



NOTICE OF MEETING

Meeting:	Overview and Scrutiny Committee
Date and Time:	Tuesday, 19 April 2016 at 7.00 pm
Place:	Committee Room 1, Civic Offices, Fleet
Telephone Enquiries to:	01252 774141 (Mrs G Chapman) gill.chapman@hart.gov.uk
Members:	Axam, Bailey (Chairman), Clarke, Crisp, Dickens, Gray, Harward, Renshaw, Makepeace-Browne, Wheale, Woods

Joint Chief Executive

HARLINGTON WAY, FLEET,
HAMPSHIRE GU51 4AE

AGENDA

**COPIES OF THIS AGENDA ARE AVAILABLE IN LARGE PRINT
AND BRAILLE ON REQUEST**

1 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 15 March 2016 are attached to be confirmed and signed as a correct record. **Paper A**

2 APOLOGIES FOR ABSENCE

3 CHAIRMAN'S ANNOUNCEMENTS

4 DECLARATIONS OF INTEREST

To declare disclosable pecuniary, and any other, interests.

5 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

Anyone wishing to put a question or statement to the Committee should contact the Committee Services Officer by phone or email (see front page of this Agenda) at least two clear working days prior to the meeting. Further information can be found at https://www.hart.gov.uk/sites/default/files/4_The_Council/Council_meetings/Public%20Participation%20leaflet%202015%20A4.pdf

6 FEEDBACK FROM SERVICE BOARDS

7 MULTI AGENCY FLOODING MEETING

To note the minutes of the Multi Agency Flooding Meeting held on 21 March 2016.
Paper B

8 REGULATION OF INVESTIGATORY POWERS (RIPA) – QUARTERLY UPDATE

There has been no further use of the RIPA provisions (Covert Surveillance Policy) since the report to Overview and Scrutiny in April 2013.

9 ANNUAL UPDATE ON USE OF BODY WORN VIDEO

To update members on the use of Body Worn Video (BWV) by the Parking Services Team. **Paper C**

RECOMMENDATION

- 1 That the report be noted.
- 2 That Cabinet be asked to include the following wording at the end of the existing adopted Procedure and Policy Guidelines for the use of Body worn Video by Enforcement Officers:
 - 7.4 All data captured will be held, viewed, and stored in accordance with Data Protection Act principles. The data will be held in a secure location where the data can only be accessed and viewed by authorised personnel. The arrangements for both the storage of data and the use of BWV will be audited and reviewed by the Audit Manager and reported annually to Overview and Scrutiny Committee. It will be a disciplinary offence not to comply with Data Protection Act principles.

10 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

To inform the Committee of members' work in 2015/16 as representatives of the Council on outside bodies. **Paper D**

RECOMMENDATION

Members are requested to consider the effectiveness of current partnerships and external representation in meeting the Council's priorities, and to note the information.

I1 REVIEW OF THE WORK OF OVERVIEW AND SCRUTINY COMMITTEE OVER THE PAST YEAR 2015/2016

To review the work of Overview and Scrutiny Committee over the past year 2015/2016. **Paper E**

RECOMMENDATION

That Members note the report and the subsequent actions taken.

I2 CABINET WORK PROGRAMME

The Cabinet Work Programme is attached for information. **Paper F**

I3 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Work Programme is attached for consideration and amendment. **Paper G**

Date of Despatch: 12 April 2016

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: 15 March 2016 at 7pm

Place: Council Chamber, Civic Offices, Fleet

Present:

COUNCILLORS

Bailey (Chairman)

Clarke, Crisp, Dickens, Gray, Makepeace-Browne, Renshaw, Wheale

In attendance: Dr Crampton, Parker

Officers:

Daryl Phillips	Joint Chief Executive
Carl Westby	Head of Leisure and Environmental Promotion (left 7.50 pm)
David Love	Everyone Active – Area Contract Manager (left 7.50 pm)
Gill Chapman	Committee Services

I 03 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 16 February 2016 were confirmed and signed as a correct record.

I 04 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Axam.

I 05 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members that there was a Multi-Agency Flooding meeting scheduled for Monday, 21 March at 2pm in the Council Chamber. All Councillors had been notified and invited.

I 06 DECLARATIONS OF INTEREST

None.

I 07 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

Councillor Dickens declared a personal interest in the Leisure Centre discussions as he is a Governor of Yateley School (see item I 10 below).

I 08 FEEDBACK FROM SERVICE BOARDS

No issues were highlighted by the Committee.

I 09 PORTFOLIO HOLDER

Councillor Dr Crampton updated members on her Community Wellbeing Portfolio which includes Leisure and Countryside Services. Updates included: the new Leisure Centre progress, work at Fleet Pond and Hazeley Heath, projects in schools and work on the Health and Wellbeing Partnership Board and Strategy.

Members were particularly interested in the news of a Yateley doctor's surgery trialling opening 8am to 8pm, seven days a week, the monitoring of the no smoking in play areas initiative, and the work of Fleet Hospital.

I 10 UPDATE ON LEISURE CENTRE TRANSFER

The Head of Leisure, Carl Westby, gave a verbal report on the handover to Everyone Active. He reported that the handover had gone well, with only a few issues and complaints mainly connected to the transfer of data. Members were concerned about the public perceptions of prices going up and changes to memberships, but were reassured that all members had been directly communicated with on changes and that, though future pricing strategies would be considered, there had been no price changes.

Members discussed the upgrading at Frogmore Leisure Centre. There was concern about the advantages to Frogmore Community School and any unfair competition with the public leisure services at Yateley School.

NB Carl Westby and David Love left the meeting at the conclusion of this item.

I 11 DRAFT SERVICE PLANS 2016/2017

The Committee scrutinised the draft Service Plans for 2016/2017.

Issues discussed included:

- Homelessness was reported to be rising which would be a future issue
- Making processes electronic as much as possible would result in reductions in paperwork
- Reviewing of planning processes was ongoing. Members noted the ongoing issues with regard to staff vacancies and ongoing resource implications within Development Management
- Review of Environmental Health processes was planned
- Electoral Services - milestones appeared incorrect
- HS1602 - the local plan was not yet in place
- Adoption of Edenbrook Country Park. Members noted that the S106 Planning Obligation required the land to be transferred to the Council at the Council's request which would occur once the Council was satisfied that the land was ready for public ownership.
- Dog fouling - encouragement rather than litigation. Members asked how the targets were going to be monitored.

It was agreed that the Service Plans, with the amendments/typos agreed, would be forwarded to Cabinet for their approval.

RESOLVED

That the draft Service Plans for 2016/17 be approved.

I 12 REVIEW OF THE WITHDRAWN HOUSING OPTIONS CONSULTATION

Members reviewed the report on the withdrawn Housing Options Consultation. The Chairman introduced his paper and thanked members of the working group for their involvement. The Chairman reminded members that they should be mindful that the discussion was in open session with members of the public present.

Members agreed that the recommendations reflected the Committee's discussions and findings of the working group. Some issues of clarity were highlighted and it was agreed additional wording would be inserted when the paper was presented to Cabinet.

After discussion Members agreed that there had been a number of errors. Adoption of good practices would help, but that human error could only be mitigated and not always eradicated completely. Members hoped that all of the recommendations taken together would substantially reduce the risk of this happening again.

Assurances were given that none of the parties involved (i.e. the Leader, the Joint Chief Executives, and the Planning Policy Team) had any knowledge of the responses to the consultation. No analysis or assessment of the responses had been done of the 4000+ responses received up to the stopping point of the consultation, before or since.

Members agreed the resolutions for onward consideration at Cabinet, and agreed that an update would be added to the work programme.

RESOLVED

- 1 Cabinet should consider whether the Council should adopt a code of practice to guide how future consultation exercises are undertaken. As an interim, the Joint Chief Executives to draw up and communicate to all officers clear guidance about how to conduct a consultation.
- 2 Staffing Committee should review the current Council structure to ensure that we have sufficient senior management support particularly at a time when the Council is undertaking significant projects and other areas of work.

Post meeting note: This item would be considered at the Staffing Committee meeting scheduled for 17 March 2016.

- 3 The Joint Chief Executives should take a view on whether any training, capability or disciplinary action should be taken in respect of the findings of this report.

- 4 A document naming convention should be established for all documents saved by officers. The Council should expedite the introduction of SharePoint for document version management.
- 5 The processes for publishing on the Council website be reviewed with the introduction of a two person check for any changes prior to publication.
- 6 When developing the timeline for future consultation exercises, part of the process should include the user testing of documents and ensure wording has been reviewed as plain English.

I 13 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered.

I 14 OVERVIEW AND SCRUTINY WORK PROGRAMME

Members discussed information kept regarding the SHMAA. A resident had asked for information under Freedom of Information but had been advised that the information was publicly available on the Planning Portal. The resident pointed out however, that the extraction of the requested information was not simple as it had to be searched and sorted manually – a very laborious and intensive exercise. This meant that even the Council itself would not necessarily have the information to hand, and so the resident believed the Council had no effective means of measuring how well (or badly) it was meeting the housing needs expressed in the SHMA.

The Joint Chief Executive confirmed the point raised by the resident about the resource intensive nature of extracting the information sought, but the Joint Chief Executive had assisted the resident by essentially extracting the information himself. Members noted that it was not a question of the Council not being able to monitor housing information, because the Council had an arrangement that it would procure any necessary monitoring information that it required from Hampshire County Council. At this stage in the preparation of the Local Plan there was no need for the Council to procure such detailed information in the form as sought by the resident because the Council was still at the stage of considering the totality of the District's overall housing requirement and what strategic distribution strategy it should follow to deliver that overall need. The assessment of the breakdown of individual housing by type etc would follow in due course.

