

## Notice of Meeting

# Overview & Scrutiny Committee

**Date:** Wednesday, 18 February 2015

**Time:** 17:30

**Venue:** Conference Room 1, (Beech Hurst), Beech Hurst, Weyhill Road,  
Andover, Hampshire, SP10 3AJ

**For further information or enquiries please contact:**

Christine Hastings - **01264 368007**

email [chastings@testvalley.gov.uk](mailto:chastings@testvalley.gov.uk)

**Legal and Democratic Service**

Test Valley Borough Council,  
Beech Hurst, Weyhill Road,  
Andover, Hampshire,  
SP10 3AJ

[www.testvalley.gov.uk](http://www.testvalley.gov.uk)

The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

**PUBLIC PARTICIPATION SCHEME**

*If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.*

## Membership of Overview & Scrutiny Committee

<b>MEMBER</b>		<b>WARD</b>
Councillor C Lynn	Chairman	Winton
Councillor P North	Vice Chairman	Alamein
Councillor I Andersen		St.Mary's
Councillor G Bailey		Blackwater
Councillor D Baverstock		Cupernham
Councillor K Bird		St.Mary's
Councillor C Borg-Neal		Harroway
Councillor P Bundy		Chilworth, Nursling & Rownhams
Councillor E Charnley		Penton Bellinger
Councillor C Dowden		North Baddesley
Councillor B Few Brown		Amport
Councillor A Finlay		Chilworth, Nursling & Rownhams
Councillor K Hamilton		Harroway
Councillor B Page		Harroway
Councillor I Robin		Millway
Councillor K Tilling		Valley Park
Councillor J Whiteley		Alamein

# Overview & Scrutiny Committee

Wednesday, 18 February 2015

## AGENDA

The order of these items may change as a result of members of the public wishing to speak

- 1 Apologies
- 2 Public Participation
- 3 Declarations of Interest
- 4 Urgent Items
- 5 Minutes of the meeting held on 21 January 2015
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 **Community Safety Review Scoping** 5 - 7  
To consider the draft template  
Lead Members, Councillor Bundy (15 minutes)
- 9 **Romsey Future** 8 - 8  
A verbal update to inform Members on the progress of the Romsey Future Project  
Verbal update by the Corporate Director (15 minutes)
- 10 **Overview and Scrutiny Committee Constitutional Review** 9 - 16  
To review the Cabinet decision with regard to the OSCOM Constitutional Review deferred from the previous meeting.  
Report by the Head of Legal and Democratic Services (30 minutes)

11 **Programme of Work for the Overview and Scrutiny Committee**

17 - 31

To enable Members to keep the Committee's future work programme under review (15 minutes)

## ITEM 8 Community Safety Review Scoping

Report of the Leader Member

(Portfolio: Communities & Leisure)

**Recommended that the Community Safety Review scoping template to be approved.**

**SUMMARY:**

- The Committee is requested to consider the draft scoping template agreed by the Task and Finish Panel and comment thereon.

Background Papers (Local Government Act 1972 Section 100D)

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	one		
Author:	Councillor Bundy	Ext:	8007
File Ref:			
Report to:	OSCOM	Date:	18 February 2015

**Annex**

**Test Valley Borough Council Overview & Scrutiny Committee  
Corporate Priority Review Template**

1	<p><b>Corporate Priority (may be more than one)</b></p> <p><i>Communities</i></p>
2	<p><b>Lead Member(s)</b></p> <p><i>Councillor Bundy</i></p>
3	<p><b>Portfolio Holder(s)</b></p> <p><i>Councillor Ward</i></p>
4	<p><b>Topic for Review</b></p> <p><i>The responsibilities of TVBC for Community Safety</i></p>
5	<p><b>Key Areas of Focus</b></p> <p><i>Organisation of the Community Safety Team and their roles Role of the Neighbourhood Wardens Public concerns Consideration of whether TVBC requires support in meeting public concerns</i></p>
6	<p><b>What will be developed or reviewed?</b></p> <p><i>Job descriptions of the Community Safety team and the Neighbourhood Wardens Any HCC surveys of Community Safety in Hampshire Records of incidents and any reports relating to Safety Team functions Skills and training needs</i></p>
7	<p><b>Rationale – Why now/why at all?</b></p> <p><i>Concern about the reduction of resources of TVBC and partners and the impact of this reduction on Community Safety in Test Valley</i></p>

