

## Notice of Meeting

# Overview & Scrutiny Committee

**Date:** Tuesday, 14 April 2015

**Time:** 17:30

**Venue:** Crosfield Hall (Romsey), Broadwater Road, Romsey, Hampshire,  
SO51 8GL

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

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**Legal and Democratic Service**

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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		Ampport
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

Tuesday, 14 April 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 **Call in Items**
- 5 **Urgent Items**
- 6 **Urgent decisions taken since last meeting**
- 7 **Minutes of the meeting held on 18 March 2015**
- 8 **Economy Review Scoping Template** **5 - 7**  
To consider the draft template.  
Lead Member, Councillor Hamilton (15 Minutes)
- 9 **Review of Council Tax Support** **8 - 16**  
This report provides members of OSCOM with an opportunity to review the operation of the Council Tax Support Scheme.  
Report by Acting Head of Revenues (30 Minutes)
- 10 **Affordable Housing Update Written Report** **17 - 23**  
This briefing note is to update members on Affordable Housing.  
Report by Head of Housing and Environmental Health (15 Minutes)

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|-----------|--|----------------|
| <b>11</b> | <b><u>Draft OSCOM Annual Report</u></b>  | <b>24 - 31</b> |
|           | To comment on the draft OSCOM Annual Report  |                |
| <b>12</b> | <b><u>Programme of Work for the Overview and Scrutiny Committee</u></b>                    | <b>32 - 44</b> |
|           | To enable Members to keep the Committee's future work programme under review. (15 Minutes) |                |

**ITEM 8**

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

1	<p><b>Corporate Priority (may be more than one)</b></p> <p>A competitive local economy</p>
2	<p><b>Lead Member(s)</b></p> <p>Councillor Karen Hamilton</p>
3	<p><b>Portfolio Holder(s)</b></p> <p>Councillor Peter Giddings</p>
4	<p><b>Topic for Review</b></p> <p>A competitive local economy</p>
5	<p><b>Key Areas of Focus</b></p> <ul style="list-style-type: none"> <li>• Practical initiatives that have been taken to support local businesses</li> <li>• How the Council is working with stakeholders to increase the skills of local people</li> <li>• How the council has been working with local stakeholders to support our town centres</li> </ul>
6	<p><b>What will be developed or reviewed?</b></p> <p>As the current Corporate Plan draws to a close, this review will look back over the last four years to understand the impact the Council has made in being able to support the local economy across Test Valley. It will review what has worked well and whether there are things we could do differently within the context of the new corporate plan once it has been approved by Council.</p>
7	<p><b>Rationale – Why now/why at all?</b></p> <p>The current Corporate Plan ends in April 2015 and a new plan for the next four years is to be considered by Council in April. Subject to its approval, work will then take place to prepare a Corporate Action Plan which will drive forward the ambitions set out in the new Corporate Plan.</p> <p>The proposed review of the economy theme will take place in two phases with the findings from the first phase able to contribute towards the development of the Corporate Action Plan. The second phase to be</p>

	delivered later on in 2015.will be an opportunity to review how the new Corporate Action Plan is taking forward the work set out in the new Corporate Plan relating to the local economy.
8	<p><b>Anticipated Benefits to the Council of undertaking the Project</b></p> <p>This review will enable further evaluation of the council’s approach in regards this theme of the Corporate Plan to take place which can inform how we might take things forward in the future. It will also provide an opportunity to look at what others are doing and whether there is any best practice that the council can learn from in regards to what works well.</p>
9	<p><b>Anticipated Benefits of achieving the Corporate Priority</b></p> <p>Improving quality of life in Test Valley for residents and businesses.</p>
10	<p><b>Resource Implications</b></p> <p>No specific resource implications arise from this proposal</p>
11	<p><b>Are there any Partner Organisations involved in the Project?</b></p> <p>Partners whom the Council has worked with on specific initiatives relating to this theme may be asked to contribute to the review in regards their feedback and commenting on the impact they feel the council has been able to make in supporting the local economy.</p>
12	<p><b>Does the Project require Public Involvement?</b></p> <p>At present there are no direct proposals to undertake public involvement although the review will refer to and use feedback previously gathered through public engagement work over the lifetime of the current corporate plan.</p>
10	<p><b>Expected Outcomes: In 3 months (Progress or Full Report)</b></p> <p>Initial top line review which can be used as part of the evidence base to inform the development of the Corporate Action Plan to be reported to OSCOM in May 2015.</p> <p>November 2015 – second phase of review which will review how the new Corporate Plan is progressing areas of work in relation to the local economy.</p>
11	<p><b>How will the Project assist the achievement of the Corporate Priority?</b></p> <p>The review will provide both an evaluation and develop practical ideas that can be considered as part of how the new Corporate Plan will take forward work relating to supporting the local economy.</p>