The Overview and Scrutiny Work Programme was considered and amended as follows:

- April - preparation of Chairman's end of year report from Committee to full Council
- July - Update on actions taken in response to review of withdrawn Housing Options Consultation

The meeting closed at 8.55pm

**MEETING OF THAMES WATER, ENVIRONMENT AGENCY AND
HAMPSHIRE COUNTY COUNCIL WITH MEMBERS OF
HART DISTRICT COUNCIL**

21 March 2016 at 2pm

Present:

Hart Councillors: Bailey (Chairman), Collett, Forster, Oliver, Radley JR, Wheale

Hampshire County Council: Councillors Collett, Glen, Wheale, James Holt (JH) (Highways), Vicki Westall (VW) (Lead Flood Authority), Jessica Rowlatt (Emergency Planning)

Thames Water Utilities: Adrian Hurford, Will Randall (WR), Gayle Thomas, Joan Forteach

Environment Agency: Ivan Parr (EA)

Philip Todd	Eversley Parish Council
Jeffrey Smith	Fleet Town Council

Susanna Hope (SH)	Flood Risk Infrastructure Engineer
Phillip Sheppard	Highways Team Manager
Gill Chapman	Committee Services

1 APOLOGIES

Apologies had been received from Councillors Axaam, Billings, Burchfield, Crookes, Parker and Southern.

2 MINUTES

The minutes of the meeting were agreed after the following factual changes:

3.2 - take out Moulsham stream

3.5 - currently an EA project so will be taken on after April

3 WINTER FLOODING

WR reported that Thames Water had no reports of significant flooding over the winter.

SH reported that there had been 25 reports of flooding. Hart receives notification from emails etc, and residents are asked to fill our online survey reports which asks the right questions to get the information needed. Information is then shared with other agencies. Members were concerned that residents were not reporting flooding, and Hart would not be able to react if it was not informed.

Members suggested that the Flood Survey Report filled in by residents should be rebranded as a householders flooding report as residents were being asked to report flooding and the title did not convey that.

4 STATUS UPDATES

Environment Agency:

- Initial assessments on Fleet Sandy Lane ditch, Tudor/Cricket Hill Yateley and Griffin stream completed.
- Sandy Lane ditch - discussions with Hampshire, TW and SH, modelling to be undertaken of full length of watercourse, to include Zebon Copse. Modelling to start middle of this year.
- SH added that CCTV had been done on Sandy Lane ditch to feed into the modelling.
- A steering group to discuss the Sandy Lane ditch, to include residents and Councillors, would be set up towards the end of the modelling.
- Tudor/Cricket Hill - bit further forward. New model, first stage of seeking approvals, then on to developing business case and looking at the preferred options and other options that may be viable, then on to developing the design later. Weybridge Mead and Sandhurst Road, Yateley should benefit from the scheme.
- Griffin stream, Hook - initial assessment undertaken. Not much of a business case because there are not many records of flooding. After further discussions with Hart, looking for more evidence etc, this will be reviewed.
- Kingsway, Blackwater - river flooding options are being looked at and surface water/TW sewer issue. Anything done needs to be in conjunction with Hart and Hampshire. The report will be shared as soon as it is completed. Councillor Collett added that there had been numerous instances of flooding, the frequency of which is increasing. Residents had, however, managed to prevent the flood waters getting indoors during the past couple of years by using swimming pool pumps. Residents were still looking for a permanent fix.
- Rosemary Lane pumping station - Councillor Collett added that resident considered this part of the Kingsway issue. TW report that it had been checked recently and was working properly, though it could become overwhelmed when the volume increased significantly.
- Councillor Radley asked how long these various assessments and programmes would take. EA reported it was hard to quantify, especially where funding from partners was being sought.

Hampshire County Council, as Lead Flood Authority, reported their involvement under S19 legislation in the Sandy Lane ditch problems. VW explained the S19 legislation requiring a statutory investigation requiring a multi-agency response. Discussions included: Hampshire trigger points, previous S19 projects, and County Councillors' involvement.

Hart DC Projects: SH

- Mill Corner - Mitigation looks hopeful, we have found a way around the landowner issues and have a positive outlook.
- Phoenix Green – Have completely changed the option being looked at to get around the landowner issues. Property level surveys had been done which showed more properties affected than was previously thought. Initial numbers show up to 100 properties could benefit to various degrees, as well as highway flooding. New option

involves diverting watercourses through HDC land. The business case should be ready September/ October.

TW – Hitches Lane/Grove Farm Pumping Station

- £7m project due for completion over the next couple of months. This is providing a huge amount of storage for storm conditions and flood mitigation measures. There have been various issues, e.g. in January the work site flooded which set them back a few days.
- TW invited Councillors to visit when everything was up and running. **ACTION: SH**
- North Warnborough pumping station - a number of issues in January. The power glitch has now been resolved and set up correctly, rag issues, alarm system changed and configured. A meeting with parish councillors had been arranged and school education was planned around sewer abuse, eg rag issues, fatbergs etc.

5 RAISING AWARENESS OF FLOODING ISSUES

SH presented information on raising awareness of flooding issues with residents (Circulated).

Issues highlighted and discussed included:

- Fly tipping- into watercourses causing blockages
- Undersized culverts - hard to enforce, depends on how long it's been there etc., separate part of planning permission
 - Maintaining watercourses so they are fit for purpose
 - The majority of people do take responsibility when we communicate.
 - Making sure people get the guidance so that they can do these jobs.
 - Residents are not always aware they need consent to do work, with no awareness of which consents have to be sought.
 - Residents are not always aware that a small pipe is too small, with no awareness that they need a pipe as large as the ditch when flooding starts.
- The public do not care whose responsibility (which Agency) it is, they just want a phone number - one stop shop number. This point had been fed back to County and beyond however VW point out legislation has given different organisations responsibilities for different sources of flooding making this more complex.
- Residents need to be sensible about what is put in the sewer network, e.g. heavy fat deposits will affect the machinery and alarms etc. and flushing clothing & wet wipes. Boxer shorts were found clogging the North Warnborough pumping station pumps in January. Every resident has a responsibility for drains and water.
- TW have a cleaning programme for wet wells, e.g. South Warnborough is on a monthly cycle.
- Big issue with resident lifting the foul sewer manhole to dispose of surface water flooding in the garden. This is causing internal foul sewer flooding further down the system.
- Communications to get this message across - website, Hart News, HCC Community Emergency Plans etc. Use plain English for communications e.g. foul water is sewage.
- A meeting was planned by HCC Emergency Planning 18 July at 1800 to help people who are going to develop a community plan for their area. This would cover risk awareness, incident scenarios, water safety awareness amongst other things
- Development - cumulative effects of small connections, no monitoring body to check developers connect correctly

6 ANY OTHER BUSINESS

- Pondtail / Avondale pumping station – TW reported they had not heard of any issues over the last six months. Councillor Wheale reported an overflow into the SSSI in December.

Action: TW to liaise with Cllr Wheale

- Councillor Collett asked to be kept informed on Tudor/Cricket Hill

Action: EA

- Brookly stream - SH and Councillor Wheale visited. Residents advised of what they could do themselves. No easy solution - on flood plain, silting issue, and culvert crosses Aldershot Road but then passes through private land. EA and SH looking to see what could be done.

Action: EA and SH

- Crondall – proposed maintenance demonstration to help people understand what they as residents/ riparian owners are responsible for doing.
- East Bridge Farm – wall is failing on the edge of the pond. Investigation ongoing, ownership also being investigated.
- Rotherwick Sewage issues – TW - about 20 individual repair jobs with a few still to do in summer months when the land is drier, plus an excavation still to do. TW are happy with the progress.
- Crondall – TW have done some lining work, still problems but a definite improvement. There is no outstanding work and TW will review to see what else can be done.
- The Street, North Warnborough - JH will make sure Councillor Crookes' query had been answered and would circulate.

Action: JH

- Webbs Corner, Eversley - HCC are working with the Parish and residents and taking advice from Legal.
- Burnside - floods repeatedly in storm conditions. TW had investigated, finding that a developer mistake had resulted in a bottleneck. Work was ongoing and a solution found. There had been no flooding since August and the sewer seemed to be coping.
- There was general discussion on developer problems and lack of communications, unmapped sewers, and planning authority involvement.
- Brandon Road balancing pond –Work done by TW, now taken to risk review as there may be a bigger problem to do with the capacity of the network.

Action: SH to liaise with TW

- Crookham Road –SH had hear nothing from the resident.

Action: SH and AO to arrange to visit resident

- Basingbourne Road/Award Road - work had been done by Sentinel Housing who had managed to engage with several other residents and the work carried out should be of benefit.

7 MATTERS ARISING FROM LAST MINUTES

- Wood Lane –Councillor Wheale asked why TW had no comment on a planning application whilst knowing there were problems in that area. TW would investigate with the relevant department and report back.

Action: TW

- Avondale Road –subsidence, sink holes etc. The road has been repaired, but keeps sinking. Investigations by Highways and TW. Highways and TW to consider and look at what could be done, particularly budgets.

Action: JH/TW

- Holt Lane, Hook - EA are doing their initial assessment. No a lot of solutions, with no evidence to support a major scheme, so not much can be done. An economically viable option could be increasing capacity of the balancing pond. SH and EA to look at and see how we could move forward. Councillor Glen to be kept informed.

Action: SH / EA

- Gables Road, Church Crookham - recent CCTV survey work has indicated significant problems and HCC are planning for works.

8 DATE OF NEXT MEETING

Monday, 19 September 2016 at 2 pm in Council Chamber.