8	<p><b>Anticipated Benefits to the Council of undertaking the Project</b></p> <p><i>To maintain and improve the public perception of a safe environment. To assure an effective and cohesive Community Safety function in Test Valley</i></p>
9	<p><b>Anticipated Benefits of achieving the Corporate Priority</b></p> <p><i>Satisfied residents who feel safer Improving the quality of life for residents Best use of available resources</i></p>
10	<p><b>Resource Implications</b></p> <p><i>Officer time to complete the review and subsequent officer time to implement the recommendations. Possible cost of data input from other agencies.</i></p>
11	<p><b>Are there any Partner Organisations involved in the Project?</b></p> <p><i>Hampshire Constabulary neighbourhood teams, HCC, Hampshire Fire &amp; Rescue, NHS Hampshire to establish boundaries with respect to responsibilities for community safety.</i></p>
12	<p><b>Does the Project require Public Involvement?</b></p> <p><i>No</i></p>
13	<p><b>Expected Outcomes: In 3 months (Progress or Full Report)</b></p> <p><i>Verbal update at 3 months Full report in 6 months</i></p>
14	<p><b>What do you want OSCOM to do now?</b></p> <p><i>Comment on the proposal and endorse the topic for review.</i></p>

**ITEM 9**

**Romsey Future**

Report of the Leader

**Recommended:**

**SUMMARY:**

- Verbal update to be delivered at the meeting

Background Papers (Local Government Act 1972 Section 100D)

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	-	File Ref:	
(Portfolio: Leader) Councillor Carr			
Officer:	A Ferrier	Ext:	8121
Report to:	Overview and Scrutiny Committee	Date:	18 February 2015



## ITEM 10 Overview & Scrutiny Committee Constitutional Review

Report of the Head of Legal & Democratic Services

(Portfolio: Corporate)

**Recommended that OSCOM consider Cabinet’s response and proposals in respect of those matters which Cabinet was asked to consider as follows:**

- 1. Having regard to the various considerations noted in the report and particularly the necessary consistency in decision-making which is promoted by the Strong Leader model, Cabinet proposes that there should be no change in the term of the Leader being for four years subject to a resolution from a motion of no confidence; and**
- 2. The Chairman of OSCOM is appointed by Council as set out in the Constitution. The chairman of OSCOM can be removed by Council following a motion of no confidence. It is proposed that in future the appointment of the chairman of OSCOM shall stand as a separate agenda item at Annual Council.**

**SUMMARY:**

- On 26 November 2014 Cabinet considered the attached report on the outcomes of the OSCOM task and finish panel recommendations.
- OSCOM considered the report at the meeting on 21 January 2015 but deferred the decision.
- The results of the round table discussion held on the matter on 10 February will be reported at the meeting.

Background Papers (Local Government Act 1972 Section 100D)

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	one		
Author:	Bill Lynds	Ext:	8401
File Ref:			
Report to:	OSCOM	Date:	18 February 2015

## Overview and Scrutiny Committee Constitutional Review

Report of the Corporate Portfolio Holder

### Recommended:

**That Cabinet have regard to the options set out in this report and determine how they wish to proceed.**

#### SUMMARY:

- On 18 June 2014 Cabinet resolved that the Head of Legal and Democratic Services report to Cabinet on the implications of Overview and Scrutiny Committee’s recommendations.
- This report develops the recommendations of the Overview and Scrutiny Committee Task and Finish Constitution Panel regarding both the appointment of the Chairman of Overview and Scrutiny Committee and the term of office of the Leader.
- The report advises that the current Constitutional arrangements are consistent with legal requirements and with all but 3 of the Hampshire Borough and District Councils.

### 1 Introduction

- 1.1 Overview and Scrutiny Committee (“OSCOM”) established a Task and Finish panel to review the Constitution and particularly to have regard to how appointments are made to committees.
- 1.2 OSCOM recommended to Cabinet that:
  - 1.2.1 “Consideration should be given by Cabinet to the appointment of the Leader for one year rather than four years.”
  - 1.2.2 “That Cabinet consider the appointment of the Chairman of OSCOM, by Members by ballot or simple vote.”
- 1.3 On 18 June 2014 Cabinet considered the recommendations of OSCOM and resolved that the Head of Legal and Democratic Services report to Cabinet on the implications of OSCOM recommendations regarding the term of office of the Leader and the process for the appointment of the Chairman of OSCOM.
- 1.4 This reports sets out the legislative background and current Constitutional arrangements and in addition notes the constitutional practice of other councils within Hampshire.

## **2 Background**

### **2.1 “Consideration should be given by Cabinet to the appointment of the Leader and the Cabinet Members for one year rather than four years.”**

2.1.1 The Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) required Councils to adopt one of two new styles of executive arrangements: the Leader and Cabinet model or the Mayor and Cabinet model (otherwise known as the “Strong Leader” model).