12	<b>What do you want OSCOM to do now?</b>  <b>Approve the proposal</b>
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## ITEM 9

## Review of Council Tax Support

Report of the Head of Revenues (Portfolio: Economic)

### **Recommended:**

- 1. That Overview and Scrutiny Committee consider the information presented in this report.**
- 2. That the Committee identifies options for officers to work up, in respect of the local Council Tax Support Scheme for 2016/17 and 2017/18, to be considered at a future meeting.**

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### SUMMARY:

Council Tax Benefit (CTB) was replaced with a local Council Tax Support (CTS) Scheme from 2013-14. At the same time the Council introduced changes to the Council Tax discounts and exemptions relating to second home and empty properties. The CTS Scheme remained largely unchanged for both 2014-15 and 2015-16. Overview and Scrutiny Committee requested a further update to be provided in April 2015.

The national welfare reform programme is on-going with significant changes being implemented currently and further reform planned. The programme for Universal Credit (UC), which will have a significant impact on the CTS Scheme, is currently scheduled to be rolled out in the Test Valley area from September 2015 to be completed by the end of 2019.

Based on the first two years of operation the new Scheme can be funded from the income generated by the changes to Council Tax discounts and exemptions alone. This means that no additional budget pressure will be created by the fact that a transitional grant was made for 2013/14 only.

The current caseload trend and expenditure relating to groups of customers is provided. This information gives Overview and Scrutiny Committee the opportunity, at an early stage, to contribute to the design of the CTS Scheme for future years.

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### **1 Introduction**

- 1.1** Included within the Comprehensive Spending Review 2010 the Government announced that it would localise support for Council Tax from 2013/14, reducing Government financing by 10%. This meant that the Council had to design its own CTS Scheme for Test Valley residents to replace the national CTB scheme.



- 1.2 At the same time the Government made changes to legislation relating to the Council Tax liabilities of second home owners and owners of empty properties. The Council was therefore able to consider changes which could support the Council's corporate aim of increasing the supply of available housing in the Borough and would also provide a modest additional income which could be used to offset the cost of the CTS Scheme.

## **2 Background**

- 2.1 The timescale available to introduce the new CTS Scheme and Council Tax changes was limited with the project having to proceed prior to legislation being issued. The Council had to consider some difficult decisions which would potentially affect some of the most vulnerable residents within the Borough.
- 2.2 A comprehensive consultation exercise was carried out. This included major precepting authorities, benefit and Council Tax customers and stakeholder organisations. The Enham Trust engaged with the Council throughout the consultation process specifically on the CTS options being considered and the impact on disabled customers who are unable to work. Overview and Scrutiny Committee was also engaged in the process, reviewed the options being considered and made recommendations to Cabinet. These recommendations also referred to protection for disabled customers.
- 2.3 The assessment of residents on a low income with a disability, and their capability to work was carried out on a national level as part of the Government's welfare reform proposals. These assessments are now complete with only 4 cases left to assess within Test Valley and it is likely these will be completed shortly.
- 2.4 The Council, having considered the representations made during the consultation process, introduced a local Scheme for 2013/14 which did not change the basis on which the amount of financial support the Council provides is calculated. This allowed the Council to claim an additional Transitional Grant to offset some of the cost of the new Scheme. This was the preferred way forward given the on-going changes under the wider welfare reform programme.
- 2.5 At the same time the Council introduced changes to discounts and exemptions relating to second homes and empty properties. The income raised by these changes was estimated to offset the cost of the CTS Scheme.
- 2.6 The Overview and Scrutiny Committee considered a report reviewing the CTS scheme for 2014/15 on 24 July 2013. Given the current and future scale of welfare reform the Committee recommended to Cabinet that the current CTS Scheme should be adopted for 2014/15 and a further review undertaken before a decision on 2015/16 was taken. The Committee requested a further update be provided to them in early 2014.