OVERVIEW AND SCRUTINY

DATE OF MEETING:	19 APRIL 2016
TITLE OF REPORT:	ANNUAL UPDATE ON USE OF BODY WORN VIDEO
Report of:	Head of Environment and Technical Services
Cabinet member:	Councillor Mike Morris, Town and Village Regeneration

1	PURPOSE OF REPORT
1.1	To update Committee on the use of Body Worn Video (BWV) by the Parking Services Team.
2	OFFICER RECOMMENDATION
2.1	<p>This report itself is for annual monitoring purposes only. However, it is recommended that Cabinet be asked to include the following wording at the end of the existing adopted Procedure and Policy Guidelines for the use of Body worn Video by Enforcement Officers (copy of current policy attached at Appendix A)</p> <p>7.4 All data captured will be held, viewed, and stored in accordance with Data Protection Act principles. The data will be held in a secure location where the data can only be accessed and viewed by authorised personnel. The arrangements for both the storage of data and the use of BWV will be audited and reviewed by the Audit Manager and reported annually to Overview and Scrutiny Committee. It will be a disciplinary offence not to comply with Data Protection Act principles.</p>
3	BACKGROUND
3.1	In February 2014 Cabinet approved the procedure and policy guidelines for the use of body worn video by Civil Enforcement Officers (CEOs) attached at Appendix A.
3.2	In approving the procedure it was agreed that Overview and Scrutiny Committee would be provided with an annual update of the occasions on which the videos have been used.
3.3	An oral update was provided to this committee in April 2015. At that time the cameras had not been used.
3.4	With the exception of some test recordings the body worn cameras were first used by a CEO on the 6 th May 2015. Since then the cameras have been used on 53 occasion's, details of which can be found at Appendix B.
3.5	Any images recorded on the cameras are downloaded onto a secure computer, these images are then reviewed by either the Parking Manager or Civil Enforcement Supervisor. The purpose of the review is to determine:

	<ul style="list-style-type: none"> i. Whether the CEOs have followed the approved procedure when using the cameras. ii. Whether any lessons can be learnt from the incident recorded. iii. Whether further action is required.
3.6	Having reviewed the recorded images if it is decided that no further action is required (NFA) then the recording is automatically deleted after 30 days. If it is decided that the recording should be retained for possible police action or to respond to a complaint then the recording is automatically deleted after 90 days. If it necessary to hold the recording for more than 90 days then it would need to be backed up onto a CD and held in a secure location. To date no recordings have been backed up onto a CD.
3.7	The feedback from officers who have used the cameras has been very positive. They have found that the camera has helped diffuse aggressive situations and that just wearing the camera tends to moderate people’s behaviour, and provide the CEO with some reassurance when they are entering potentially difficult situations. This is a positive outcome as it was one of the reasons why it was thought appropriate to introduce BWV in the first instance.
3.8	Management have found that the cameras have been useful in allowing them to review the way in which the CEOs respond to difficult/aggressive situations and identify opportunities for improvement.
3.9	Whilst no prosecutions have been made as a result of the images recorded, the Police have reviewed a number of recordings and interviewed the motorists involved.
4	AUDIT/MONITORING
4.1	The Audit Manager is responsible for ensuring that the data collected is both held and used in compliance with Data Protection Act principles. He also independently reviews the Incident Report for the Body Worn Cameras. He confirms that the cameras have only been used for valid reasons.
4.2	<p>To ensure that there is complete transparency in the way that the Council holds any images or data collected is held, it is recommended that Cabinet be asked to amend the existing adopted Procedure and Policy Guidelines for the use of Body worn Video by Enforcement Officers (copy of current policy attached at Appendix A) through the following addition:</p> <p>7.4 All data captured will be held, viewed, and stored in accordance with Data Protection Act principles. The data will be held in a secure location where the data can only be accessed and viewed by authorised personnel. The arrangements for both the storage of data and the use of BWV will be audited and reviewed by the Audit Manager and reported annually to Overview and Scrutiny Committee. It will be a disciplinary offence not to comply with Data Protection Act principles.</p>

5	FINANCIAL IMPLICATIONS
5.1	There are no financial implications arising from this report.
6	ACTION
6.1	Subject to this committee supporting the proposed addition to the Procedure and Policy guidelines set out in paragraph 4.2 then a further report will be taken to Cabinet to obtain approval for this addition.

Contact Details: Geoff Hislop, Civil Enforcement Manager (Parking),
x4427, geoff.hislop@hart.gov.uk

APPENDICES

Appendix A – Procedure and Policy Guidelines for the use of Body Worn Video by Enforcement Officers

Appendix B – Video Camera Incident Report

BACKGROUND PAPERS:

Cabinet Report - Surveillance Policy – 6 February 2014



HART DISTRICT COUNCIL

PROCEDURES AND POLICY GUIDELINES

FOR THE USE OF

BODY WORN VIDEO BY CIVIL
ENFORCEMENT OFFICERS



I. INTRODUCTION

- I.1 The purpose of this document is to set out the Council's Policy for the use of Body Worn Video (BWV) technology, and to enable employees to comply with relevant legislation relating to video recording. It also outlines the associated benefits to Civil Enforcement Officers (CEO) and the general public.
- I.2 It documents the best practice procedures that should be followed in terms of the integrity of data/images/video as well as its security and use.
- I.3 The use of BWV can provide a number of benefits, these include:
- a) Deterring acts of aggression against Council staff.
 - b) In the event of an incident, to provide evidence to support an internal or Police investigation.
 - c) Providing the ability to monitor a member of staff's response to acts of aggression and identify opportunities for improvement.
- I.4 BWV will not be used to gather evidence for parking enforcement purposes.
- I.5 This policy relates to the use BWV by trained CEOs, these cameras are not to be used by other Council staff.

2. LEGISLATIVE SUMMARY

- 2.1 The integrity of any video data recorded will be considered in accordance with following legislation:
- 2.2 Data Protection Act (DPA) 1998**
- 2.3 The Information commissioner' Office (ICO) is the regulator for the act and has given guidance with regards to CEO use of BWV equipment.
- 2.4 The DPA is legislation that regulates the processing of 'personal data' or 'sensitive personal data', whether processed on computer, CCTV, still camera or any other media.
- 2.5 Any recorded image that is aimed at or may identify a particular person or learning about their activities is described as 'personal data' and is covered by the DPA; this is therefore likely to include all images and speech captured using BWV.
- 2.6 The use of BWV described in this guidance is 'overt use'. BWV cameras might be small, but they are not to be worn or used in a hidden or covert manner. The District Council has a duty to:

- (i) Ensure that the use of BWV is widely advertised prior to commencement – To comply with this the council will issue a formal press release, place notices in all Council car parks and publish information on the Council's web site.
- (ii) Ensure that their use is reiterated by officers wearing it – To comply with this each CEO will prominently wear the BWV (normally on their chest) ensuring that its forward facing display is visible to anyone who is being recorded.
- (iii) Make a verbal announcement to those persons who may be recorded – The procedure for doing this is explained under the section which details on street operational guidance and best practice.

2.7 As a general rule, where an officer is in uniform and is clearly carrying or wearing a camera in operation with the recording light on and the display is forward facing to show the recording device is active, the ICO would consider that this condition has been satisfied.

3. Freedom of Information Act (FOIA) 2000

3.1 The FOIA grants a general right to access all types of recorded information held by public authorities, which may include digital images recorded by BWV. The act provides exemptions to the requirements. These include national security (section 24), investigations or proceedings (section 30), law enforcement (section 31) and personal information (section 40).

3.2 Section 40 refers to personal information. In cases where recordings of individuals have taken place either coincidentally or by intended conversations from either party, this evidence/recording is only to be seen by the person(s) recorded. Hart District Council must be satisfied that the person wishing to see the recording is the same person recorded. This should be done by viewing the recording and familiarising themselves with the person recorded.

4. Human Rights Acts 1998

4.1 The Human Rights Acts 1998 brings the European Convention on Human Rights (ECHR) into effect in domestic law.

4.2 Article 6 provides for the right to a fair trial. All images from BWV have the potential for use in court proceedings whether they provide information to the defence or prosecution; they must therefore be safeguarded by an audit trail the same way as any other evidence retained for court.

4.3 Article 8 is right to respect for private and family life, home and correspondence. Local authority and parking enforcement contractors are required to consider this article when dealing with recorded images, both in public and private. Recordings of persons in a public place are only public for those present at the time, so those situations are therefore still regarded as potentially private. Recorded conversations between members of the public should always be considered private. Users of BWV must consider this article when recording and must not record beyond what is necessary for recording a confrontational situation.

5. ON STREET OPERATIONAL GUIDANCE AND BEST PRACTICE

Training

- 5.1 Before being permitted to use BWV equipment, officers will receive training on its use. This training will include:
- How to deal with confrontational situations, and aggressive behaviour.
 - Practical use of equipment including on street operational guidance & best practice
 - When to commence and cease recording.
 - Health and Safety awareness
 - Legal implications of BWV, including, Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000, Equipment familiarisation, including: assembly, wearing, use, securing of images.

5.2 DAILY USE OF THE BODY WORN VIDEO CAMERA

General Principles

- 5.3 BWV will only be used in the event that a CEO finds themselves in a confrontational situation where they are subject to, or feel that they are likely to be subject to verbal or physical abuse.
- 5.4 Recordings will not be commenced until the CEO has issued a verbal warning of their intention to turn the BWV on.
- 5.5 Recordings will not be made whilst carrying out general patrolling duties.
- 5.6 All recordings will be securely held in accordance with agreed data protection procedures.
- 5.7 Access to recordings will be restricted to authorised personnel in the parking team and senior management responsible for the parking service.

6. PROCEDURE FOR THE USE OF BWV.

6.1 Start of shift procedure

Check BWV unit is fully functioning and that it has been cleared of all previous recordings (Enter details of BWV unit serial number, date and time in pocket note book).

6.2 Activate BWV and record daily sign on:

I am (CEO number)". "(Date & time).
"I will be working today in (Location/area). I am using a (camera/serial no.)".
Stop recording.