2.1.2 The Council conducted the required statutory public consultation after which these matters were set before Council.

2.1.3 On 9 September 2010 Council resolved that the Leader and Cabinet model was its preferred option and Council duly adopted that model with attendant alteration of the Constitution as required by the 2007 Act at a meeting of Special Council on 11 November 2010.

2.1.4 One such required alteration to the Constitution related to the term of office of the Leader under the 2007 Act. The term of office of the Leader for a “whole-council election” authority such as Test Valley Borough Council, was the term of membership of the Council, in short 4 years save that the Leader could be removed by resolution of Council.

2.1.5 The Localism Act 2011 now permits local authorities to make provisions for setting the term of office. Until Council does adopt new arrangements, the current legal framework remains. Consequently, the term of office of the Leader and removal by resolution continue in force.

2.1.6 OSCOM did not propose any argument in favour of changing the current arrangements, observing only:

“Although the present system works well, the Panel suggests that Cabinet now considers whether the election of the Leader should be for a term of one year or four.”

2.1.7 Of the eleven Hampshire Borough and District Councils, eight (including Test Valley Borough Council) operate under the Strong Leader model. Of the remaining three, Gosport Borough Council did not fall within the required criteria of the legislation and so was not then required to adopt one or other of the strong leader models. The remainder adopt annual election of the Leader. Hart District Council elects its Members by thirds, and so annual election aligns closely with changes in political control. New Forest District Council elects its Members every four years, but elects its Leader annually.

### **2.2 “That Cabinet consider the appointment of the Chairman of OSCOM, by Members by ballot or simple vote.”**

2.2.1 Section 21 of the Local Government Act 2000 required every local authority to have an overview and scrutiny committee. The purpose of overview and scrutiny committees is to hold the Executive to account, but also to undertake policy development and review, and to monitor and improve performance.

2.2.2 Since 2000, the role and authority of overview and scrutiny committee has been augmented by later legislation including the 2007 Act that introduced the “Councillor Call for Action”, and more recently the Localism Act 2011.

2.2.3 Part 1A of the Local Government Act 2000 requires that each local authority operating executive arrangements must provide arrangements for the appointment of an overview and scrutiny committee. Such a committee is a body to which the provisions of the Local Government Act 1972 apply and so it is for Council to decide upon the appointment of members to that committee. Council may choose to appoint a chairman directly or delegate such appointment to the committee by election from amongst the committee members.

2.2.4 The Constitution confirms Council’s power of appointment at Article 4 paragraph 4.02. The appointment of a chairman by Council is made explicit at Part 4- Overview and Scrutiny Procedure Rules- paragraph 6:

“Council in appointing members to the Overview and Scrutiny Committee(s) will also appoint a chairman and deputy chairman.”

2.2.5 Ten of the eleven Hampshire borough and district Councils (including Test Valley Borough Council), appoint the chairman of OSCOM at Annual Council. Rushmoor Borough Council does not operate a single overview and scrutiny committee, but rather allocates that function to each of five separate panels that consider specific functions of the Council. Each panel chairman is elected for a single municipal year by the members of the panel.

2.2.6 OSCOM opined that:

“Committees which require appointment under statute should have their chairmen appointed by fellow members, in a public forum. This may provide more transparency and a greater degree of democracy.”

### **3 Corporate Objectives and Priorities**

3.1 This report does not relate to a single corporate objective save that it is in the interests of the Council to give due regard to good governance.

### **4 Consultations/Communications**

4.1 Members were initially asked for their comments on the Constitution as a whole. There was a limited response. There has been no further consultation with regard to these specific matters which followed that consultation and which have been developed by the Task and Finish Panel.

4.2 The Corporate Portfolio Holder has been consulted. The view of the Portfolio Holder is that although there is always value in a thoughtful exercise regarding the governance of the Council, the current arrangements provide for clear strategy and clear decisions.

- 4.3 The Corporate Portfolio Holder notes that although OSCOM have merely invited consideration of these matters, the exercise is clear evidence of effective and considered scrutiny and consequently, chairmanship of the committee.

## **5 Options**

### **5.1 Leader's Term of Office:**

- 5.1.1 Cabinet might consider it appropriate to reduce the Leaders term of office to allow for annual election or otherwise.
- 5.1.2 Alternatively, Cabinet might consider that there is no change to the current constitutional arrangements which would assist the administration of council business or benefit the public interest or democratic process.
- 5.1.3 In the event that Cabinet considers that the Leader's term of office should be reduced to allow for annual election or otherwise, such consideration would necessarily require Council's approval.
- 5.1.4 Should Cabinet decide that there is no requirement for any such change, Cabinet may refer the issue to Council with an appropriate recommendation or take no further action.