- 2.7 The Overview and Scrutiny Committee considered a report reviewing the CTS scheme for 2015/16 on 23 April 2014. Given the current and future scale of welfare reform the Committee again recommended to Cabinet that the current CTS Scheme should be adopted for 2015/16 and a further review undertaken before a decision on 2016/17 was taken. The Committee requested a further update be provided to them in April 2015.
- 2.8 In January 2015, Council reviewed the position for 2014/15 and determined that the existing Scheme should continue into 2015/16. Council approved an annual uplift of the components of the CTS Scheme in line with the uplift for the national CTS Scheme for Pensioners and the Housing Benefit Scheme. Council also approved the ongoing disregard of 100% of certain payments (for working age and pensioner age customers) made under the War Pension and Armed Forces Compensation Scheme.
- 2.9 In maintaining the Scheme at previous Council Tax Benefit levels Members were mindful of the fact that the Scheme will change in future and that stability is needed during a period of significant welfare reform. During this transitional period, pending the introduction of UC, Members wished to provide certainty and were keen not to confuse the position by having an interim scheme with a fundamentally different means test from the one that may be applied in the future. When UC is implemented the Council will then be in a position to develop a CTS Scheme which is both simpler to administer and easier for customers to understand than a complicated means test. Members adopted this approach recognising the fact that the changes to Council Tax discounts and exemptions provided the income to maintain CTS at previous levels.

### 3 Current Council Tax Support Caseload

- 3.1 The current CTS caseload has seen a fall in claimants receiving Jobseekers Allowance and in the number of pensioner claimants and an increase in people receiving disability benefits. The figures for the last two years can be seen below -

Date	State Pension Credit age claimants	Working age claimants				Total
		Children Under 5	Disability Benefits & War Pensions	Working 16 hours or more	Job Seekers or Working under 16 hours	
10/06/13	3106	765	868	588	1039	<b>6366</b>
14/11/13	3054	747	904	625	987	<b>6317</b>
08/05/14	2985	744	916	606	941	<b>6192</b>
13/11/14	2901	715	973	580	859	<b>6028</b>
<b>Current</b>	2854	700	1013	591	828	<b>5986</b>

#### 4 Council Tax Support Expenditure

4.1 The current annual expenditure amounts for the caseload figures are shown below –

<b>Scheme Type</b>	<b>Expenditure April 2014</b>	<b>Expenditure April 2015</b>
State Pension Credit age claimants	£2,648,684	£2,411,773
<b>Working age claimants</b>		
Children under 5	£621,077	£519,278
Disability Benefits & War Pensions	£885,477	£952,107
Working 16 hours or more	£373,436	£333,688
Job Seekers or Working under 16 hours	£844,074	£703,683
<b>Total</b>	<b>£5,372,748</b>	<b>£4,920,529</b>

#### 5 Council Tax Support Schemes for 2016/17 & 2017/18

- 5.1 When considering the CTS Scheme for 2015/16 the Overview and Scrutiny Committee was keen to ensure that the Council was supporting the Government's objective of making work pay whilst protecting those customers who were unable to work. In considering any changes to the current Scheme there are several factors to consider.
- 5.2 Benefits customers have been through a time of significant change with the implementation of the changes to Local Housing Allowance levels and the introduction of the social sector size criteria and the benefit cap. The national welfare reform programme is on-going with significant changes being implemented currently and further reform planned.
- 5.3 The programme for UC, which will have a significant impact on the CTS Scheme, is currently scheduled to start being rolled out in the Test Valley area in September 2015 to be completed by the end of 2019.
- 5.4 The CTS Scheme will need to be amended alongside the UC rollout. Any new Scheme will be simpler to administer for all customers if entitlement to CTS is linked to the elements of UC that customers receive rather than being based on a complicated means test.

- 5.5 In considering changes to the Scheme it is important to recognise the full implications of any changes both for customers and the Council. A Scheme which affects only certain groups of customers may involve the design and administration of a complex process. This may be confusing for customers and more costly for the Council to administer.
- 5.6 Introducing any form of change would mean that those customers affected would be required to pay an amount, or an additional amount, of their Council Tax liability. This is especially relevant to those customers who currently receive full support and therefore do not make any contribution towards their Council Tax.
- 5.7 The implications for the Council of recovering small amounts of Council Tax from customers would need to be assessed. It is likely that the Council would need to establish specific recovery processes to collect these debts as issuing court proceedings for small balances would be neither appropriate nor practical. Ultimately a percentage of any such small debts may fall to be written off as irrecoverable.
- 5.8 Options for future changes to the CTS scheme are subject to a 12 week public consultation exercise and subsequent Equality Impact Assessment. Officers estimate that the redesign of the CTS scheme, allowing for robust impact assessments so as to ensure Members are provided with full information about the practical application of the scheme, will take around 18 months to complete. A draft timeline is shown at Annex 1.
- 5.9 This timeline suggests that the current scheme is adopted for 2016/17.
- 5.10 Importantly however, the time line also proposes that officers begin work early in 2015/16 on the redesign of the scheme to take effect in 2017/18. In particular officers are keen to use the early part of 2015/16 to research the impact of schemes adopted by Councils who are in earlier phases of the rollout of UC so that we may learn from their experiences.

