, subject to the Licensing and General Purposes Committee undertaking certain duties set out in the Scheme of Delegation in relation to elections and electoral registration.

### **Concessions and Supporting Local Organisations**

To deal with applications for rate and rent relief from sporting, cultural and voluntary organisations, including applications under Section 49 of the Local Government Finance Act, 1992.

To carry out all powers in relation to the consideration and determination of applications for financial assistance from national and local organisations, including local arts organisations.

To develop the Council's policy and procedures on discretionary matters relating to benefits schemes.

To formulate and implement proposals in respect of facilities for the elderly and the disabled, including the concessionary fares scheme and Dial a Ride.

To co-ordinate funding for the major voluntary organisations operating in the Borough, in particular the Citizens' Advice Bureaux, Rushmoor Voluntary Services and the Farnborough and Cove War Memorial Hospital Trust.

### Accessibility

To carry out the Council's functions in relation to access for people with disabilities and in meeting the requirements of the Disability Discrimination Act and other relevant legislation.

DATE RAISED	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
<b>PORTFOLIO – LEADER OF THE COUNCIL</b>				
20.01.14	<b>Community Planning</b>  Monitoring and review of the Rushmoor Sustainable Community Strategy 2010 - 2026.	The Assistant Head of Strategy & Communications provided an update on the progress of the Rushmoor Strategic Partnership in delivering the priorities contained within the Rushmoor Sustainable Community Strategy at the Panel's meeting on 20th January, 2014.	It was agreed the Panel mid should receive a further update in due course.	Jon Rundle Strategy, Performance and Partnerships Manager Tel. (01252) 398801 Email. <a href="mailto:jon.rundle@rushmoor.gov.uk">jon.rundle@rushmoor.gov.uk</a>
<b>PORTFOLIO – SAFETY AND REGULATION</b>				
<b>Community Safety</b>				
17.11.14	<b>Safer Rushmoor Partnership Plan</b>	Chief Inspector Matt Reeves attended the meeting in November 2014 to give an overview on specific issues relating	The Police would be invited to attend a	Andrew Lloyd Chairman of the Rushmoor Community Safety

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16.11.15	Monitoring and review of the Safer Rushmoor Partnership Plan.	<p>to Police activities.</p> <p>The Safer North Hampshire's Community Safety Manager attended the meeting on 16th November, 2015 to update the Panel on work in connection with the Safer Rushmoor Partnership Plan, in particular on activities within the area and priorities specific to Rushmoor. The Domestic Abuse Officer also attended and contributed to the meeting.</p>	<p>The Panel has requested an update on specific issues from the Community Safety Partnership and the Domestic Abuse Team at the meeting in <b>November, 2016</b>.</p> <p>Following the meeting on 16th November, 2015, the Council has been contacted by the Chair of the North East Hants Domestic Abuse Forum, who has invited Members to a training session on honour based violence, forced marriage, Female Genital Mutilation and witch craft abuse. The session is at the Council Offices on Friday 18th March, 2016 from 9.30a.m. – 2.30p.m.</p>	Partnership Tel. (01252) 398397 Email. <a href="mailto:andrew.lloyd@rushmoor.gov.uk">andrew.lloyd@rushmoor.gov.uk</a>
11.04.16	<p><b>Supporting Troubled Families</b></p> <p>Monitoring and review of</p>	Members received an update on the 'Supporting Troubled Families' initiative on 11th April, 2016 and it was agreed that a further update would be	A further update will be provided at the meeting in April, 2018.	Qamer Yasin Head of Environmental Health and Housing Services