6.3 Recordings to be Incident Specific

Recording must be incident specific. The CEO must not indiscriminately record entire duties or patrols and must only use recording to capture video and audio at specific incidents. For the purposes of this guidance an "incident" is defined as:

1. An engagement with a member of the public which in the opinion of the CEO is confrontational and where the CEO believes that they may be subject to physical harm or aggressive/threatening behaviour; or
2. The CEO is approached by a member of the public in a manner that the CEO perceives is aggressive or threatening

6.4 Talk

At the commencement of any recording the CEO should, where practicable, make a verbal announcement to indicate why the recording has been activated. If possible this should include:

- * Date, time and location
- * Confirmation, where practicable, to those present that the incident is now being recorded using both video and audio

The purpose of issuing a verbal warning is to enable the member of the public to modify what would otherwise be regarded as unacceptable confrontational or aggressive/threatening behaviour. If however, at any time during an incident the CEO considers that the use of BWV or the issuing of a verbal warning with regard to the intention to activate the use of BWV is like to inflame a confrontational situation the CEO may use discretion to disengage from further discussion with the member of the public and withdraw from the incident.

6.5 Inform

Specific words for this announcement have not been prescribed in this guidance, but CEO's should use straightforward speech that can be easily understood by those present, such as, "I am wearing and using body worn video". Under normal circumstances the camera will not be activated again unless the CEO enters a potentially controversial conversation, or is threatened with verbal or physical abuse.

6.6 End

Before ending any recording, if circumstances allow then the CEO will state "The time is (time) and (name of road/location)" that the recording was made.

6.7 End of Shift

The CEO will be responsible for signing the BWV back in at the end of each shift, and for ensuring that the unit is placed on charge for the next day's operations. If a recording has been made then this will be highlighted in the signing in record.

7. STORAGE OF DATA VIDEO

- 7.1 All footage recorded by the CEO will be downloaded by the Civil Enforcement Manager or Supervisor.

- 7.2 Any recordings will be reviewed by the Civil Enforcement Manager or Supervisor, and a decision taken on whether further action is required. This could include, internal investigations or referral to the Police. All recorded data will be retained until all investigations have been completed or prosecution has taken place.
- 7.3 In the event that it is decided not to take further action then any recordings will be deleted after 31 days, (The software system will automatically prompt this function).

Body Worn Video Camera Incident Report

Date	Time	ID Number	CEO	Location	Incident	Outcome	Retention
16/04/2015	9.37	001	Unknown	N/A	Test	NFA	No
05/05/2015	8.23	002	116	N/A	Test	NFA	No
05/05/2015	8.48	003	118	N/A	Test	NFA	No
06/05/2015	8.25	004	116	N/A	Test	NFA	No
06/05/2015	9.18	005	116	Odiham High Street	Evidential / verbal abuse	Complaint made then dropped when told it was recorded	Yes
06/05/2015	10.04	006	116	N/A	Test	NFA	No
08/05/2012	09:53	007	118	Church Rd car park	Blue badge check	NFA	No
29/05/2015	14:41	008	118	Fleet Road	Abusive driver	NFA	Yes
05/06/2015	08:12	009	118	N/A	Test	NFA	No
06/06/2015	08:31	010	118	N/A	Test	NFA	No
11/07/2015	11:51	011	118	Blackwater Stn Car park	Driver dispute over PCN	Held for possible complaint	Yes
15/07/2015	13:51	012	118	Fleet Road	Blue Badge check driver refused, request to produce badge for inspection but then complied	NFA	No
31/07/2015	15:20	013	118	N/A	Camera on by mistake	NFA	No
31/07/2015	15:31	014	118	N/A	Camera on by mistake	NFA	No
02/08/2015	15:41	015	112	N/A	Camera on by mistake	NFA	No
20/08/2015	21:05	016	106	N/A	Camera set off by mistake	NFA	No
28/08/2015	10:30	017	118	Car park	Driver wanted information on how to challenge no verbal or physical threat	NFA	No
07/09/2015	13:44	018	118	Fleet Road	Driver disputed PCN	NFA	No
07/09/2015	21:01	019	116	N/A	Camera on by mistake	NFA	No
08/09/2015	11:23	020	118	Church road c/p	Driver disputed PCN	NFA	No
09/09/2015	10:36	021	112	Fleet Road	Driver disputed PCN	NFA	No
15/09/2015	12:58	022	118	Church Road	Driver disputed PCN	NFA	No
22/09/2015	08:39	023	111	Gables Road	Driver tried to driver at Officer	Insufficient evidence NFA	No
24/09/2015	19:10	024	112	Fleet Road	Camera used to prevent abusive language	NFA	No
25/09/2015	11:20	025	112	Fleet Road	Abusive driver	NFA	No
25/09/2015	14:33	026	118	Odiham High Street	Abusive driver	NFA	No
25/09/2015	14:34	027	118	Odiham High Street	Abusive driver	NFA	No
26/09/2015	11:40	028	118	Church Road car park	Challenge to PCN	NFA	No
01/10/2015	09:03	029	118	Glen Road Fleet	Driver taking photo's of Officer on Patrol Not happy with enforcement	NFA	No
01/10/2015	11:25	030	112	Fleet Road	Driver refused PCN	NFA	No
01/10/2015	15:24	031	118	Velmead Road	Driver challenging PCn on school zig zags	NFA	No
09/10/2015	10:59	032	118	BlackwaterCom Car park	Challenge to PCN	NFA	No
09/10/2015	10:59	033	118	Blackwater Com car park	Challenge to PCN over blue badge	NFA	No
09/10/2015	11:00	034	118	Blackwater Com car park	Driver disputed over warning given that camera was on witness confirms she did	NFA	No
04/11/2015	15:30	035	116	Oakwood school	Driver disputes PCN for Drop Kerb Resident requested	Held for possible complaint	Yes
04/11/2015	15:33	036	116	Oakwood school	Driver disputes PCN for Drop Kerb Resident requested	Held for possible complaint	Yes
06/11/2015	13:06	037	118	Fleet Road	Driver disputed PCN	NFA	No
11/11/2015	10:35	038	112	Hartley Wintney	Camera switched on by accident	NFA	No
12/11/2015	18:43	039	112	Vic Rd car park	Dispute with driver about purchasing a ticket	NFA	No
02/12/2015	17:23	040	116	Fleet Road	Driver in Disabled bay who moved on	NFA	No
04/12/2015	14:58	041	112	Odiham High Street	Driver loading in disabled bay	NFA	No
13/01/2016	08:45	042	116	Gally Hill Road	Threat from Driver	Info passed to Police	Yes
22/01/2016	11:13	043	112	Fleet Road	HCC abusive driver	Info passed to HCC	Yes
26/01/2016	15:23	044	112	Twesaldown School	Objection from parent about enforcement	NFA	Yes

PAPER C
Appendix B

28/01/2016	12:17	045	112	Fleet Road	Driver dispute over disabled bay use	NFA	No
02/02/2016	12:25	046	112	Fleet Road	Driver dispute over Disabled bay	NFA	No
04/02/2016	11:20	047	112	Fleet Road	Driver handed PCN back to Officer	NFA	Yes
12/02/2016	08:53	048	112	School lane Yateley	Abusive driver	Held for possible police action	Yes
12/02/2016	08:55	049	112	School Lane Yateley	Dangerous driving	Held for possible police action	Yes
14/02/2016	10:23	050	112	Church Road car park	Customer unhappy about Sunday charges	NFA	No
14/02/2016	12:11	051	112	Victoria Road	Abusive driver	NFA	No
16/02/2016	10:47	052	112	Clarence Road	Threatening driver	NFA	No
25/02/2016	15:27	053	112	School patrol	Aggressive driver	NFA	No
28/02/2016	09:25	054	116	Fleet Road	Restricted bus stop argumentative driver	NFA	No
03/03/2016	13:01	055	116	Hartley Wintney	Untaxed vehicle resident complaining	NFA	No
03/03/2016	13:01	056	112	Hartley Wintney	Untaxed vehicle resident complaining	NFA	No
26/03/2016	08:31	057	111	Fleet Road	Disabled bay Outside Subway Threat from Driver	Held for possible police action	Yes
26/03/2016	08:32	058	111	Vic Road	Driver Threat	Held for possible police action	Yes

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 19 APRIL 2016

TITLE OF REPORT: **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Report of: Joint Chief Executive

Cabinet Member: Councillor Stephen Parker, Leader

I PURPOSE OF REPORT

To inform the Committee of members' work in 2015/16 as representatives of the Council on outside bodies.

A summary of reports from the Council's representatives on external bodies for 2015/16 is attached for consideration as Appendix I.

2 OFFICER RECOMMENDATION

Members are requested to consider the effectiveness of current partnerships and external representation in meeting the Council's priorities, and to note the information.