### **5.2 The Appointment of the Chairman of OSCOM:**

- 5.2.1 Cabinet might consider it appropriate for the chairman of OSCOM to be elected from the members of OSCOM as proposed by the Task and Finish Panel.
- 5.2.2 Alternatively, Cabinet might consider election from within the committee to be without material benefit to the administration of the overview and scrutiny function.
- 5.2.3 In the event that Cabinet recommends that the chairman of OSCOM is elected by the members of OSCOM, Council would be required to approve such a change in the Constitution.
- 5.2.4 Should Cabinet decide that the current arrangements are appropriate for the discharge of the overview and scrutiny functions, Cabinet may nonetheless refer the question to Council or alternatively take no further action.

## **6 Option Appraisal**

- 6.1 There is no legal requirement to make any change in current arrangements either in respect of the Leader's term or the appointment of the chairman of OSCOM.

## 6.2 The Leader's term.

### Considerations in favour of retaining a 4 year term:

- 6.2.1 The 2007 Act intended to ensure stability and consistency in decision-making as well as transparency and accountability by ensuring that Leaders remained in office for a significant term. To that end the legislation expressly limited the circumstances in which a Leader might be removed.
- 6.2.2 There is no clear benefit to the administration of the Council or its business by a reduction in the term of office of the Leader. Limiting a Leader to a term of 12 months would leave little time for the Leader to achieve any significant improvements and would have the potential to promote political expediency over good business practice.
- 6.2.3 The potential for change in the Executive could promote equivocation and delay in decision-making around periods in which the Leader was seeking re-election. The progress of the Council in securing improvements for the benefit of the community would be delayed, if not wholly compromised.
- 6.2.4 To reduce the term of office, which was expressly provided in the 2007 Act and which was the subject of public consultation would appear to undermine the Strong Leader model and the democratic process which led to the Council's adoption of the Strong Leader model.
- 6.2.5 Unlike the requirements specified in the 2007 Act (which amended the Local Government Act 2000) which were mandatory and which were underpinned by public consultation, the Localism Act merely permits councils to amend these provisions.
- 6.2.6 As matters stand, the Constitution provides for the removal of the Leader by resolution. That express statutory requirement, and so the limitation imposed upon the removal of a Leader is repeated in the Localism Act. The removal of the Leader requires firstly, a motion supported in writing by at least one quarter of members of the Council. Thereafter the decision to remove is by majority, just as election is by majority. In both scenarios the Leader is accountable to, and supported or otherwise, by a majority of members.
- 6.2.7 Whilst it cannot be claimed categorically that the fact that a majority of local authorities in Hampshire have similar arrangements would alone justify maintaining the current arrangements, the absence of any change in the arrangements of neighbouring authorities might suggest the absence of any good reason to make those changes permitted by the Localism Act.

### Considerations in favour of annual elections of the Leader

- 6.2.8 In Council's where there is no overall control, it would be reasonable to consider the election of the Leader annually in order that the Council might exercise an effective check on Executive power which better reflected the division of political power within the Council.

- 6.2.9 Where political power is not clearly vested in one group, particularly in Councils which elect Members in thirds on an annual basis, and by which the political balance might easily change, it would be sensible to consider the appropriate Leader on an annual basis. By such consideration both political power in the Council and the Executive could then be aligned.
- 6.2.10 An annual election could be said to reinvigorate the democratic mandate of the Leader regardless of the uncertainties that may come with such an annual contest.
- 6.2.11 Moreover, it can be argued that annual election provides a check and balance on the Leader's activities by regularly re-emphasising his or her accountability to the Council as a whole.

### **6.3 The Appointment of the Chairman of OSCOM**

#### Considerations in favour of the appointment by Council

- 6.3.1 There is no legal requirement to make any change to the current arrangements.
- 6.3.2 OSCOM is a non-executive committee and as such a "Council" committee. It would follow that its appointment by Council is appropriate, and consistent with the appointment of other non-executive committees. It also follows that Council has the authority to revoke all such appointments.
- 6.3.3 The election of a chairman in committee guarantees no greater degree of transparency or independence.
- 6.3.4 There is no greater transparency in committee than in Annual Council at which all statutory committees are appointed before the public, and necessarily having regard to the non-executive nature of such committees. Annual Council is an event attended by all Members, notable individuals with an interest in the good governance of the Council and members of the public.
- 6.3.5 The custom and practice of many local authorities is to permit the political groups to reach agreement regarding particular membership of committees and their chairmanship. Consequently, even where chairmen are elected to office at the first meeting of the committee, the appointment has more often than not previously been discussed outside the committee room.

