

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 2020/21)	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-	2020/21	The 2019/20 annual report was presented to the Committee on 11th June, 2020. At the meeting, the Committee were also be asked to consider the arrangements for 2020/21.	Green

Last Updated Wednesday 8th July, 2020

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
working in the Borough.	Chairman ((Cllr Mrs D.B. Bedford) Chairman of the Group)) and Cllrs T.D. Bridgeman, Sue Carter, R.M. Cooper and K. Dibble.		<p>The arrangements were agreed at the meeting and the membership appointed. A date would be arranged for the first meeting in due course. The issues relating to site visits would be raised due to the current pandemic restrictions.</p> <p>NOTE - VIVID would like to pilot a more effective way of handling councillor emails and have asked Rushmoor to be the local authority to work on this pilot with them.</p> <p>A dedicated email address just for councillor enquiries has been set up. Any councillor emails to this address will be prioritised for response the same working day (if received by 4pm). By having a small specialist team handle these contacts, VIVID will be better able to respond to emails effectively and to ensure that repairs are carried out in a timely way.</p> <p>A form will need to be completed to help deal with enquiries and to minimise further requests for information from the relevant councillor.</p>	

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			This pilot is planned to run for three months with effect from Monday 20th July 2020; Members will be asked to feedback at the end of three months when the procedure will be reviewed before it is rolled out to other local authority partners.	
To review the Council's approach to investment in commercial properties, including an assessment of the opportunities taken and the outcomes.	N/A	2019/20	<p>The Committee was provided with an initial briefing on 1st November, 2018 where the 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 	N/A

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			<ul style="list-style-type: none"> 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 has been undertaken of the property portfolio.</p> <p>An update is being scheduled for the meeting on 22nd October, 2020.</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 (Chairman of the Group), A.H. Crawford, Veronica Graham-Green, Mara Makunura and M.J. Roberts.	June 2020 – January 2021	<p>the arrangements for the Council Tax Support Group would continue with the same membership being appointed for the 2020/21 Municipal Year.</p> <p>A date for the first meeting would be circulated in due course.</p>	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
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 Sue Carter (Chairman of the Group) and Cllrs. Gaynor Austin, Mara Makunura, Nadia Martin and S.J. Masterson.</p>	2020/21	<p>A meeting of the Group was held on 24th July, 2019, 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 obtain more data and meetings with representatives of Hampshire County Council, have been held</p> <p>A meeting was held on 10th February, 2020 following the release of the KS4 results. The County Council Executive Member for Education and Skills was present at the meeting and agreed to provide additional information on the performance of service children in the borough and information and guidance on appointment of governors.</p> <p>A further meeting will be arranged in the summer of 2020 to review the position and consider the next steps. It is also proposed that any educational issues resulting from Covid-19 should also be taken into account.</p>	Green
		2020/21	It was proposed that the first meeting of the Group would be held in mid August, a date	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
Highways Agency Task and Finish Group	<p>A Task and Finish Group has been set up consisting of:</p> <p>The Vice-Chairman (Cllr Sue Carter) and Cllrs Gaynor Austin, A.K. Chowdhury, Christine Guinness, L. Jeffers, S.J. Masterson and C.J. Stewart</p>		<p>would be circulated in due course. This meeting would cover the background to the current working arrangements with Hampshire County Council.</p>	
Town Centre Markets and Car Boots	N/A		<p>At its meeting on 11th June, the Committee received a presentation on the current situation with town centre markets and car boot sales. It was noted that the offers in both towns were struggling and the impacts on COVID-19 had also had a detrimental effect on performance.</p> <p>A workshop would be held on 10th August, at which a brainstorming exercise would be carried out on how to achieve better sustainability for markets and car boots going forward.</p>	Green

(B) ISSUES EARMARKED FOR SCRUTINY BUT NOT YET COMMENCED

ISSUE	CURRENT POSITION	PROPOSED TIMETABLE
Procurement Strategy	Once the draft has been prepared the Committee will undertake some pre-decision scrutiny	Draft prepared – Strategy to be presented in 2020/21. The issue has also been picked up by the Policy and Project Advisory Board.

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WORK FLOW – JULY 2020- MARCH 2021

DATE	ITEMS
23rd July, 2020	Workforce Report Healthy Weights Project - Update
3rd September, 2020	Quarter 1 Performance Monitoring Safer North Hampshire/Police <ul style="list-style-type: none"> • Fear of crime (lights) • Crime clear up rates • Rough Sleepers Street Drinkers – Update • Antisocial Behaviour in parks
22nd October, 2020	Commercial Property Investment Quarter 2 Performance Monitoring
10th December, 2020	Aldershot Football Club Air Pollution Review Review of Coronavirus Response
4th February, 2021	Quarter 3 Performance Monitoring
25th March, 2021	Review of Grants to organisations
Potential Future Items for Committee	Review of Rents in Council owned buildings Income Generation Income loss due to COVID Review of Champion activities Major community support organisations - Rushmoor Voluntary Services and Citizens' Advice

OVERVIEW AND SCRUTINY COMMITTEE

Progress Meetings 2020/21

(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
27th February, 2020	<ul style="list-style-type: none"> • Highways Agency • Air Pollution • Items raised to be considered for future meetings 	<ul style="list-style-type: none"> • A request was made for confirmation of membership of the Highways Agency Task and Finish Group. It was proposed that the first meeting would be held in late March, 2020, but this will now take place in the summer of 2020. • It was advised that this item would remain on the work plan and the formal report would be brought to a meeting when it became available. • Aldershot Centre for Health Car Parking – this matter would be raised internally • Alexander House, Aldershot – request for urgent meeting of the Registered Providers Task and Finish Group
9th July, 2020	<ul style="list-style-type: none"> • Police/Safer North Hampshire • Impacts around Income • Scrutiny Training 	<ul style="list-style-type: none"> • Data was requested on BAME related crimes, following the recent Notice of Motion on Black Lives Matter • A discussion was held regarding a potential item on the impacts on income due to the pandemic • Consideration would be given to holding a face to face training session in the Council Offices

Items for Future Progress Meetings		<ul style="list-style-type: none">• Revenue Protection and Debt Collection Procedures	
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