

# 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 TASK AND FINISH GROUPS**

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
<p>To monitor the performance and activities of Registered Providers working in the Borough.</p>	<p>Task and Finish Group established consisting of:</p> <p>The Chairman (Cllr M.D. Smith), Vice-Chairman ((Cllr Mrs D.B. Bedford) Chairman of the Group)) and Cllrs T.D. Bridgeman, Sue Carter, R.M. Cooper and K. Dibble.</p>	<p>2020/21</p>	<p>At a meeting in September, 2020 it was agreed that the scrutiny of performance and activities should be limited to three registered providers per year and that the areas for questions should also focus on strategic issues.</p> <p>The group has selected Vivid, Accent and Southern Housing. Meetings are scheduled for 19th October and 16th November, 2020 and 18th January 2021. The review will include discussion on Climate Change, Deprivation, the impact of Covid-19 and the measures put in place by the RPs.</p> <p><b>NOTE</b> - VIVID are currently piloting in Rushmoor a new way of handling councillor emails. 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</p>	<p>Green</p>

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			<p>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 20th July 2020 for three months. Members will be asked to feedback at the end of the period when the procedure will be reviewed before it is rolled out to other local authority partners.</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>At its meeting held in October, 2020 the Group agreed that;</p> <ul style="list-style-type: none"> <li>• the Council Tax Support (CTS) Scheme will remain the same for 2020/21. However, the impacts of COVID-19 on CTS will remain under review.</li> <li>• Members will lobby Government to continue funding the Council Tax Hardship Grant</li> </ul>	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			<ul style="list-style-type: none"> <li>• the unspent COVID-19 Council Tax Hardship Fund could be added to the existing Exceptional Hardship Fund pot</li> <li>• a report would be made to the Cabinet at its meeting on 8th December, 2020 with the Group recommendations</li> </ul> <p>The next meeting was scheduled for 13th January, 2021.</p>	
Educational Improvement	<p>A Task and Finish Group has been set up consisting of:</p> <p>The Chairman (Cllr M.D. Smith), and Cllrs Gaynor Austin, Sue Carter, Mara Makunura, Nadia Martin and S.J. Masterson.</p>	2020/21	<p>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 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</p>	Amber

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2020/21)	TIMETABLE	CURRENT WORK	STATUS
			to which representatives from HCC will also be invited.	
Highways Agency Task and Finish Group	A Task and Finish Group has been set up consisting of:  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	2020/21	The first meeting was held on 12th August, 2020, which provided an overview on the current working arrangements and next steps 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.	Green

**(B) OTHER ISSUES CURRENTLY BEING PROGRESSED BY THE OVERVIEW AND SCRUTINY COMMITTEE**

ISSUE	TIMETABLE	CURRENT WORK	STATUS
To review the Council's approach to investment in commercial properties, including an assessment of the opportunities taken and the outcomes.	2019/20	<p>In May, 2019 a report was presented to the Committee which set out a review of commercial property investments. An independent external review has been undertaken of the property portfolio.</p> <p>An update on the management of the portfolio, performance monitoring and impacts of COVID-19 will be made at the Committee's meeting in October, 2020.</p>	Green
Town Centre Markets and Car Boots	2020/21	<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>The notes from the meeting can be found at the back of the Work Plan.</p>	Green
Safer North Hampshire and Policing Matters	2020/21	<p>At its meeting in September, 2020 representatives from the Hampshire Police and Safer North Hampshire teams gave an update on current issues and addressed a number of specific queries raised by Members.</p> <p>A number of outstanding issues had been raised with the Police after the meeting, a response to which, would be circulated in due course.</p>	Green

The Shots Trust	2020/21	<p>At its meeting in September, 2020 the Aldershot Football Club Supporters Trust (The Shots Trust) gave representations on issues relating to the Football Club, these included the conclusion of the new lease, the engagement approach between the Club and its supporters and future options for the running of the Club.</p> <p>The representations were noted and relayed to the Major Projects and Property Portfolio Holder for consideration.</p>	Green
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## OVERVIEW AND SCRUTINY COMMITTEE

### WORK FLOW – OCTOBER 2020- MARCH 2021

DATE	ITEMS
22nd October, 2020	Commercial Property Investment Portfolio
10th December, 2020	Review of Coronavirus Response Income loss due to COVID Regeneration Quarterly Monitoring – plus impacts of COVID-19
4th February, 2021	Aldershot Town Football Club
25th March, 2021	Review of Champion Activities Air Pollution Review Quarter 3 Performance Monitoring
Potential Future Items for Committee	Review of Rents in Council owned buildings Income Generation – Impacts of C-19 Major community support organisations - Rushmoor Voluntary Services and Citizens' Advice Healthy Weights Programme – Update Q4 Performance Monitoring – 10th June, 2021 ICE Programme Quarterly Monitoring