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	the Supporting Troubled Families initiative.	requested at least every two years.		Tel. (01252) 398640 Email. <a href="mailto:gamer.yasin@rushmoor.gov.uk">gamer.yasin@rushmoor.gov.uk</a>
<b>Environmental Health Policy</b>				
15.06.15	<p><b>Food safety</b></p> <p>To examine the Council's Environmental Health policies relating to food safety.</p>	<p>The Environmental Health Manager (Food / Health and Safety) provided an update on the Council's provision of food safety services at the Panel's meeting on 15th June, 2015.</p> <p>It is anticipated that further updates will be received at least every two years.</p>	<p>The Environmental Health Manager (Food / Health and Safety) will provide a further update at the Panel's meeting in <b>April, 2017</b>.</p>	<p>Colin Alborough Environmental Health Manager (Food / Health and Safety) Tel. (01252) 398169 Email. <a href="mailto:colin.alborough@rushmoor.gov.uk">colin.alborough@rushmoor.gov.uk</a></p>
09.02.16	<p><b>Pollution / environmental control</b></p> <p>To examine the Council's Environmental Health policies relating to pollution and environmental control.</p>	<p>On 8th February, 2016, the Environmental Health Manager (Pollution / Environmental Control) updated the Panel on the work of the pollution / environmental control service.</p> <p>It is anticipated that further updates will be received at least every two years.</p>	<p>The Environmental Health Manager (Pollution / Environmental Control) will provide an update on pollution / environmental control services (including regulation of mobile home parks) at a Panel meeting in, <b>2018</b>.</p>	<p>Helen Lolley Environmental Health Manager (Pollution / Environmental Control) Tel. (01252) 398170 Email. <a href="mailto:helenlolley@rushmoor.gov.uk">helenlolley@rushmoor.gov.uk</a></p>

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15.09.14	<p><b>Health and safety</b></p> <p>To examine the Council's Environmental Health policies relating to health and safety.</p>	<p>The Environmental Health Manager (Food / Health and Safety) informed Members about the Council's provision of Health and Safety services at the Panel's meeting on 15th September, 2014.</p> <p>It is anticipated that further updates will be received at least every two years.</p>	<p>The Environmental Health Manager (Food / Health and Safety) would provide an update on Health and Safety services at the Panel in <b>September, 2016.</b></p>	<p>Colin Alborough Environmental Health Manager (Food / Health and Safety) Tel. (01252) 398169 Email. <a href="mailto:colin.alborough@rushmoor.gov.uk">colin.alborough@rushmoor.gov.uk</a></p>

## PORTFOLIO – CONCESSIONS AND COMMUNITY SUPPORT

### Democratic Renewal and Elections

10.06.13	<p><b>Localism Act 2011</b></p> <p>To consider the implications of the Localism Act.</p>	<p>At the request of the Panel's mid cycle meeting, the Head of Strategy and Communications delivered an update at the Panel's meeting on 10th June, 2013 on elements of the Localism Act, including the 'Community Right to Bid' and the 'Community Right to Challenge'.</p>	<p>The Head of Strategy, Engagement and Organisational Development to provide a further update in due course.</p>	<p>Karen Edwards Head of Strategy, Engagement and Organisational Development Tel. (01252) 398800 Email. <a href="mailto:karen.edwards@rushmoor.gov.uk">karen.edwards@rushmoor.gov.uk</a></p>
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19.01.15    23.03.15	<b>Community Involvement</b>	A workshop was held after the formal meeting at which Members received a presentation and held a workshop discussion around the topic of Democratic Renewal and Community Involvement.	It was agreed that the outcomes would be summarised and a report would be given to the Panel at the next meeting.  Feedback was given on the outcomes of the workshop. It was agreed that a Community Involvement Task and Finish Group would be set up at the first meeting of the 2015-16 Municipal Year.	Karen Edwards Head of Strategy, Engagement and Organisational Development Tel: (01252) 398800 Email: <a href="mailto:karen.edwards@rushmoor.gov.uk">karen.edwards@rushmoor.gov.uk</a>
13.06.16	<b>Electoral issues</b>  To deal with issues relating to elections and electoral registration.	The Cabinet Member for Concessions and Community Support (Cr. G.B. Lyon), the Chairman of the Licensing and General Purposes Committee (Cr. A. Jackman), the Chairman of the Borough Services Policy and Review Panel (Cr. A.R. Newell) and Crs. D.M.T. Bell, K. Dibble, B. Jones and S.J. Masterson have been appointed to serve on the Elections Group for the 2016/17 Municipal Year.	The Head of Democratic and Customer Services will provide a further update in due course.	Andrew Colver Head of Democratic and Customer Services Tel. (01252) 398820 Email. <a href="mailto:andrew.colver@rushmoor.gov.uk">andrew.colver@rushmoor.gov.uk</a>