## **6 Risk Management**

- 6.1 A risk assessment, in accordance with the Council's risk management process, will be carried out if changes to the current Scheme are to be considered.

## **7 Resource Implications**

- 7.1 Under the previous CTB scheme, the Council was reimbursed in full, for the amount of CTB paid out correctly. In times of economic difficulty as the amount of benefit the Council paid out increased the Council was reimbursed by the Government.

7.2 Under the current scheme funding for CTS is included in the local government finance settlement. A specific amount of funding was identified in year one of the Scheme, which included a 10% cut in funding. However, funding for CTS schemes is now provided through the business rates retention scheme rather than through a separate grant for all authorities. Any additional cost of the CTS scheme therefore has to be met by the Council and major precepting authorities via the Collection Fund. The Council's share of any surplus or deficit is approximately 11.2%.

7.3 The total amount of CTS awarded over recent years is as follows -

	<b>Total CTS Awarded £M</b>	<b>TVBC share of CTS awarded £M</b>
Outturn 2013/14	£5.375	£0.602
Original Estimate 2014/15	£5.387	£0.603
Current Forecast 2014/15	£5.084	£0.569
Original Estimate 2015/16	£5.109	£0.572

7.4 The overall level of CTS awarded has reduced slightly over recent years. This is a reflection of maintained Council Tax levels and a reduction in caseload. The position may change due to an increase in benefit take up or an increase in Council Tax levels but this is not expected in the medium term.

7.5 The forecast cost for the current year is less than the original estimate. The original estimate for 2015/16 is based on the forecast for 2014/15, with an adjustment for the cost of living uplift. This falls within current budget estimates and will not create an additional budget pressure.

## **8 Corporate Objectives and Priorities**

8.1 The matters described in this report are in response to legislative changes that have been introduced by the Government. They potentially impact the Corporate Plan aims relating to Housing, Communities and the Economy.

## **9 Consultation**

9.1 If any options for change are to be considered a 12 week consultation process would need to be carried out following consultation with the major precepting authorities.

## **10 Legal Issues**

10.1 The Council must approve the Scheme for 2016/17 by 31 January 2016. The Council may, at the same time, approve the Scheme for future years.

- 10.2 In determining the Scheme the Council must have due regard to the requirement to consult major preceptors and other stakeholders and must carry out a robust equality impact assessment on any proposed changes.
- 10.3 Components of the CTS Scheme (see below), as was the case under the national CTB scheme, can be increased each year. These components are the building blocks which form the theoretic financial need for claimants and are based on individual circumstances. They include personal allowances, premiums and disregards -
- **Personal Allowances** are the basic amounts of money the government says a claimant needs to live on. The level depends on the claimant's age and whether they are part of a couple. There are additional allowances for dependant children.
  - **Premiums** are additional amounts added to the personal allowance because of claimant's personal circumstances. The government recognises that it is more expensive to live with a family or if someone has a disability or caring responsibilities. Extra amounts are added to income based benefits to account for this.
  - **Disregards** – this is the amount of earnings not taken into account when calculating entitlement to benefits. There are standard earnings disregards for singles, couples and lone parents. People in certain groups, such as carers and people with disabilities are eligible for a higher disregard.

The CTS calculation compares a claimant's actual income to the theoretical level of need. In simple terms, if income is less than the level of need, CTS meets the full Council Tax liability. If income is more than the level of need the award of CTS is reduced by 20p for each pound over the level of need.

## 11 Equality Issues

- 11.1 A comprehensive equality impact assessment was carried out in 2012 and the findings of that assessment have been considered in setting previous schemes. If any options for change are to be considered further a full equality impact assessment of those options will need to be carried out.

## 12 Conclusion and reasons for recommendation

- 12.1 This report gives Overview and Scrutiny Committee the opportunity, at an early stage, to contribute to the review of the CTS Schemes for 2016/17 and 2017/18 by identifying potential changes to the Scheme for work up by officers and further consideration by Overview and Scrutiny Committee.

