

## **Overview and Scrutiny (OS) Committee Work Programme 2019/20 : 16 June 2020**

*[Please note: This is a working document and will be subject to regular amendment].*

*The items below represent key topics of enquiry by the committee*

<b>Meeting Date</b>	<b>Topic</b>	<b>Lead Member and Lead Officer</b>	<b>Notes</b>
<b>11 June 2019</b>	Agree draft work plan		
	Agree T&FG ToR and Membership		
	Discuss questions for Service updates on waste and website on 17/9		
<b>17 September 2019 cancelled</b>	Waste KPIs	Head of Operations <u>Urbaser Rep and Exec Member</u>	
	Website customer Satisfaction	Head of Communications, Strategy and Policy	
	Progress report on T&F		
	Discuss questions for Service updates on 05/11		
	Work Programme		

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<b>5 November 2019</b> (Deadline for reports 24 October)	Waste Management	Head of Operations	
	Agree ToR and membership for Social Housing Scrutiny event in 2020)	Discussion by members led by Scrutiny officer	Head of Housing and Health
	IT - Value for Money	ICT Manager, Helen Standon, Exec Member	Value for money of the Shared relation IT Service
	Update from the T&F Group (Parking)	Head of Operations	
	Work Programme		
<b>10 December 2019</b> (Deadline for reports 1 December)	Progress Update on Implementation of Climate change recommendations	David Thorogood & Cllr Graham McAndrew Update on progress since Task and finish group report in Dec 2018.	Scrutiny Officer to update following feedback from the EHDC Environment and Climate change Forum meeting which was to have been held on 4 Dec but cancelled because of Purdah.
	Consider ToR for Cycle storage provision T&FGs	Discussion by members led by Scrutiny officer	Meeting arranged (17 Dec) with B/S Town Council to establish what provision there is in the town. It is anticipated that this meeting will help form the key lines of enquiry.

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	Final report and Recommendations of T&FG (Parking)	Head of Comms, and Councillor H Drake	
	Work Programme	Scrutiny Officer	
<b>4 February 2020</b>  (Deadline for reports 22 January 2019)	Update on Section 106 allocation etc	Infrastructure Contributions and Spend Manager	Report to PAGO on 24 September on allocations in relation to the current position of Section 106 contributions and actions taken.
	Updates from T&FGs		Report included within the T&FG and Work Programme
	Pre-Planning Advice	Head of Planning	Head of Planning to review the pre planning advice process and charges at the start of the year. It suggested that this be reviewed 20/20 -20/21 once that has been in place for 6 months and had a chance to imbed. (moved to August 2020)
	Work Programme Update		Combined report with the Updates on the T&FG report
	Website customer Satisfaction	Head of Communications, Strategy and Policy	Feedback in terms of customer satisfaction.
<b>31 March 2020</b>	Social Housing Events (Meetings with Tenants)	Head of Housing and Health	Scrutiny Officer to feedback on two events. Housing Associations

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	Representatives and Senior Officers.		<p>requested information on Tenants Reps, Senior Officers and the need to establish dates. Meeting with Tenants' Reps arranged for 10 March 2020 at 2pm.</p> <p>Meetings with Senior Officers for both the housing associations are planned for 16 and 25 March 2020. An update from these meetings will be provided by the Scrutiny Officer at the meeting.</p>
	Environment Climate Forum	David Thorogood	<p>OS 4 February Members asked for this to be included as a Standing Item on the OS agenda to ensure that <i>"OS Committee continues to monitor the work and actions coming from the Environmental and Climate Forum in the form of a standing item on the Work Programme to ensure that this meets the Council's Corporate Priorities and particularly in relation</i></p>

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			<i>to Climate Change” Recommendations agreed by Council in July 2019”.</i>
	Hartham Leisure Pool and Gym	<i>Councillor E Buckmaster as the Portfolio Holder will be attending the meeting to provide Members with an Update.</i>	Issues raised by Councillor I Devonshire (post 4 Feb OS meeting)
	Pre-Planning Advice	Head of Planning and Building Control  <i>The Chairman has also invited the Executive Member for Planning and Growth (Councillor J Goodeve) to the meeting.</i>	Head of Planning to review the pre planning advice process and charges at the start of the year. It suggested that this be reviewed 20/20 -20/21 once that has been in place for 6 months and had a chance to imbed. OS Committee asked for a report to 31 March 2020 meeting.

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<b>Carry forward items to 2020/21</b>			
<b>16 June 2020 (suggestions for the proposed June meeting)</b>			
	Litter Picking, sweeping, grass verges, weed spraying /clearing of kerb edges and pavements	Head of Operations	Requested by a Member at meeting on 12 February 2020. <i>Chairman agreed that the Head of Operations could report to June meeting given that the issues cut across two contracts and two service areas i.e. waste and grounds maintenance.</i>
	Pre-Planning Advice	Head of Planning and Building Control	Members requested that the head of Services report back to the June meeting.
	Hartham Leisure	Councillor E Buckmaster as the Portfolio Holder will be attending the meeting to provide Members with an Update.	Issues raised by Councillor I Devonshire (post 4 Feb OS meeting)

Meeting Date	Topic	Lead Member and Lead Officer	Notes
	Street Trading Consent Policy	Head of Housing and Health	
	Health and Wellbeing strategy Progress report and Action Plan	Head of Housing and Health	
	RIPA and Use of Social Media in Investigation Policies	Head of Legal and Democratic Services	
	Monitoring Report on Housing and Health Strategy Outcomes 2019/20 and 2020/21 Action Plan	Head of Housing and Health	
<b>15 Sept 2020</b>	Update on the progress in relation to the Climate Change Action Plan and progress in relation to the 2030 Carbon neutrality aspirations>	Executive Member for Environmental sustainability David Thorogood	Request Executive member and key office to present their report

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	Environment Sustainability Action Plan in the context of the "SEED" Corporate Plan	Ben Wood, Head of Communications, Policy and Strategy	Requested for an update in terms of delivery of the SEED Corporate Plan and
	Large Scale Projects – Project Management in terms of Expenditure Vs Budget, delivery timescales	Respective Project Managers	Members' briefing on 16 July on Hertford Theatre which might provide the basis for a report to scrutiny. Members might wish to have reports in a similar vein in de relation to the Council's other major projects.
	How the Council reacted to the Corona Virus	Invitation to the Leader to present a report	Requested by the Chairman of OS Committee

### **Task and Finish Groups - Update**

*Social Housing Event: Members will recall that a Task and Finish Group was established to review the relationship between the Council and social Housing providers. The Task and Finish Group met last December to agree a Terms of Reference. The Group felt that it would be more productive if separate meetings could be arranged. A meeting took place on 10 March attended by a number of residents from both Network Homes and Clarion Housing. Two further meetings were planned to meet with just senior Officers from Network Homes (16 March) and Clarion Housing (25 March) The former took place but the latter (scheduled for 25 March) was cancelled as a result of the pandemic. This meeting will be re-scheduled end of June.*

*The Scrutiny Officer will summarise the findings of the three meetings in consultation with the Task and Finish Group and report to OS Committee as soon as possible.*

### **Member Scrutiny Proposals - update**

*Members are reminded that the terms of reference for Overview and Scrutiny have been amended and now include the ability to scrutinise performance. This will impact on the work programme in terms of the need to plan well in advance to facilitate scrutiny.*

<b>Other items for 2020/21:</b>	
<i>Performance Items to be programme</i>	<i>(to be advised)</i>