

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 first meeting in 2020/21 will be held in September when revised Terms of Reference will be presented. It is proposed that the scrutiny of performance and activities should be limited to three registered providers per year and that the areas for questions should	Green

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>also focus on strategic issues. It is expected that the first review will take place in October with VIVID. Some of the review arrangements will need to be adapted due to the current pandemic restrictions.</p> <p>NOTE - VIVID are currently piloting in Rushmoor a new way of handling councillor emails.</p> <p>A dedicated email address just for councillor enquiries has been set up. Any councillor emails to this address are being 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 is required to help deal with enquiries and to minimise further requests for information from the relevant councillor.</p> <p>This pilot started on Monday 20th July 2020 for three months. Members will be asked to feedback at the end of the period when the</p>	

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			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 • Any benchmarking data with neighbouring or other authorities who have adopted similar strategies 	N/A

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			<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 will be scheduled for September, 2020.</p>	Green
Educational Improvement	A Task and Finish Group has been set up consisting of:	2020/21	The last 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	Green

Last Updated Thursday 20th August, 2020

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	<p>The Chairman (Cllr M.D. Smith), and Cllrs Gaynor Austin, Sue Carter, Mara Makunura, Nadia Martin and S.J. Masterson.</p>		<p>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 autumn 2020 to review the position, particularly in light of the issues and implications caused by COVID-19. It is intended that some of the results in 2020 will be provided at this meeting to which representatives from HCC will also be invited.</p>	
<p>Highways Agency Task and Finish Group</p>	<p>A Task and Finish Group has been set up consisting of:</p> <p>The Vice-Chairman (Cllr Veronica Graham-Green) and Cllrs Gaynor Austin, A.K. Chowdhury, Christine Guinness, L. Jeffers, S.J. Masterson and C.J. Stewart</p>	<p>2020/21</p>	<p>The first meeting was held on 12th August, 2020 which provided an overview on the current working arrangements and how to move forward. A further meeting will be arranged with representatives from Hampshire County Council to discuss working arrangements, following which there is likely to be a further meeting where the Group will be asked to consider proposed changes to those arrangements.</p>	<p>Green</p>

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Town Centre Markets and Car Boots	N/A		<p>A workshop was held on 10th August, 2020 at which a brainstorming exercise was carried out on how to achieve better sustainability for markets and car boots going forward. Members were asked to consider a number of questions and agreed that the provision of markets and car boots in the town centres should continue. A number of ideas to make improvements to the offer and arrangements have been put forward.</p> <p>A report will be prepared on the outcomes of the workshop.</p>	Green

OVERVIEW AND SCRUTINY COMMITTEE

WORK FLOW – JULY 2020- MARCH 2021

DATE	ITEMS
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 • COVID-19 • Racial issues
22nd October, 2020	Commercial Property Investment Quarter 2 Performance Monitoring – Regeneration focus
10th December, 2020	Review of Coronavirus Response Income loss due to COVID
4th February, 2021	Quarter 3 Performance Monitoring Aldershot Town Football Club
25th March, 2021	Review of Champion Activities Air Pollution Review
Potential Future Items for Committee	Review of Rents in Council owned buildings Income Generation Major community support organisations - Rushmoor Voluntary Services and Citizens' Advice Healthy Weights Programme – Update

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
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
6th August, 2020	<ul style="list-style-type: none"> • Workforce Report • Housing Strategy 	<ul style="list-style-type: none"> • Arrangements would be made for the additional information requested at the meeting to be circulated. • Landlord eviction of tenants - A briefing note would be requested regarding the current position on rent arrears
Items for Future Progress Meetings	<ul style="list-style-type: none"> • Revenue Protection and Debt Collection Procedures 	