## 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
6th August, 2020	<ul style="list-style-type: none"> <li>• Workforce Report</li> <li>• Housing Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Arrangements would be made for the additional information requested at the meeting to be circulated -</li> <li>• Landlord eviction of tenants - A briefing note would be requested regarding the current position on rent arrears</li> </ul>
1st October, 2020	<ul style="list-style-type: none"> <li>• The Shots Trust</li> </ul>	<ul style="list-style-type: none"> <li>• A query was raised regarding a letter sent out by the Trust, with a request for the Council to publish it – this would be followed up with the CEx.</li> </ul>
12th November, 2020		
7th January, 2021		
25th February, 2021		
Items for Future Progress Meetings	<ul style="list-style-type: none"> <li>• Revenue Protection and Debt Collection Procedures</li> </ul>	

## OVERVIEW AND SCRUTINY COMMITTEE

### Markets And Car Boot Workshop

10th August, 2020

**Present:** Cllrs Christine Guinness, Diane Bedford, Gaynor Austin, Mara Makunura, Mike Smith, Steve Masterson, Sue Carter, Terry Bridgeman and Veronica Graham-Green

**Apologies:** Cllrs Lee Jeffers and Rod Cooper

**Officers:** Adele Taylor, Adrian Long, Andrew Colver, Jake Parker and John Trusler

#### Notes

Andrew Colver gave a brief background to the purpose of the meeting.

The group then received a report on the current working arrangements and issues relating to markets and car boots in the Borough from John Trusler. Members were then given the opportunity to comment and ask questions.

A number of issues and comments were raised, these included;

- Entry charges – all buyers over 16's charged 50p. Consideration being given to charges for sellers, since COVID-19, now based on a standard pitch price rather than car size
- No defined plan for a site for car boots within the Civic Quarter and regeneration plans. Contingency planning taking place - learning on need for the two towns – very different
- Approaching others to have stalls, including community groups/businesses/charities – consider some comms around this
- Consideration of a survey of residents – what would bring them to the markets/car boots etc.
- Could craft traders join the regular markets?
- Outside locations for car boots – pros and cons list for all sites in the Council's ownership. Polo Fields – expensive rent/access issues. Current site with potential, Aldershot Park with overspill into Lido car park
- Aldershot market – permanent site to provide stability
- Homeless/street attached cause an issue within the towns, stopping residents wanting to visit – to be picked up with Police/Safer North Hampshire

An outline was provided on the stall holders currently in both towns:

Farnborough –

- 2x fruit veg
- Baker
- Watch repairer
- Mobile phones
- Clothing
- Rugs
- Olives
- Vegan coffee
- Food offer – noodles, donut stall, Thai food, burger van
- Handbags/bags
- Haberdashery

Aldershot -

- Fruit and veg
- Rugs
- Noodles
- Fabric/haberdashery
- general stall

Following discussions, the group were asked the following questions:

- a. *Given the performance of the current markets, the implications of COVID-19 and customer demand, do you consider that the provision of markets in Aldershot and Farnborough should continue in whole or in part?*

In response, Members resoundingly agreed that both markets and car boots should be retained in both towns.

- b. *What do you see as the barriers to the current markets and car boots being successful?*

The Following barriers were identified:

- Location – all sites due to regeneration projects, restrictions etc.
- Anti-social behaviour issues – particularly in Aldershot but also with an increase in homelessness in Farnborough
- Timings – in particular in Farnborough, an earlier start time would be beneficial for traders and customers
- Noise – restrictions in Farnborough did not allow for a vibrant atmosphere
- Offer – breadth of different stalls at each site, option to open up more often to local organisations/charities/crafters etc.
- Cost
- Accessibility – in particular car boots

c. *What changes could be made to enable the markets and car boot operations being more successful in Aldershot and Farnborough?*

The following issues and initiatives were raised:

- Free pitches to local organisations/charities
- Location
- Promotion – in arena and online via Facebook and the Nextdoor app – Members to help promote
- Costs – Buy One Get One Free/concessions

Members requested to be kept informed of alternative locations for car boot sales and options for the markets offer considering the significant regeneration projects in the town centres.

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