Contact: Daryl Phillips, x4492, daryl.phillips@hart.gov.uk

APPENDICES

Appendix I – Summary of Reports from Representatives on Outside Bodies

HART REPRESENTATIVES ON OUTSIDE BODIES 2015/16

SUMMARY OF COMMENTS FROM REPRESENTATIVES - APRIL 2016

Outline of Organisation	Input from Representative	Benefit to Council	Comments
<p>Basingstoke Canal Joint Management Committee Management of the canal, its facilities, upkeep and infrastructure throughout Surrey and Hampshire</p>	<p>Meets three times a year. We are part of decision making process with voting rights.</p>	<p>Representation does strengthen partnerships with other riparian authorities, the two County Councils as well as Hart Parish Councils and commercial users. The canal is important both ecologically and as a leisure facility. Much of the work either carried out directly by the Canal Authority or commissioned from third parties provides valuable information in these areas. The work is led by the two County Councils, but there is plenty of opportunity for input from member representatives who have equal voting rights at the meetings.</p>	<p>As HDC and the Hart Parishes make a significant financial contribution, it is important that we are well represented. Continue.</p>
<p>Blackbushe Metals Liaison Panel To check environmental issues.</p>	<p>This Committee is called by HCC if and when necessary to check environment issues. It has not met this year to my knowledge.</p>		<p>Continue</p>
<p>Blackbushe Airport Consultative Committee Looks at complaints from the public on low flying aircraft and helicopters.</p>	<p>Meets twice a year. We are informed of and consulted on decisions.</p>	<p>We make sure that complaints are looked at and a satisfactory explanation given, as well as other issues.</p>	<p>Continue</p>

<p>Blackwater Valley Advisory Committee for Public Transport To liaise with the public transport operators on buses and trains, to oversee development, innovation and service to the community.</p>	<p>Meets 4 times a year. Informed and consulted with voting rights.</p>	<p>I have attended each meeting this year, and the progress has been good. SWT and Stagecoach buses have both attended and discussion has focused on bus improvements and station work. HCC and Surrey have also attended. Fleet Station work has nearly completed, with a number of revisions or additions added as a result of issues raised, including canopies and waiting room on London bound platform and significantly increased cycle parking. Still to be actioned are an additional London bound ticket machine, even more cycle storage (lockable), additional motorcycle parking, Smart car parking and EV charging point for taxis, all of which were raised at the last meeting. There has been discussion with Stagecoach regarding either a Frimley extension, or better interchange of timetable links, which will be looked at for the next timetable. For Fleet's buses timetables are to be revised and expected to improve punctuality significantly. Discussion about evening services to the station and to support night time economy, and for Sundays, are now being considered , though unlikely without extra funding. Focus will be given to Surrey working with Hart on cross border timetables and maps, as well as better integration of services.</p>	<p>If re-elected I will be Chairman next year and the quarterly meetings will be in Hart's offices - I hope additional members will be able to attend.</p>
---	---	--	--

<p>Blackwater Valley Recreation and Countryside Management Committee The organisation manages the canal, its facilities, upkeep and infrastructure throughout Surrey and Hampshire.</p>	<p>We are part of the decision making process with voting rights. Meets three times a year.</p>	<p>Representatives strengthen partnerships with other riparian authorities, Both County Councils and Hart’s parish councils and commercial users. The canal is important ecologically and as a leisure facility. The work is led by HCC although there is equal opportunity for input from member representatives. Much of the work either carried out directly by the canal authority or commissioned from third parties provides valuable facilities in these areas.</p>	<p>Continue.</p>
<p>Citizens Advice Hart CAB helps our residents with issues that include, legal, money and other problems by providing free, independent and confidential advice and by influencing policymakers. http://www.citizensadvice.org.uk/</p>	<p>Meets quarterly. Informed and consulted, no voting rights.</p>	<p>Representation strengthens the Council’s partnerships and provides Community leadership. The council learns about the issues that involve our population.</p>	<p>Hart DC is the largest grant funding supporter to Hart CAB and provides them with office space in Fleet and Yateley. Continue.</p>
<p>Crookham Almshouse Charity The charity “provides almshouse accommodation for poor persons of good character” who are inhabitants of the district of Hart , with preference for those resident in Crookham Village, Ewshot, Church Crookham, Pondtail, Courtmoor and Fleet West.</p>	<p>Meets twice a year. The Clerk, Chairman and Treasurer undertake the bulk of the day to day running of the Almshouses, relaying their decisions via email and at committee meetings. More significant decisions are made at committee. I have voting rights. I am involved in interviewing applicants when a unit becomes vacant.</p>	<p>Representation on this body provides an important link with a well established and long standing local charity which offers a helping hand to vulnerable people in our community. It enables a group of local trustees and Hart officers to work together to provide much needed housing in this part of the district, particularly as housing is so expensive here.</p>	<p>Council input is positive and should be continued.</p>

		<p>It provides a link between the local authority and a little piece of history. On a personal level, it gives me the opportunity to be directly involved (for instance in interviewing applicants for vacant units) and to make a positive contribution to the running of the almshouses.</p>	
<p>Farnborough Aerodrome Consultative Committee (FACC) The FACC is a body made up in thirds of representatives of; local authorities, community groups & airport users (businesses that make direct use of the Aerodrome). It is designed to act as a public forum to discuss issues of concern relating to the operations at the airfield.</p>	<p>The FACC meets 3 times per year. We are involved and consulted on decisions.</p> <p>(2) An opportunity to discuss issues and be informed about airfield operations.</p>	<p>The environmental impact of operations at Farnborough have a significant impact on residents living in Hart District. The FACC is the prime body for interacting with the owner/operator of the aerodrome and ensuring that issues relating to the operation of Farnborough as a Business Aviation aerodrome are fully aired in a public forum.</p> <p>We are informed and consulted on decisions and have voting rights.</p> <p>(2) The primary purpose is to provide information and involve local representatives in relation to airfield operations that have an impact on the local community. HDC is represented along with other local authorities, community groups and airport users.</p>	<p>It is important that Hart continues to send representatives to the FACC that represent the wards most directly impacted by the activity at this aerodrome.</p> <p>(2) Effective representation is important from the wards that are directly affected by airfield operations. Issues such as environmental impacts from the airfield are discussed. Significant knowledge and experience is gained from this body.</p>

<p>Fleet Pond Society Works in partnership with HDC to maintain and improve Fleet Pond</p>	<p>Usually meets monthly, but also other activities including working parties and educational visits. No voting rights but included on all discussions and kept informed on all issues.</p>	<p>Fleet Pond Society also funds and sponsors many of the important works on the SSI including construction, access, regeneration of plants etc. It also paid for the fish free zone to aid the clarification of the water.</p>	<p>Fleet Pond Society works together with the Environment Agency and without this partnership HDC would have difficulty maintaining the pond and nature reserve.</p>
<p>Hampshire Partnership (formerly Hampshire Senate) The Hampshire Senate is a voluntary partnership made up of the County Council leader, leaders of most of the Hampshire district councils, the Chairmen of Hampshire Police and Fire Authorities, and the Hampshire Primary Care Trust along with the Chairman of the Hampshire Association of Local Councils and representatives of the Hampshire Economic Partnership, Hampshire's Partnership Network, Voluntary and Community Sector, the Chairmen of Hampshire's Local Economic Partnerships and the Armed Forces. http://www3.hants.gov.uk/hampshire-senate.htm</p>	<p>Meets quarterly. This is mostly a consultation body; decisions are taken by constituent organisations. However, initiatives emanating from the Partnership have had some wide benefits, such as the Hampshire insulation scheme and the later energy switching scheme. No voting rights.</p>	<p>Benefits partnership, community leadership, We gain knowledge and experience and have input.</p>	<p>I recommend that membership continues.</p>

<p>Hampshire Police and Crime Panel The PCC was set up to monitor the performance of the Police and Crime Commissioner, to agree an annual policing plan and budget and to hold confirmation hearings for any appointment of a Chief Constable or Deputy. It has no role in overseeing the Chief Constable or Police Operations.</p>	<p>The Panel has expanded its role and holds hearings into such subjects as People Trafficking or Child Protection and invites a wide range of organisations to give evidence and opinions before producing a report. The Hampshire Panel is well regarded by the Government and has a more constructive relationship with the Commissioner than others. There have been five meetings during the year. Each of these has been a double meeting with a full morning meeting covering the statutory business of the Panel and a separate afternoon meeting for hearings on a specific topic. In addition I was a member of a small sub-committee which met twice with the budget manager to scrutinise the budget before it was approved by the full panel.</p>	<p>The Panel comprises of one member from each local authority in Hampshire, including the unitary ones of Portsmouth, Southampton, IOW and HCC. All members of equal standing irrespective of the size of the authority they represent. I have been part of all decision making and in March took part in confirmation hearings for Olivia Pinkney as the new Chief Constable.</p>	<p>It is important that Hart plays an active part in the work of the Hampshire Panel. If it did not, then policing resources would tend to be directed even more to the south of the county where problems are greater. Continue.</p>
<p>Hart Voluntary Action Provides services and support such as information, liaison, representation, development work and training for voluntary and community groups in the Hart District and surrounding areas. http://www.hartvolaction.org.uk/</p>	<p>Meets approx every two months. Informed and consulted, with voting rights.</p>	<p>Representation strengthens the Council's partnerships and provides leadership. They attend a number of our other meetings such as the Health and Wellbeing partnership and Over 55 Forum where their input is invaluable.</p>	<p>Hart provides grant funding and have KPIs to work to. Office accommodation is also provided.</p>

<p>HARAH (Hampshire Alliance for Rural Affordable Housing) Harah's aim is to build small groups of affordable homes in rural villages for local people, to enable people with strong local connections to a parish to remain or return there.</p>	<p>Quarterly. We have voting rights,</p>	<p>(2) HARAH has been instrumental in a number of local sites. Current ones due to complete shortly are Eversley and Rotherwick.</p>	<p>Representation on this body gives the Council good input into housing issues that may impact on our district and also helps to inform our local decision making process. Continue.</p>
<p>Inclusion Hampshire Inclusion Hampshire works to support disadvantaged young people across the district. They provide alternative education, motivational clubs and apprenticeships to young people who need support outside of the education system. They have strong links with the local schools and authorities. They are committed to maintaining and strengthening the best service to our young people and their families.</p>	<p>Meets approx every two months. Informed and consulted with voting rights. Our input on decisions is appreciated.</p>	<p>It strengthens the Council's partnership especially in provided education outside of the main education system for some of our most disadvantaged young people. We have KPIs in place to monitor performance and to demonstrate their value to the Council.</p>	<p>Hart DC provides grant funding and provides space for their Apex education centre in our offices. Continue.</p>
<p>LGA General Assembly (Annual) The LGA is a kind of trade union for local authorities, and as such lobbies on our behalf with government and others. It also runs briefing sessions and training which can benefit this council.</p>	<p>This is an annual event which met last year in Bournemouth; the 2015 event is in Harrogate. The LGA also run periodic (about bimonthly) Councillor Forums which keep members up to date with LGA activity.</p>	<p>The annual event is an opportunity for acquisition of greater and deeper knowledge, and is an opportunity to network with peer authorities, ministers and opposition spokesmen and others. The rest of the year it represents our interests in many areas, such as responding to legislation in progress through Parliament. A key example of the</p>	<p>This is possibly the most important body on which we need to be represented. Recent year benefits have included the lobbying of Government on the proposed changes to the New Homes Bonus,</p>