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:	1		
Author:	Janice Broomfield	Ext:	8563
File Ref:			
Report to:	OSCOM	Date:	14 April 2015

**Proposed Timeline for Council Tax Support Review**

Apr 2015	OSCOM Review of schemes for 2016/17 & 2017/18
Jul to Aug 2015	Interim reports to OSCOM for options to be considered for 2017/18 scheme
Sep 2015	Universal Credit Starts for Single Jobseekers (Average 5 claims per week 13% of all new claims)
Oct 2015	OSCOM - discuss impact of the scope of options for 2017/18 scheme
Oct 2015 to Mar 2016	Interim reports to OSCOM to review options for 2017/18 scheme
Dec 2015	Cabinet - recommend final scheme for 2016/17
Jan 2016	Council - approve final scheme for 2016/17
Feb 2016	Publicity of 2016/17 scheme
Apr 2016	OSCOM - recommend final options to consult on for 2017/18 Scheme
May 2016	Cabinet - agree options to consult on for 2017/18 Scheme
May to Jun 2016	Consultation with major preceptors
Jun to Aug 2016	Public consultation on possible options (12 weeks)
Sep 2016	*Universal Credit Starts for all Jobseekers - provisional (Average 8 claims per week 21% of all new claims)
Sep 2016	Review of public consultation responses
Sep 2016	Complete Equality Impact Assessment (EQIA)
Oct 2016	OSCOM - present findings from consultation & agree recommendations to Cabinet on 2017/18 scheme
Nov 2016	Cabinet - recommend 2017/18 scheme to Council
Jan 2017	Council - approve final 2017/18 scheme
Feb 2017	Publicity of 2017/18 scheme
Dec 2017	*New claims for working age Housing Benefit cease (Average 30 new claims per week 79% of all new claims)
Dec 2019	*All working age Housing Benefit claims transferred to Universal Credit (3,600 claims - 63% HB caseload)

**Notes**

It is proposed that Cabinet recommend the final 2017/18 scheme in November 2016 in order that the taxbase setting can be as accurate as possible. This is similar to the timing used when Council Tax Support was first introduced.

\*Universal Credit dates based on Lord Freud's speech published by DWP on 21 January 2015



**ITEM 10**

**Affordable Housing Update**

Report of the Head of Housing & Environmental Health

**Recommended that OSCOM be requested to comment on the briefing note on affordable housing and consider if any further action is required.**

<p>SUMMARY:</p> <ul style="list-style-type: none"> <li>• OSCOM had previously considered 2 reports in March 2013 and March 2014 on the provision of affordable housing.</li> <li>• A further update was requested and is provided as a briefing note attached to this report.</li> </ul>
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<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:	one		
Author:	Brian Cowcher	Ext:	8601
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	14 April 2015

Briefing Paper to OSCOM : 14 April 2015

## **Affordable Housing Update**

### 1 Background and looking ahead

- 1.1 Members have requested an update on the provision of new and additional affordable housing within the Borough. This matter has been reported to the Committee previously in March 2013 and March 2014. This briefing paper also includes some information concerning Hampshire Home Choice and the issue of cross-boundary moves between participating authorities.
- 1.2 Members should also be aware that the Government has just published the response to their 'Right to Move' consultation paper. The Government has indicated that they will be publishing new regulations by the end of March 2015 which will:
  - require local authorities to remove local connection criteria for applicants moving for employment reasons,
  - that local authority allocation policies will include a 'reasonable preference' criterion relating to social tenants moving for work related reasons; and
  - an expectation that local authorities will set aside at least 1% of their annual relets for work related moves.
- 1.3 In March 2014, the Committee noted the progress that had been made during the previous twelve month period. This progress is summarised as an annex to this paper. Since that time we have concentrated on meeting the Council's new affordable homes target and investigating any alternative options to secure more affordable housing under the auspices of the Project Enterprise initiative.
- 1.4 The Council has exceeded its target of ensuring 798 new affordable homes are provided during the course of the 2011-2015 Corporate Plan. By the end of March 2015 it is forecast that over 900 homes will have been provided through partnership working with Registered Providers.
- 1.5 Through the Project Enterprise officers working group, a number of initiatives have received consideration. Council house building has not been favoured as the Council no longer has the capacity to manage and maintain large numbers of residential properties. If the number of homes exceeded 50, the Council would have to bear the cost of re-opening and administering a Housing Revenue Account.
- 1.6 Other discussions have centred on the possibility of converting spare office accommodation to residential use, of developing properties to be let at a market rent. These considerations will continue under Project Enterprise where the prime aim is to secure a revenue stream by investing capital, to support the Council's General Fund.
- 1.7 A new Corporate Plan is being developed for the period 2015-2019. Through consultation with members of the public, the availability of housing has again been identified as a cause for concern and subject to Member approval, may feature as a key theme of the new Plan.

