

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 2021/22)	TIMETABLE	CURRENT WORK	STATUS
To monitor the performance and activities of Registered Providers working in the Borough.	Task and Finish Group established consisting of: Cllrs. D. B. Bedford, T.D. Bridgeman, R.M. Cooper, K. Dibble, Nem Thapa and M.D. Smith.	2021/22	A planning meeting for the new programme will be held on 23rd August. Discussions on the progress with A2Dominion, following the 2020/21 review, will be undertaken at that meeting and consideration will be given to them being part of the 2021/22 review. The programme will commence in October with an initial meeting with Vivid.	Green
To review the Council Tax Support Scheme	Council Tax Support Task and Finish Group established, consisting of: Cllrs. D.B. Bedford, J.B. Canty, Christine Guinness, Lee Jeffers, M.J. Roberts and M.D Smith.	2021/22	The first meeting of the Group is due to take place on 17th August.	Green

ISSUE (PURPOSE OF REVIEW)	TASK AND FINISH GROUP (MEMBERSHIP 2021/22)	TIMETABLE	CURRENT WORK	STATUS
Educational Improvement	<p>A Task and Finish Group has been set up consisting of:</p> <p>Cllrs. Gaynor Austin, D.B. Bedford, M.S. Choudhary, Nadia Martin, S.J. Masterson and M.D. Smith.</p>	2021/22	<p>Arrangements will be made for a meeting to be held after the start of the Autumn term. Hampshire County Council representatives will be invited.</p>	
Highways Agency Task and Finish Group	<p>A Task and Finish Group has been set up consisting of:</p> <p>Cllrs. Gaynor Austin, Jib Belbase, P.J. Cullum, K. Dibble, Lee Jeffers and S.J. Masterson</p>	2021/22	<p>A meeting will be as soon as possible in the 2021/22 Municipal Year with representatives from Hampshire County Council (HCC) 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>This will conclude the work of this Group.</p>	

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

ISSUE	TIMETABLE	CURRENT WORK	STATUS
Safer North Hampshire and Policing Matters	2021/22	At its meeting in July, 2021 representatives from Hampshire Police and the Community Safety teams gave an update on current issues and addressed a number of specific queries raised by Members.	Green

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WORKFLOW – AUGUST 2021- APRIL 2022

DATE		ITEMS
24 August 2021 (new date)		<ul style="list-style-type: none">• Food Waste Service - Education and Comms Plan
21st October 2021		<ul style="list-style-type: none">• Major community support organisations - Rushmoor Voluntary Services and Citizens' Advice
9th December 2021		<ul style="list-style-type: none">• Grub Hub• Supporting Communities Strategy
17th February 2022		<ul style="list-style-type: none">•
7th April 2022		<ul style="list-style-type: none">•
Potential Future Items for Committee		<ul style="list-style-type: none">• Enforcement of C19 Rules and Regulations

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Progress Meetings 2021/22

(Circulate the Cabinet Forward Plan, the Committee Work Plan and notes of the previous Committee meeting to each meeting of the Progress Group)

DATE	ITEM	NOTES
23 June 2021	Police/Safer North Hampshire (July)	Request for attendance at 22nd July meeting, to provide: <ul style="list-style-type: none"> • Police – general update • Impacts of the pandemic • Update from SNH team Request for specific topic items from Members in advance.
	Food waste Service – Education/Comms Plan (July)	Request for attendance at 22nd July meeting
	Enforcement of C19 Rules & Regs (September)	Presentation on: <ul style="list-style-type: none"> • Difficulties faced by the Team (Colin Alborough) and how they have been overcome. • Work with Businesses & Organisations on C19 secure measures • Encouragement work on vaccine uptake
	Food Hub/Network	Request for update on how progressing and operating model, linked with work within the Supporting Communities Strategy
9 August 2021	Pay Policy Review	A Group would be appointed (consisting of 4 Cons/2 Lab). Three meetings were proposed to allow for data analysis and discussion. KE would lead the work.
	Food Waste Service – Comms/Education	This item would be discussed at the meeting on 24th August. The presentation would cover <ul style="list-style-type: none"> • A general update • What's happened/what's to come (content/method/timings)

Last Updated 10/08/2021

		Training Session	<ul style="list-style-type: none"> • How separation issues will be dealt with • Comms to specific groups <p>It was noted that a training session would be held in person on 14th September , 2021 at 7pm. Details would be circulated to Members.</p>
30 September 2021			
4 November 2021			
13 January 2022			
10 March 2022			
Items for Future Progress Meetings		<ul style="list-style-type: none"> • Revenue Protection and Debt Collection Procedures 	