	<p>We have voting rights for the officers, and can nominate members for the various boards. I have this year been appointed a substitute member of the LGA Economy, Environment, Housing and Transport board which has met three times so far this LGA year (runs September to August).</p>	<p>tangible benefit to Hart is the changes to the government Settlement between consultation draft and final resulting in financial benefits totalling more than £400k in addition to the additional CT to £5 per band D.</p>	<p>and other legislation such as the Planning and Housing Bill. Membership of this body also provides other tangible benefits. It offers training opportunities for members and officers, and also offers the facilities of the Planning Advisory Service, which is assisting with Hart's Local Plan I recommend that Hart continues membership.</p>
<p>Local Government Association (HIOWLA) An association of local government bodies in Hampshire and the Isle of Wight. http://www.local.gov.uk/</p>	<p>Normally about quarterly. The representative has a vote for the Chairman, and the Association discussed matters of common interest and hears guest speakers. HIOWLGA has been active in promoting the Devolution agenda in Hampshire , important for Hart going forward.</p>	<p>It facilitates working together with other authorities in a wide variety of matters, and was instrumental in starting the process which led to the current waste collection contract.</p>	<p>Recommend that membership continues.</p>

<p>District Councils' Network The District Councils' Network is a subset of the LGA concentrating on the needs of District Councils. It ensures that districts are not lost in the noise of counties and unitaries. http://districtcouncils.info/</p>	<p>Approximately quarterly. We have voting rights for the Chairman and officers. Meetings discuss proposals but most decisions are taken by officers of the Network. I have been appointed to the Executive Committee of DCN (now renamed the Members Board), and as a result we are informed, engaged and consulted on decisions and are part of the decision making process.</p>	<p>It gives us a say in the part of the LGS dedicated to districts. Benefits partnership, community leadership. We gain knowledge and experience and have input. A key example of the tangible benefit to Hart is the changes to the government Settlement between consultation draft and final resulting in financial benefits totalling more than £400k in addition to the additional CT to £5 per band D.</p>	<p>Recommend that membership continues.</p>
<p>North East Hampshire CPRE The CPRE seeks to use its national profile to 'enable people to recognise and enjoy the diverse natural environment by protecting exceptional countryside assets'. NE Hants branch is strongly represented in the Hartley Wintney and Winchfield areas.</p>	<p>The exec committee meets every 2 months (evenings) and planning sub-committee every month (daytime). The HDC representative is officially an Observer without voting rights. I am copied minutes of meetings via email.</p>	<p>HDC representation enables us to gauge and consider NE Hants CPRE committee opinion about issues affecting natural assets through our district - from fracking to Winchfield to Devolution. It also gives an opportunity to clarify the HDC position and actions in fuller context.</p>	<p>Representation from Hart is appreciated. There is no attendance from Rushmoor. Recommendation to continue.</p>
<p>North Hampshire Road Safety Council Promoting and encouraging road safety through campaigns and education</p>	<p>Meets quarterly. We are informed and consulted on decisions and have voting rights.</p>		<p>Continue</p>

<p>Project Integra Strategy Board Working in partnership with all the local councils in Hampshire to ensure a positive, combined approach to recycling (marketing, education and innovation).</p>	<p>Meets 4 times a year. There has been good attendance at all meetings. Informed and consulted with voting rights.</p>	<p>The group shared info on additional ways to improve recycling and add extra areas of recycling but agreed that at present no viable route for either PT Trays or Food waste was available without compromising current services. Also there a significant pressure on costs due to a collapse in glass pricing and others. For tetra pack cartons there is no viable outlet. The aim therefore is to increase current recycling through encouraging homeowners to use blue bins more - and discourage use of black bins for this.</p> <p>No major changes are planned to the overall approach for refuse. There is pressure on meeting recycling targets (Hart us one if the better performers in part thanks to AWBC). There is a HWRC focus on cost reduction including the current consultation, and potential for site closures and opening hours revisions. This could lead to site closures (HW) although that would be bad for Hart. Better could be extended weekend hours and possibly some weekday closing. Discussion on one joint working approach with Basingstoke and Deane for our contract re-tender (we have not yet announced our current contract renewal due to confidentiality). This could then be offered to other districts (as with our joint</p>	<p>Continue.</p>
--	---	---	------------------

		<p>procurement project) to yield further cost savings.</p> <p>There is a focus on getting changes to bottom ash numbers (the element of waste left over after it has been burnt for energy recovery) - inclusion if the waste weight is being pursued through MRS as this would increase our recycling number, as done elsewhere in Europe, but thus needs government approval.</p>	
<p>Sentinel Housing Association A major provider of Hart's affordable housing. It provides and manages most of our affordable housing.</p>	<p>Quarterly meetings. No voting rights but informed and consulted on decisions and part of the decision making process.</p>	<p>I have not been able to attend meetings as they are typically held when we have Council meetings. Phil Turner attends on behalf of the Council. Membership enables us to influence decisions. It promotes a strong partnership between Hart and Sentinel which has developed over many years.</p>	<p>Sentinel are undergoing a board change and are seeking to remove Council input from their board. We are resisting this but at the same time are trying to forge stronger links outside of formal board meetings.</p>
<p>South East England Councils (SEEC) SEEC was established in April 2009 to promote the views and interests of local government in our area. http://www.secouncils.gov.uk/</p>	<p>Meets quarterly. I have been appointed to the Executive Committee of SEEC, and as a result we are informed, engaged and consulted on decisions and are part of the decision making process.</p>	<p>Benefits partnership, community leadership. We gain knowledge and experience and have input.</p>	<p>This is a key channel of influence in cooperation with sister authorities. Recommend that membership continues.</p>
<p>Thames Basin Heaths – Joint Strategic Partnership</p>	<p>There have been two meetings this municipal year (both were very useful). There have also</p>	<p>Working with other local authorities to find a common solution to a shared problem is a very effective form of</p>	<p>This is a very important body and the Council should continue to send</p>

<p>Body made up of representatives from 13 Local Authorities whose potential for housing development is affected by proximity to the TBH Special Protection Area (SPA). Purpose is to co-ordinate a joint approach to the provision of SANGs and habitats monitoring.</p>	<p>been a number of working party meetings relating to how the JSPB should conduct surveys to determine the efficiency of SANGs in which I have been active.</p>	<p>partnership working. We are able to influence the policies towards the SPA and in particular in relation to SANG provision. I feel able to contribute significantly to the work of the JSP and am proud to have played a part in what the JSP has able to achieve. (2) The SPA has a huge impact on this Council particularly in Planning. We need to ensure that all opportunities to influence how the SPA develops are grasped.</p>	<p>a committed representative who will actively partake in the business of the JSP.</p>
<p>Thames Basin Heaths – Strategic Access Management and Monitoring Board This is the body tasked with monitoring the use made by communities of SPA land which may have a deleterious effect on the ecology.</p>		<p>The SPA has a huge impact on this council particularly in Planning. We need to ensure that all opportunities to influence how the SPA develops are grasped.</p>	<p>Recommendation to continue.</p>
<p>The Vine Day Centre The Vine Day Centre is a charity which provides shelter and learning facilities to those over 25 years old in the District (across Rushmoor as well).</p>	<p>I am a Board Trustee and help to define the strategy for the organisation. We meet as a Board of Trustees minimum of every two months. We are informed and consulted on decisions and have voting rights.</p>	<p>The Vine Day Centre is the only charity which provides shelter and learning facilities to those over 25 years old in the District (across Rushmoor as well).</p>	<p>We as a Council contributed funds to the Vine (as does Rushmoor) to provide these services.</p>

(2) Indicates second or reserve member's comments

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 19 APRIL 2016

TITLE OF REPORT: REVIEW OF THE WORK OF OVERVIEW AND SCRUTINY COMMITTEE OVER THE PAST YEAR 2015/2016

Report of: Joint Chief Executive

1 PURPOSE OF REPORT

1.1 To review the work of Overview and Scrutiny Committee over the past year 2015/2016

2 OFFICER RECOMMENDATION

2.1 That Members note the report and the subsequent actions taken.

3 WHAT IS OVERVIEW AND SCRUTINY?

3.1 All local authorities operating a Cabinet and Scrutiny model have a Cabinet made up of the Leader of the Council and up to nine other members. All executive decisions (ie those needed to implement the Policy Framework and Budget approved by the County Council) are taken by the Cabinet.

3.2 Overview and Scrutiny bodies are not “decision making” bodies but are bodies which monitor and influence those that are. The Overview and Scrutiny role, carried out by non-Cabinet members, is designed to support the work of the Council in the following ways:

- Reviewing and scrutinising decisions taken by the Cabinet (as acting as a “critical friend”)
- Considering aspects of the Council’s performance
- Assisting in research, policy review and development
- Involving itself with external organisations operating in the District to ensure that the interests of local people are enhanced by collaborative working
- Providing a means of involving the communities in the Council’s work

The Committee reviews and scrutinises decisions made or actions proposed in connection with the Council functions, including that of budget monitoring and service delivery.