- 1.8 Dovetailing with the new Corporate Plan, an updated Housing Strategy and Homelessness Strategy is being developed and will be brought before Members for consideration by the end of 2015. These will include detailed action plans.

## 2 Performance

- 2.1 With 2,268 households on the Council’s Housing Register (all of whom have a local connection and housing need as defined by the Council’s Allocation Policy), the provision of new affordable homes continues to be a very important priority for the Council. In addition, there is a need also to support a low cost home ownership programme aimed at people who cannot afford to buy on the open market. The Government’s *HelptoBuy* scheme is directed at people who need help in raising the necessary deposit for a new home. Other variations of sub-market housing for rent and purchase are also secured where appropriate through negotiation with developers.

Table 1: Affordable housing completions over the period of the current Corporate Plan

<b>Year</b>	<b>Affordable housing completions</b>
2011/12	220
2012/13	340
2013/14	159
2014/15	270 (currently)
<b>Total</b>	<b>989</b>

## 3 Available Resources for new affordable housing

- 3.1 Funding continues to be available for new affordable housing from a variety of sources. The Homes and Communities Agency (HCA) expects Registered Providers (RPs) to fund the majority of new schemes through charging Affordable Rents (80% of a market rent), rather than through grant funding. The HCA’s new grant regime started on 1 April 2015 and will run until 2018. 50% of this grant has been allocated to Registered Providers with the remaining 50% to be allocated through a Continuous Market Engagement process during the remaining period.
- 3.2 The Council also provides grant funding which is made available through the Council’s Capital Programme. This funding is drawn from the Right to Buy sharing agreement with Aster, from S106 Agreement commuted payments for affordable housing and from the remaining Large Scale Voluntary Transfer receipt.

Table 2: Examples of recent grant payments by the Council .

<b>Scheme &amp; RP</b>	<b>Dwellings</b>	<b>Amount agreed for TV funding</b>
Highlands Road – Aster	6	£125,000
Roman Way – Aster	12	£300,000
Rosalind Hill House – Aster	13	£140,000
Braishfield - Hyde	9	£135,000

- 3.3 The Council works with six main RP development partners. These arrangements will be reviewed during the course of the year. The current partners are Aster, Hyde, Radian, Sentinel, Sovereign, Spectrum registered providers. It could be argued that a formal Partnership has less value than previously, as in most situations, developers may choose which RP they wish to work with. The Council would continue to seek to influence this decision taking into account the RP's track record, costs and local management arrangements. Because the RP is far less reliant on grant funding from the Council or HCA, the choice of RP ultimately rests with the developer.
- 3.4 The Council also belongs to the HARAHA Partnership (Hampshire Alliance for Affordable Housing). The Partnership was established in 2005 to promote rural affordable housing and secure funding which could be used flexibly, from the Homes and Communities Agency. This year HARAHA celebrates its 10<sup>th</sup> anniversary and this is being celebrated by a bus tour in July around Test Valley, showing interested parish councils and members completed and on-site schemes. To date the Partnership has completed 321 homes with 9 schemes in Test Valley.
- 3.5 Opportunities for residential development will continue to come forward through the new Local Plan. In addition, windfall sites will continue to be pursued by RPs where it is viable to do so. Provided schemes remain financially viable, a significant new housing supply will be enabled through the Local Plan process and the Council will continue actively to enable these developments through effective partnership working.

#### 4 New policy developments and pressures

- 4.1 The Government continues to be concerned about the relatively low level of housing completions across the country achieving about half the level of housing that is actually required. To encourage developers, the Government has made it possible for developers to challenge local authorities over the extent of the affordable housing required through S106 Agreements on the grounds of the financial viability of schemes. There are therefore two main reasons why developing affordable homes is becoming more difficult:
- a) changes to National Planning Policy Guidance which means that fewer affordable homes will be able to be secured through small sized rural developments, and
  - b) challenges to the Council's affordable housing planning policies on grounds of financial viability. Increasingly developers are seeking to vary planning approvals and agreements to provide a contribution of (up to) 40%.

- 4.2 This is in addition to the all too frequent opposition from people who often support the need for more housing, so long as it is not near where they live.
- 4.3 In view of this, new computer software has recently been purchased to enable the Council to assess the viability of developers' proposals and any challenges they may be mounting.