#### Considerations in favour of the appointment of a chairman by the committee

- 6.3.6 The election of a chairman by the committee would more closely reflect the views and opinions of the members of the committee, rather than of Council. Such a chairman might best represent the views of the committee when advocating the agenda of the committee and its findings.
- 6.3.7 The nature of the committee is to scrutinise particularly the leadership of the Council. To elect a member from within the committee would suggest a greater degree of independence from Cabinet members or those others outside the committee itself but who are nonetheless influential.



## 7 Risk Management

- 7.1 A risk assessment has been completed in accordance with the Council’s risk management methodology. There is no identified risk to the Council as a consequence of maintaining the current arrangements because the current Constitutional arrangements are consistent with the law and as illustrated by consideration of this report, ensure an effective overview and scrutiny function. In the event that the current term of office of the Leader was to change, and whilst it is arguable that there may then be some risk to the continuity of Council business as noted above, such a risk would not alone compel Council to necessarily reject such change.

## 8 Resource Implications

- 8.1 There are none save the requirement to amend the Constitution should Council eventually resolve to make those amendments to the Constitution as discussed in this report.

## 9 Legal Implications

- 9.1 The current constitutional arrangements are consistent with the law, as would be any of the changes proposed in the report. However, any changes to the Constitution will require the resolution of Council.

## 10 Conclusion and reasons for recommendation

- 10.1 Whilst there is no legal requirement for any change to either the term of office of the Leader, or the appointment of the chairman of OSCOM, Cabinet is required to give due consideration to the recommendations of OSCOM and by the consideration of this report discharges that duty.
- 10.2 The nature of the report is to inform the debate regarding those discrete matters referred by OSCOM to Cabinet. It is for Cabinet to consider how it wishes to respond to OSCOM.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	0	File Ref:	
(Portfolio: Corporate) Councillor Busk			
Officer:	Bill Lynds	Ext:	8401
Report to:	Cabinet	Date:	26 November 2014



**ITEM 11**

**Programme of Work for the  
Overview & Scrutiny Committee**

Report of Head of Administration

**Recommended:**

**The Committee is requested to:**

- 1. Review the outcomes on the work programme and recommendations update.**
- 2. Approve the future work programme.**

**SUMMARY:**

The purpose of this report is to enable members to keep the Committee's future work programme and recommendations update under review.

**1. Background**

- 1.1 The OSCOM Business Calendar is presented at Annex 1.
- 1.2 The OSCOM Work Programme is presented at Annex 2 for review and approval.
- 1.3 The OSCOM Recommendations Update is presented at Annex 3 for the Committee's review and comments.
- 1.4 The Cabinet Work Programme is attached at Annex 4 for the Committee to consider.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	4 (Annex 3 to follow)	File Ref:	
(Portfolio: Corporate) Councillor C Lynn			
Officer	Christine Hastings	Ext:	8007
Report to:	Overview & Scrutiny	Date:	18 February 2015

**OVERVIEW & SCRUTINY BUSINESS CALENDAR**

<b>FEBRUARY 2015</b>	<b>MARCH 2015</b>	<b>APRIL 2015</b>
Romsey Future Community Safety Scoping Template Revisions to Constitution (deferred)	Project Integra Affordable Housing Update Written Report Corporate Plan Update	Update on Council Tax Support (provisional) Draft OSCOM Annual Report
<b>MAY 2015</b>	<b>JUNE 2015</b>	<b>JULY 2015</b>
Andover Vision Update Final OSCOM Annual Report	Risk Management Annual Report Equalities Scheme (Written report only) Grants Review	Annual Review – Complaints Annual Review of Corporate Action Plan
<b>AUGUST 2015</b>	<b>SEPTEMBER 2015</b>	<b>OCTOBER 2015</b>
(No Meeting) Away Day (14 August 2015)	Members Training	Audit Annual Report
<b>NOVEMBER 2015</b>	<b>DECEMBER 2015</b>	<b>JANUARY 2016</b>
Report of the Budget Panel on Draft Fees and Charges Report of the Budget Panel on the Draft Budget		Budget Strategy Update Accommodation Review (written report only)