Service Panels that comprise Lead Service Portfolio Holders and a small number of O&S members are appointed to look in depth at particular issues and their recommendations, which may suggest a change in policy or service provision. These are submitted to O&S for consideration and onward recommendation is appropriate.

4 REVIEW OF 2015-2016 AND THE ACTIONS TAKEN

4.1 Regular reports -

Quarterly performance/budget monitoring /RIPA/Flooding

4.2 Regular annual one off reports -

Treasury Management/2014/15 Outturn Position/MTFS/Draft Budget /Service Plans

4.3 Portfolio Holder Reports

July 2015 - Councillor Stephen Parker, Leader and Portfolio holder for Planning with focus on the Local Plan, updated the meeting on current progress and future initiatives.

September 2015 - Councillor Mike Morris, Portfolio Holder for Town and Village Regeneration, updated the meeting on current progress and future initiatives.

November 2015 - Councillor Steve Forster, Portfolio Holder for Environment and Technical Services reported on his portfolio which included;

- Incentivising the use of wheeled bins for garden waste as this could reduce overheads, reduce the risk of health and safety issues and improve quality of service to residents.
- Meeting with businesses next week to consider opportunities for business parking permits
- Due to inappropriate use/abuse of blue badges or disabled spaces with over 400 cases established this year so far, a press release tomorrow will warn that the Council will continue to focus on this issue and prioritise enforcement of this.
- Street cleaning is currently enhanced to manage the large leaf falls now occurring.
- A new flooding officer has now started, and the Council is being very proactive in dealing with the issues in Hook and Fleet
- There are a range of eco initiatives such as the photovoltaic cells on the roof of the civic offices and improved lighting which will reduce our carbon footprint.
- South West Trains Stakeholder Consultation was published

December 2015 - Councillor Ken Crookes, Portfolio Holder for Economic Development and Corporate Finance, gave an overview of his portfolio. Issues reported include the start of the budget process (Hart is waiting to find out the extent of the government grant), progress on the new leisure centre, economic development and helping local businesses.

January 2015

Councillor Kennett, Portfolio Holder for Regulatory Services, updated members on his Regulatory Services Portfolio which includes Planning (Development Control), Community Safety, Environmental Health, Dog Warden Services, Licensing and Building Control. There have been challenges around recruitment in particular to the Planning Team.

Councillor Kennett answered questions regarding the recent review of pest control, the review of development control and food and hygiene inspections as well as our continued relationship with community safety through the partnership.

March 2016

Councillor Dr Crampton updated members on her Community Wellbeing Portfolio which includes Leisure and Countryside Services. Updates included: the new Leisure Centre progress, work at Fleet Pond and Hazeley Heath, projects in schools and work on the Health and Wellbeing Partnership Board and Strategy.

Members were particularly interested in the news of a Yateley doctor's surgery trialling opening 8am to 8pm, seven days a week, the monitoring of the no smoking in play areas initiative, and the work of Fleet Hospital.

4.4 Individual Items of Note

4.4.1 June 2015

PROJECT INTEGRA ACTION PLAN - The Project Integra Action Plan 2015-2018 and the Constitution was reviewed prior to submission to Cabinet. The Committee warmly received the paper and wanted Cabinet to encourage all schools to engage with this programme noting it may require further resources.

REVIEW OF HART'S WASTE SERVICE - Members were updated on the performance of Hart's waste and recycling service and discussed recycling rates, what items are recyclable, charges for bins, as well as feedback of the recent leaflets sent to all residents.

4.4.2 July 2015

PROCURING A NEW LEISURE CENTRE – AND FUTURE SERVICE PROVIDER - OPTIONS AND CHOICES - Members were asked to consider the information and to recommend to Cabinet the construction of the proposed new Hart Leisure Centre and the outsourcing of the operation of this new centre and the Council's existing leisure centres.

4.4.3 September 2015

CREATION OF TASK AND FINISH GROUPS - Members considered the opportunities to gain greater outcomes from the Overview and Scrutiny function by the creation of Task and Finish Groups. It was recognised that these would be Member led Groups with Officer support and that it was envisaged that there would be approximately 1 or 2 a year. There was a need to ensure that in setting up a Group clear objectives were identified and timeframes against which to report back should be set. It was agreed that any Group would work in the context of Corporate Plan objectives although this did not preclude the scrutiny of other issues where they raised more than local significance.

4.4.4 December 2015

WHEELED BIN PRICES AND REPLACEMENT BIN POLICY - Members were asked to approve the revised wheeled bin prices. The Discussion focussed around benefits of reducing prices and comparison of charges with other authorities. After

consideration it was agreed that there would be an amendment of prices for purchase of one refuse and one recycling bin - 140L £65, 240L £65. For new properties the prices would be 140L £72, 240L £90.

EVENTS POLICY FOR WASTE AND RECYCLING COLLECTIONS

Members considered the policy in relation to providing waste and recycling collections for events within the district. Members' discussion included what events would be eligible for free waste and recycling collections. Members supported implementation of the policy on the understanding that, officers notify the event organisers of the changes at the earliest opportunity, and the reference to Veolia Trust in Appendix I was removed.

4.4.5 January 2016

MANAGEMENT OF THE JOINT WASTE CONTRACT 2018 ONWARDS -

Members were updated on the options for extending / retendering of the joint Basingstoke/Hart Waste Contract before consideration by Cabinet. The following comments be past to Cabinet when considering the approach moving forward;

- that there may be wider economies of scale if we were to work with other local authorities
- that the Council may wish to consider the opportunities with regard to the existing depot, if this were to be excluded from the specification moving forward.

IMPLICATIONS OF GOVERNMENT CHANGES ON AFFORDABLE HOUSING

POLICY - The report prepared by Officers outlined the impact of the government's Emergency Budget announcement regarding Registered Providers reducing rents by 1% a year and associated implications for affordable housing in Hart.

THE PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT:

ENGLAND 2016 TO 2017 AND FUTURE YEARS - Members were informed of the likely broader financial position, to enable the budget report to be considered within this context.

JOINT PROCUREMENT OF SERVICES - Committee was consulted On and comments sought on a report that was to be submitted to Cabinet, regarding the potential commissioning of a range of services, including both 'soft services' including revenues and benefits and a range of 'back office services' (Lot 1) and 'hard services' such as Facilities Management, Property and Car Parks (Lot 2).

4.4.6 February 2016

EDUCATION PROVISION - Mark Saunders of the Strategic Planning Unit, Hampshire County Council, accompanied by Richard Vaughan, Deputy Head of Strategic Development, HCC, updated members on future education provision in the district, covering school place planning, capacities and surplus, capital programme, new school places, explanations of the forecasting models for primary and secondary places and the proposed extension of Robert Mays school. Members were particularly interested in the forecasting of yields from new developments - in Hart and a number of other areas in Hampshire there is evidence emerging of larger development yielding ie for every 2 bed property and above 0.3 children would be expected to come from each property, eg 100 houses built would yield around 30

children. In Hart this yield was proving to be higher, resulting in more school places needed.

REVIEW OF DEVELOPMENT CONTROL

In June 2015 the Committee had amended its work programme to include a review on Planning performance, what are the development control procedures and the way we engage with customers. Overview and Scrutiny Committee considered the report of a review carried out into the development control service.

Members considered the following issues highlighted in the review:

- The difficulties of recruitment and retention of Planning staff
- Pre-application advice - costs and benefits to the Council and users
- Parish involvement
- Parish training
- Agents' forum and feedback
- Planning Training for Councillors (1st June)
- Planning Working Group

Members asked that notes from the Agents' forum be circulated to enable consideration of the issues of pre-application advice. The report was noted and the proposed Action Plan endorsed.

4.4.7 March 2016

REVIEW OF THE WITHDRAWN HOUSING OPTIONS CONSULTATION

Members reviewed the report on the withdrawn Housing Options Consultation. The Chairman introduced his paper and thanked members of the working group for their involvement. Members agreed that the recommendations reflected the Committee's discussions and findings of the working group. Some issues of clarity were highlighted and it was agreed additional wording would be inserted when the paper was presented to Cabinet.

After discussion Members agreed that there had been a number of errors. Adoption of good practices would help, but that human error could only be mitigated and not always eradicated completely. Members hoped that all of the recommendations taken together would substantially reduce the risk of this happening again.

Assurances were given that none of the parties involved (i.e. the Leader, the Joint Chief Executives, and the Planning Policy Team) had any knowledge of the responses to the consultation. No analysis or assessment of the responses had been done of the 4000+ responses received up to the stopping point of the consultation, before or since.

Members agreed the resolutions for onward consideration at Cabinet, and agreed that an update would be added to the work programme.

RESOLVED

- I Cabinet should consider whether the Council should adopt a code of practice to guide how future consultation exercises are undertaken. As an interim, the Joint Chief Executives to draw up and communicate to all officers clear guidance about how to conduct a consultation.

- 2 Staffing Committee should review the current Council structure to ensure that we have sufficient senior management support particularly at a time when the Council is undertaking significant projects and other areas of work. Post meeting note: This item would be considered at the Staffing Committee meeting scheduled for 17 March 2016.
- 3 The Joint Chief Executives should take a view on whether any training, capability or disciplinary action should be taken in respect of the findings of this report.

5 ACTION

No further action is required by Overview and Scrutiny Committee as any outstanding follow ups will be incorporated into the 2016/2017 Overview and Scrutiny Work Programme

To enable Council to consider the work of the Overview and Scrutiny Committee this report will be presented to Council on 28 April 2016.

Contact Details: Daryl Phillips, x 4492, daryl.phillips@hart.gov.uk

CABINET

KEY DECISIONS/ WORK PROGRAMME AND EXECUTIVE DECISIONS MADE

June 2016

Cabinet is required to publish its Key Decisions and forward work programme to inform the public of issues on which it intends to make policy or decisions. The Overview and Scrutiny Committee also notes the Programme, which is subject to regular revision.