## 5 Initiatives

- 5.1 A number of initiatives continue to be progressed aimed at increasing the supply of affordable homes both on a temporary and permanent basis.
- 5.2 The Welfare Reform changes which include the Benefit Cap and Spare Room Subsidy arrangements have resulted in greater demand for smaller sized properties. As a consequence new affordable housing developments aim to include a higher proportion of one and two bedroom properties.
- 5.3 Close working with private landlords will become an ever increasing priority as the Universal Credit arrangements begin to be rolled out in Test Valley, from September 2015. The Council hosts a very successful Private Landlords Forum on a quarterly basis attended by approximately 50 landlords and letting agents and relies significantly on private landlords making their accommodation available to people on the Housing Register. This relationship will become more pressured as benefit payments are paid direct to the tenant and not the landlord under Universal Credit.
- 5.4 The Council continues to work in partnership with Aster Communities who operate a private sector leasing scheme and through this 87 properties are let as temporary accommodation to homeless households. In addition, the Council provides rent deposit loans to approximately 90 homeless households per year to assist them to obtain private rented accommodation.
- 5.5 Rural affordable housing development remains a priority for the Council. The Council continues to be an active partner within the HARAH Partnership. Rural schemes at Braishfield and Ampfield are currently on-site and with the relevant parish councils, possibilities and being explored at Goodworth Clatford, Michelmersh and Timsbury and West Tytherley.
- 5.6 A different process has been adopted at Broughton where a community led approach has been followed. The Parish Council and local ward member has taken the lead supported by a team of officers from the Council. Although labour intensive initially, it is hoped that through the village taking the lead through local democracy, the critical debate about whether or not to develop a scheme will be among the villagers themselves based on firm evidence of need and affordability. It has been less focused on the Borough Council's planning and housing assessment role.
- 5.7 The process at Broughton has not been without its difficulties, evidenced by resignations and subsequent elections at the Parish Council. However, the election acted as a local referendum on the subject and the four new parish councillors elected, favoured the development. It is anticipated that a planning application will be submitted this year.
- 5.8 Another area under investigation is whether the Council can through investment of its capital resources achieve an improved revenue income. This work is being conducted through the corporate *Project Enterprise* officers' group. One of the work-streams concerns housing and whether the Council can achieve the 'double benefit' of increased income and increasing the supply of residential accommodation. Although no immediate opportunities have been identified so far, this matter will remain under active consideration.

6 Hampshire Home Choice

- 6.1 Members frequently raise the issue of people from outside of the Borough, being housed in Test Valley. The Council is one of five local authorities within the Hampshire Home Choice partnership, the others being East Hampshire, Eastleigh, Havant and Winchester. The Partnership was established to streamline the housing waiting list, nominations and allocations processes through adopting a common Allocations Framework across originally four council areas (Eastleigh joined after Test Valley), achieve economies of scale through sharing the same computer system and with the exception of Eastleigh, allowing greater freedom of movement for applicants and tenants within the councils' areas.
- 6.2 The Hampshire Home Choice Board closely monitors the progress of the Partnership and reviews policy arrangements as necessary. The issue of cross-boundary moves was investigated at an early stage and the decision taken to limit the number of potential moves within council areas. This was because there was a growing imbalance of moves between some areas (particularly into Winchester's area). As a consequence, a 10% cap was introduced amounting to approximately 40 vacancies per local authority per year. In reality, the number of cross- boundary moves is significantly lower than that, as local applicants can also bid for properties available for cross-boundary moves. Between December 2012 and January 2015, 299 general needs properties across the four participating authorities have been let cross-boundary. 78 properties have been let in this way in Test Valley, with 65 being let to households with a Test Valley connection and the remaining 13 vacancies being let to applicants from Winchester, East Hampshire and Havant council areas. When comparing Test Valley's inward and outward migration figures during the same period, there has been a net loss of ten vacancies.
- 6.3 The following information provides a very brief explanation of the key points.
- Policy  
The Hampshire Home Choice Allocations Framework is the jointly agreed policy framework governing the individual allocation policies of East Hampshire, Eastleigh, Havant, Test Valley and Winchester councils. All nominations and allocations in Test Valley are made in accordance with the Test Valley Housing Allocation Policy.
  - Housing Register  
There are 2,268 applicants registered on Test Valley's Housing Register, all of whom are inadequately housed and have a need to move to suitable accommodation.
  - To be eligible for the Test Valley Housing Register, applicants must prove that they have a local connection with the Borough (this will include some applicants who live outside of the Borough but who work in Test Valley or have close family connections with the Borough).
  - New housing developments such as Abbotswood are subject to local lettings policies and initial lettings are not available for cross-boundary moves.
  - Rural exceptions sites and other rural vacancies are all subject to strict local connections criteria as stated within the Council's Allocation Policy.
  - Cross boundary moves  
Up to approximately 40 vacancies per year are made available for cross-boundary moves by those applicants without a local connection to Test Valley. These vacancies are also available to households with a local connection and as a consequence 83% have been allocated to local households.