**OVERVIEW & SCRUTINY WORK PROGRAMME 2014/2015**

Date of Meeting	ITEM	*Scrutiny Indicator	Requested by	Purpose of Review (Responsible Officer/ Member)	Expected Outcome
<b>2014</b>					
18 Feb Andover	Romsey Future Update	4	Committee	To receive an update on progress <b>(Corporate Director)</b>	To consider progress to date
18 Feb	Community Safety Panel	3	Committee	To receive the draft scoping template <b>(Cllr Bundy)</b>	To comment and approve the scope of the review.
18 Feb	Revisions to the Constitution	3	Committee	To consider the proposed revisions <b>(Head of Legal and Democratic Services)</b>	To comment and make recommendations as appropriate
18 Mar Romsey	Affordable Housing Update	3	Committee	To receive an update on progress <b>(Head of Housing)</b>	To comment and make recommendations as appropriate
18 Mar	Corporate Plan	3	Committee	To received an update on the Plan (Corporate Director)	To comment and make recs as appropriate
18 Mar	Project Integra	3	Committee	To receive an update on the project <b>(Head of Project Integra, Chris Noble)</b>	To comment and make recommendations as appropriate
14 Apr Romsey	Council Tax Support Update (Provisional)	3		To receive an update on progress <b>(Head of Revenues)</b>	To comment and make recommendations as appropriate
14 Apr	Draft OSCOM Annual Report	2	Committee	Report of the Chairman and Lead Members <b>(Cllr Lynn)</b>	To comment on the draft report
27 May Andover	Andover Vision Update	3	Committee	To receive an update on progress <b>(Chief Executive)</b>	To comment and make recommendations as appropriate
27 May	Final OSCOM Annual Report	2	Committee	Report of the Chairman and Lead Members <b>(Cllr Lynn)</b>	To comment on the draft report
23 Jun Andover	Risk Management Annual Report	2	Committee	To consider the Annual Report <b>(Financial Services Manager)</b>	To comment on the report

\* Scrutiny Indicator Key:


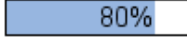


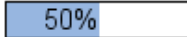
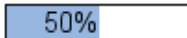

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Security
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Test Valley Borough Council – Overview and Scrutiny Committee – 18 February 2015






Date of Meeting	ITEM	*Scrutiny Indicator	Requested by	Purpose of Review (Responsible Officer/ Member)	Expected Outcome
22 Jul Romsey	Annual Review of Corporate Action Plan	2	Committee	To receive an update on the Key Performance Indicators <b>(Performance Manager)</b>	To consider and make recommendations as appropriate
22 Jul	Annual Review – Complaints	2	Officers	To review the complaints received <b>(Complaints and Improvement Officer)</b>	To consider and make recommendations as appropriate
9 Sept Romsey	Member Training	2	Committee	To consider the recommendations of the away day	Recommend further action
7 Oct Andover	Annual Audit Report	2	Committee	To receive the report	To comment and make recommendations as appropriate
4 Nov Andover	Draft Budget Fees and Charges	4	Committee	To consider the draft Budget Panel report <b>(Cllr North)</b>	Comment and make recommendations as appropriate
16 Jan 2016 Romsey	Budget Strategy Update	4	Committee	To receive an update on progress <b>(Cllr North)</b>	To comment and make recommendations as appropriate
13 Apr 2016 Romsey	Update on Recycling Stars Project	2	Committee	To receive an update on progress <b>(Head of Environmental Services)</b>	To review progress
TBC	Presentation by the Care Quality Commission	5	Committee	To receive a presentation by the Care Quality Commission <b>(Cllr Finlay)</b>	To comment on the presentation
TBC	Annual Review of Partnership and Shared Services	2	Committee	To receive an update on progress <b>(Corporate Director)</b>	Comment on the proposals and make recommendations

\* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Security
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Item	Meeting Date	Officer Owner	Recommendation	Estimated Progress	Progress Update
<b>Corporate Portfolio Review Licensing</b>	27 January 2010	Bill Lynds	Provide OSCOM with the output from any value for money review or external assessment for consideration at a future meeting.		The policy team within the Chief Executive's Office are currently reviewing all licensing processes to ensure that they are undertaken with maximum efficiency. A report will be presented to OSCOM in due course.
<b>Report of the Planning Portfolio Panel</b>	23 March 2011	Steve Lees	In addition to the existing criteria for the use of developer contributions, officers to prepare a list of examples of the type of uses to which funds could be put for the information of parish councils.		An update on progress was submitted to Cabinet on 30 October 2013
<b>Safeguarding Children &amp; Vulnerable Adults</b>	12 June 2013	Dave Tasker	Recommended that Cabinet the Community Engagement Manager develop an information pack concerning safeguarding of Children & vulnerable adults for the use of Members.		Member safeguarding training has been included in the members induction programme scheduled for summer 201
<b>Animal Welfare Service</b>	6 November 2013	Carol Ruddle	Recommended to Cabinet that a pilot scheme to promote responsible dog ownership in up to 4 parishes within the Borough be undertaken.		An update report to OSCOM on 3 December
			Recommended to Cabinet that closer & more coordinated working arrangements with housing association RPs be developed aimed at reducing the number of dog related complaints		
			Recommended to Cabinet that consideration be given to making educational programmes on animal care in general available to the public		
<b>Members Role in Planning</b>	26 March 2014	Paul Jackson	That the 32 recommendations to Cabinet be considered by officers and the findings reported back to Cabinet		Cabinet accepted the majority of the recommendations of the Task & Finish Panel. Reported to OSCOM on 21 January 2015
<b>Constitution Review</b>	14 May 2014	Bill Lynds	Cabinet recommended to consider the appointment of the OSCOM Chairman by members by ballot or simple vote		Report to OSCOM on 21 January 2015 deferred
			Recommended that OSCOM hold a trial paperless meeting in anticipation of proposed changes in legislation		Successful trial meeting held in July 2014

Test Valley Borough Council – Overview and Scrutiny Committee – 18 February 2015

			Recommended that the Ethics Sub-Committee consider any further update to the Constitution required to reflect that Committees responsibilities formerly held by the Standards Board for England		Report to the 21 January 2015 OSCOM deferred
			Recommended to Cabinet that consideration should be given to the appointment of the Leader for one year rather than four		Cabinet did not consider this proposal viable
			Recommended to Cabinet that the Ethics Sub-Committee consider the production of a code of conduct booklet to be available before the new intake of councillors		
<b>Budget and Fees &amp; Charges 2015/16</b>	4 December 2014		Budget and Fees & Charges 2015/16		Cabinet proposals endorsed
<b>Waste &amp; Recycling Operational Policies</b>	21 January 2015		Recommended to Cabinet that the revised Operational Waste & Recycling Policies be approved		Report to Cabinet 11 February 2015



# Cabinet Work Programme

## Further information

1. This is a formal notice under Regulation 9 of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 This edition supersedes all previous editions.
2. Documents submitted to the Cabinet or Cabinet Member(s) for decision will be in the form of a formal report, which if public and non-urgent, will be available for public inspection on this website at least 5 clear working days before the date that the decision is due to be made.
3. Background papers for such reports are listed in this Programme where their identity is known in advance of the report being written
4. Documents shown will be available from the Democratic Services Manager at Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hants, SP10 3AJ. They can also be contacted at [admin@testvalley.gov.uk](mailto:admin@testvalley.gov.uk).
5. Please note that additional documents relevant to those matters mentioned in the Work Programme may be submitted to the decision maker.
6. To view details of the members of the Council's Cabinet who will be making these decisions, please click the link below:  
[Cabinet Members](#)

Whilst the majority of the Cabinet's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

If you have any questions, would like further information or wish to make representations in relation to part of a meeting being held in private, please email the Democratic Services Manager at [admin@testvalley.gov.uk](mailto:admin@testvalley.gov.uk) or visit them at Beech Hurst, Weyhill Road, Andover SP10 3AJ



## **KEY DECISIONS**

A key decision is one which is likely

1. to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or

2. to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

The Council's thresholds are

a.	Decisions on spending which are within the annual budgets approved by the Council	NO THRESHOLD	NOT KEY DECISION
b.	Decisions on spending above £50,000 included, with reservations, in the annual budget.		ALL KEY DECISIONS
c.	Decisions on cash flow, investments and borrowings.	NO THRESHOLD	NOT KEY DECISION
d.	Decisions for spending beyond any approved budget.	SPENDING EXCESS OF £50,000 PER ITEM IS A KEY DECISION	

**CABINET WORK PROGRAMME**

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
11 Feb 15 (A)	Revenue Grants	No	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
11 Feb 15 (A)	Revenue Budget & Council Tax Proposals – to consider the revenue budget and level of Council Tax to be set for the following financial year and the revised budget for the current financial year	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
11 Feb 15 (A)	Capital Programme Update – to provide an update on the expected phasing and total cost of the approved Capital Programme	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
11 Feb 15 (A)	Treasury Management Strategy – to consider the Treasury Management Strategy for the following financial year	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
11 Feb 15 (A)	Adoption of the Andover Town Access Plan SPD	No	Council	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport
11 Feb 15 (A)	Accommodation Review Update	No	Cabinet	No	Report of the Leader and Economic Portfolio Holder	Head of Estates and Economic Development