Report Title	Ref (Note 1)	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y?	Cabinet Member (Note 2)	Service (Note 3)
Budget Monitoring	Quarterly	Quarterly Budget Monitoring	June 16			KC	F
Food Safety Service Plan	Annual	For approval	June 16			JK	RS
Shared Building Control	Feb 16	Approval for proposed updated fees and charges	Mar 16	June 16		JK	RS
Outside Bodies	Annual	To confirm representatives on Outside Bodies	June 16			L	CX
Medium Term Financial Forecast	Feb 16	Updated for consideration. To include scenario testing.	July 16			KC	F
Revenue and Capital Outturn 2014/15	Annual	Report on outturn.	July 16			KC	F
Treasury Management Outturn	Annual	Report on outturn.	July 16			KC	F
Ecology and Countryside Capital Works Programme 2016-2019	Oct 16	For approval	Jan 16	July 16	Y	AC	L&EP
Establishment of a Local Housing Company	Oct 15	Update on the formation of a local housing company.	Feb 16	July 16		SG	H
Concessions and Grants	Mar 16	Review of policies on support provided by the Council for voluntary/charitable groups	July 16			L	CX

PAPER F

Report Title	Ref (Note 1)	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y?	Cabinet Member (Note 2)	Service (Note 3)
Council Tax Reduction Scheme	Feb 16	To consider the continuation of the scheme and options for the scheme to inform 2017/18 budget setting	July 16				
SANG: Identifying Provision and Priorities	Dec 15	Report for consideration	Feb 16	Aug 16		SP	PP
Car Parking Maintenance Review	Dec 15	Overview of how we are maintaining our car parks and how we effectively make use of our resources	Mar 16	Sept 16		MM	TS&EM
Pay on Exit parking	May 15	Report from Task and Finish Group with recommendations.	July 15	Sept 16	Y	MM	TS&EM
Disabled Blue Badges	Feb 16	Report on issues of blue badge charging	July 16	Sept 16		MM	TS&EM
On Street Parking	Mar 16	Review of residents parking and on street parking.	Sept 16			MM	TS&EM
Treasury Management Strategy	Annual	Update	Feb 17			KC	F
2016/17 Revenue Budget, Capital Programme and Council Tax Proposals	Annual	Approval. Recommendation to Council.	Feb 17			KC	F
Service Plans	Annual	Service Plans 2017/18	April 17			BB	All
Odiham Neighbourhood Plan	Nov 15	Response to submission documents	TBC			SP	PP
Rotherwick Neighbourhood Plan	April 16	Response to submission documents	TBC			SP	PP
Winchfield Neighbourhood Plan	April 16	Response to submission documents	TBC			SP	PP
Local Plan	Mar 16	Approval of Draft Local Plan for consultation	TBC			SP	PP
Public Transport	Mar 16	Opportunities for increasing public transport	TBC (End 17)			SF	TS&EM
Devolution	Mar 16	Hampshire Devolution - progress/ approval	TBC			L	CX

Notes:

- 1 Date added to Programme
- 2 Cabinet Members
 - L – Leader & Planning Policy (SP)
 - KC Economic Development
- 3 Service:
 - JCX Joint Chief Executive
 - CS Community Safety
 - F Finance
 - SLS Shared Legal Services
 - BB Corporate Services
 - SG Housing
 - HS Housing Services
 - CCS Corporate & Customer Services
 - PP Planning Policy
 - MO Monitoring Officer
 - AC Community Wellbeing
 - JK Regulatory Services
 - RS Regulatory Services
 - L&EP Leisure and Environmental Promotion
 - TS &EM Technical Services and Environmental Maintenance
 - SF Environment
 - MM Town Regeneration

EXECUTIVE DECISIONS

None

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – April 2016

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
Body Worn Video	Annual monitoring	April 16		Report	Environment & Technical Services
Outside Bodies	Reports from Representatives on Outside Bodies	April 16		Report	Joint Chief Executive
RIPA	Quarterly Update	April 16 July 16 Nov 16 Jan 17		Report	Monitoring Officer
Flooding	Notes from twice yearly meeting of Agencies	April 16 Oct 16		Minutes	Environmental and Technical Services
Annual Review	Preparation of Chairman's end of year report from Committee to full Council on the work of the Committee 2015/16	April 16		Discussion	Committee
Disabled Blue Badge	Report on issues of blue badge charging	Jan 16	June 16	Report	Environment & Technical Services
2015/16 Performance Information – Annual Outturn	Annual update	June 16		Report	Performance and Innovation Officer
Medium Term Financial Forecast	Annual forecast	June 16		Report	Head of Finance
Leisure Capital Works Programme	Consideration of funding release for capital works	June 16		Report	Leisure & Environmental Promotion
Crime and Disorder Scrutiny	Annual meeting	Mar 16	June 16	Report	Community Safety

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – April 2016

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
Nominations to Service Boards	Member nominations	June 16			Chairman O&S Committee
Council Tax Reduction Scheme	To consider continuation and options	July 16		Report	Head of Finance
2014/15 Budget Outturn	Annual	July 16		Report	Head of Finance
Establishment of local Housing Company	Update on formation of a local housing company	July 16		Report	Head of Housing
Refined Housing Options	Update on actions taken in response to review of withdrawn Housing Options Consultation	July 16		Report	Joint Chief Executive
Quarterly Budget Monitoring	Quarterly update	Aug 16 Oct 16 Feb 17		Report	Head of Finance
Performance Information	Quarterly highlight reports.	Aug 16 Dec 16 Feb 17		Report	Performance and Innovation Officer
Medium Term Financial Outlook	To consider the medium term financial position	Oct 16		Report	Head of Finance
Treasury Management Strategy	Report setting out the treasury management strategy for the council	Annual	Jan 17	Report	Head of Finance
Draft Budget 2016/17	Report	Annual	Jan 17	Report	Head of Finance
Portfolio Holders	Councillors to attend: 21 July Stephen Parker 15 September Mike Morris				

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – April 2016

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
	20 October Stephen Gorys (apols) 17 November Steve Forster 15 December Ken Crookes 19 January 2016 John Kennett 16 February Brian Burchfield (apols) 15 March Anne Crampton				
Markets Across Hart	Task and Finish Group - Councillors Makepeace-Browne and Wheale to lead.	TBC			
Procurement Process	Report	TBC			Joint Chief Executive
Ecology and Countryside Capital Works Programme 2016-19	To consider the proposed Capital Works Programme	Dec 15	TBC	Report	Head of Leisure & Environmental Promotion
Service Plans	Draft Service Plans 2017/18	Mar 17		Report	Joint Chief Executive

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: 19 April 2016 at 7pm

Place: Committee Room 1, Civic Offices, Fleet

Present:

COUNCILLORS

Clarke (Vice Chairman)

Axam, Crisp, Dickens, Gray, Makepeace-Browne, Renshaw

Officers:

John Elson Head of Environment and Technical Services
Geoff Hislop Civil Enforcement Manager (Parking)

I 15 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 15 March 2016 were confirmed and signed as a correct record.

I 16 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Bailey and Wheale. The Vice Chairman, Councillor Clarke, took the Chair.

I 17 CHAIRMAN'S ANNOUNCEMENTS

None.

I 18 DECLARATIONS OF INTEREST

None declared.

I 19 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

I 20 FEEDBACK FROM SERVICE BOARDS

Housing Services - Councillor Axam praised the service and its management.

Environment and Technical Services – Councillor Axam updated the committee on the discussions at the last service board meetings.

Cllr Axam also questioned the current format of the meetings and the lack of attendance at service boards generally and confirmed that he had written to the Chairman on this issue.

I21 MULTI AGENCY FLOODING MEETING

Members considered the minutes of the Multi Agency Flooding Meeting held on 21 March 2016. Members expressed concern that Agencies did not seem to take appropriate responsibility for delivering actions, resulting in frustration in some areas particularly prone to flooding. It was agreed that the Committee would consider the structure of these meetings later in the year.

The minutes were noted.

I22 REGULATION OF INVESTIGATORY POWERS (RIPA) – QUARTERLY UPDATE

There had been no further use of the RIPA provisions (Covert Surveillance Policy) since the report to Overview and Scrutiny in April 2013.

I23 ANNUAL UPDATE ON USE OF BODY WORN VIDEO

Members were updated on the instances of use of Body Worn Video (BWV). The Civil Enforcement Manager (Parking) explained how the cameras had been used over the last 12 months. Members discussed uses of the cameras, and agreed the additional wording in the Policy.

RESOLVED

- 1 That the report be noted.
- 2 That Cabinet be asked to include the following wording at the end of the existing adopted Procedure and Policy Guidelines for the use of Body Worn Video by Enforcement Officers:
 - 7.4 All data captured will be held, viewed, and stored in accordance with Data Protection Act principles. The data will be held in a secure location where the data can only be accessed and viewed by authorised personnel. The arrangements for both the storage of data and the use of BWV will be audited and reviewed by the Audit Manager and reported annually to Overview and Scrutiny Committee. It will be a disciplinary offence not to comply with Data Protection Act principles.

I24 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

The Committee were informed of members' work in 2015/16 as representatives of the Council on outside bodies. Members considered the effectiveness of current partnerships and external representation in meeting the Council's priorities.

RESOLVED

That the information be noted.

I25 REVIEW OF THE WORK OF OVERVIEW AND SCRUTINY COMMITTEE OVER THE PAST YEAR 2015/2016

The Committee reviewed the work of Overview and Scrutiny Committee over the past year 2015/2016.

RESOLVED

Members noted the report and the subsequent actions taken.

I26 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered.

I27 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Work Programme was considered and amended to include:

- A review of the Service Boards
- Consideration of structure of Multi Agency Flooding meetings - October

The meeting closed at: 8:15 pm