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<b>Concessions and Supporting Local Organisations</b>				
1811.13	<p><b>Grants to organisations</b></p> <p>To consider the process by which the Council makes decision on how to allocate its funding of local organisations.</p>	<p>The Head of Community distributed details of assistance given to local organisations attached to the agenda for the Panel's meeting on 18th November, 2013.</p>	<p>The Head of Community will update the Panel in due course.</p>	<p>Peter Amies Head of Community and Environmental Services Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
15.06.15	<p><b>Rushmoor Voluntary Services</b></p> <p>To consider the role of RVS in the community.</p>	<p>Greg Alexander, Chief Executive of Rushmoor Voluntary Services, provided an update on the work of his organisation at the Panel's meeting on 15th June, 2015.</p>	<p>Greg Alexander has agreed to provide a further update at a future Panel meeting.</p>	<p>Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
<p>17.11.14</p> <p>11.04.16</p>	<p><b>Citizens' Advice Rushmoor</b></p> <p>To consider the role of the CAB in the community.</p>	<p>An update was received from Alex Hughes, Chief Officer of Rushmoor Citizens' Advice Bureaux on 17th November 2014.</p> <p>Alex Hughes, Chief Officer at Citizens' Advice Rushmoor gave an update on working arrangements at the meeting on 11th April, 2016. A request was made for further information on pre-paid energy meters in the borough to be discussed at a future mid-cycle meeting.</p>	<p>Alex Hughes has agreed to provide a further update at the Panel meeting in <b>April, 2018.</b></p>	<p>Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>

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14.09.15	<b>Food banks</b>	<p>The Panel were provided with information on food banks, in particular, the findings of the Bill Sargent Trust Report at its meeting on 14th September, 2015. Mr Mike Shea, founder of Farnborough Food Bank and Jane Newton, of the Holy Trinity Larder were also in attendance.</p>	<p>The Panel will receive an update in due course.</p>	<p>Ian Harrison Corporate Director Tel. (01252 (398400) Email. <a href="mailto:ian.harrison@rushmoor.gov.uk">ian.harrison@rushmoor.gov.uk</a></p>
23.03.15	<b>Community Transport</b>  To establish the level of provision of community transport in the Borough.	<p>The Panel received presentations from both Rushmoor Voluntary Services and Farnborough Neighbour Care, who both provided community transport in the Borough and surrounding areas.</p>	<p>The Panel noted the presentations and the level of community Transport in the Borough.</p>	<p>Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
13.06.16	<b>Meals on Wheels/Luncheon Clubs</b>  To look at the services provided within the Borough.	<p>The Panel received a presentation on the provision of Meals on Wheels and Luncheon Clubs in the Borough</p>	<p>The Panel highlighted some areas of concern with the Meals on Wheels service and requested some data on customer complaints and satisfaction from HCC. This information would be fed back to the Panel via the Mid Cycle Group.</p>	<p>Peter Amies Head of Community and Environmental Services Tel. (01252 (398750) Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>

Chairman - Cr. Adrian Newell

Lead Officer - Ian Harrison, Corporate Director  
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Last updated - August, 2016

**BOROUGH SERVICES POLICY AND REVIEW PANEL  
WORK FLOW – September 2016 – April 2017**

<b>12th September 2016</b>	Good Causes Lottery Health and Safety Community Involvement Task and Finish Group
<b>14th November 2016</b>	
<b>6th February 2017</b>	Police and Crime Commissioner
<b>10th April 2017</b>	Food Safety
<b>Date to be confirmed</b>	Safer Rushmoor Partnership Hampshire Police Rushmoor Voluntary Services Pest Control Rent Relief Policy