Test Valley Borough Council – Overview and Scrutiny Committee – 18 February 2015

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
11 Mar 15 (R)	Councillor Community Grants	No	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
11 Mar 15 (R)	Appointment of Consultant(s) for Leisure Management Contract Procurement	No	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
11 Mar 15 (R)	Corporate Plan	No	Cabinet	No	Report of the Leader	Chief Executive
11 Mar 15 (R)	Review of Local Information Requirements for the Validation of Planning and Related Applications	Yes	Cabinet	No	Report of the Planning and Transport Portfolio Holder	Head of Planning and Building
11 Mar 15 (R)	Adoption of the Cycle Strategy and Network SPD	No	Council	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport
11 Mar 15 (R)	Adoption of the Appleshaw and Reddenham Village Design Statement SPD	No	Council	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport
11 Mar 15 (R)	Adoption of the Test Valley Access Plan SPD	No	Council	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport

Test Valley Borough Council – Overview and Scrutiny Committee – 18 February 2015

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
11 Mar 15 (R)	Adoption of the Sherfield English Village Design Statement SPD	No	Council	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport
11 Mar 15 (R)	Write off of non-collectable debts	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Revenues (Local Taxation)
11 Apr 15 (R)	Hampshire Community Bank	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
8 Apr 15 (R)	Carry Forward of Unspent Revenue Budget – to approve the carry forward of unspent revenue estimates into the new financial year	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
8 Apr 15 (R)	Project Integra – Annual Action Plan 2015-18	No	Cabinet	No	Report of the Environment Portfolio Holder	Head of Environmental Services
20 May 15 (A)	Adoption of the Romsey Town Access Plan SPD	No	Council	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport
17 Jun 15 (A)	Capital Outturn – to present and analyse the final capital position for the last financial year	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
17 Jun 15 (A)	Revenue Outturn – to present and analyse the final revenue position for the last financial year	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance

Test Valley Borough Council – Overview and Scrutiny Committee – 18 February 2015

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
17 Jun 15 (A)	Treasury Management Outturn – to review the activities of the Treasury Management function during the last financial year	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
17 Jun 15 (A)	Asset Management Outturn – to review the works completed as part of the Asset Management Plan during the last financial year	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
15 Jul 15 (R)	Review of Local Information Requirements for the Validation of Planning and Related Applications	Yes	Cabinet	No	Report of the Planning and Transport Portfolio Holder	Head of Planning and Building
2 Sept 15 (R)	Corporate Financial Monitoring – compares the actual revenue income and expenditure against profiled budget for the first four months of the financial year with explanations of significant variances	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
28 Oct 15 (A)	Budget Strategy – includes an update of the Medium Term Financial Strategy and considers initial budget proposals for the next financial year and the process and timetable for the preparation of the Estimates	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
28 Oct 15 (A)	Fees and Charges – to consider the annual changes to fees and charges for the next financial year	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance

Test Valley Borough Council – Overview and Scrutiny Committee – 18 February 2015

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
28 Oct 15 (A)	Second Quarter Corporate Financial Monitoring – compares actual revenue income and expenditure against profiled budget for the year to date with explanations of significant variances	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
25 Nov 15 (R)	Asset Management Plan Update – to review progress of the current year's projects and recommend the works to be included in the Asset Management Plan for the following financial year	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
25 Nov 15 (R)	Capital Programme update – to consider the current position of existing capital projects and new bids	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
TBA	City Deal – to consider participation in the 'Southampton and Portsmouth' City Deal	Yes	Cabinet	No	Report of the Planning & Transport Portfolio Holder	Head of Planning Policy & Transport

\* Members of the public will be excluded from the discussion during the consideration of these reports in the event that they contain information which is not to be made public in accordance with the relevant legal provisions.

**MOVED/DELETED ITEMS**

Original Date Of Decision	Item	Moved/Deleted	Reason For Move/Deletion	Informed By	Date Informed

**ARRANGEMENTS FOR MAKING REPRESENTATIONS TO THE CABINET REGARDING DECISIONS CONTAINED WITHIN THE FORWARD PLAN**

**PUBLIC:** A member of the public may address the Cabinet in accordance with the Public Participation Scheme. Notice must be given to the Democratic Services Manager by noon on the day before the meeting.

Members of the public are welcome to write to the appropriate Head of Service as listed in the last column of the Work Programme on any matter where a decision is to be made.