- Review of Allocation Policy in respect of priority given to tenants under-occupying their homes
- Advice and assistance given to tenants impacted by welfare reform
- Greater emphasis placed on developing smaller sized affordable homes
- Tight control of cross-boundary moves under Hampshire Home Choice
- Revision to the Rent Deposit Loan Scheme
- Identification of empty homes and receipt of New Homes Bonus
- Review of the HARA Partnership Memorandum of Understanding
- Review of Council-owned land
- Investigation into the use of loans rather than grants to housing associations
- Efforts to progress village housing schemes where cross tenure subsidies may work
- Investigation into Real Estate Investment Trusts
- Initial consideration of potential further investment through council house building

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# DRAFT OSCOM ANNUAL REPORT 2014/15





## 1.0 Welcome

- 1.1 Welcome to the 2014/15 Annual Report of the Overview and Scrutiny Committee for Test Valley Borough Council. This report provides the opportunity to review last year's activity and to highlight some of the key achievements.
- 1.2 If you would like to know more about the work of scrutiny at Test Valley then please get in touch. The Council actively encourages public participation and invites suggestions for future reviews. Contact details can be found on the web page [www.testvalley.gov.uk](http://www.testvalley.gov.uk)

## 2.0 Background

- 2.1 In Test Valley Borough Council, overview and scrutiny is carried out by a single Committee of seventeen Councillors, whose membership is proportionate to the political party representation in the Council.
- 2.2 The role of OSCOM is necessarily flexible and wide-ranging, as the committee comments on most of the draft policy and strategic documents generated by the Council. The Committee may also review Cabinet decisions.
- 2.3 A key role for the Committee is the overview of the Council's governance arrangements, with reports on audit, risk management, complaints handling, budgetary control, safeguarding and equality featuring regularly in the OSCOM business calendar.
- 2.4 OSCOM reviews the performance of Council departments and makes recommendations to Cabinet on how efficiency and effectiveness can be enhanced as well as commenting on reports from external agencies, including the Hampshire Constabulary, Project Integra and the Andover Vision Board.
- 2.5 OSCOM initiates member-led reviews of the four corporate objectives. Lead Members are appointed annually to coordinate reviews for each objective. The Lead Members and their objectives are:
  - Councillor Karen Hamilton – “a competitive local economy”
  - Councillor Kath Tilling – “enhancing and preserving our natural and built environment”
  - Councillor Brian Page – “improving access to a decent home”
  - Councillor Phil Bundy – “encouraging all of our communities to reach their full potential”
- 2.6 In addition to the Lead Member reviews, Task and Finish Panels remain an option for OSCOM to perform scrutiny as and when required. In addition there are two standing panels; the Audit Panel and the Budget Panel, which meet regularly throughout the year, by virtue of the volume of information and statistics to be monitored. These panels act as subgroups of OSCOM, bringing any issues of concern to the attention of the parent committee.
- 2.7 OSCOM has a suggestion scheme to encourage members of the public to bring forward ideas for future reviews. The suggestion form is available on the Council's web site.

### **3.0 2014/2015 Report – Chairman’s View**

- 3.1 The purpose of this report is to review and evaluate the work undertaken by the Test Valley Borough Council Overview and Scrutiny function in 2014/2015.
- 3.2 In my third year as OSCOM Chairman the Committee has met 10 times. The programme has been a full one, with a broad variety of topics covered. Some 20 agenda items have been reported in this period and all were debated thoroughly. Examples of the subjects covered are in Appendix 2.
- 3.3 This year the Committee was particularly active in external scrutiny and received briefings from the Hampshire Constabulary on staffing arrangements, Hampshire County Council on the roll out of rural broadband and the Head of Project Integra on the waste and recycling function.
- 3.4 The recent introduction of the informal round table discussions has been particularly effective when the Committee wanted to focus on a particular subject in detail but did not require a full report. These discussions have removed a large amount of paperwork from officers and even more time from the committee at the same time getting a better insight into the various topics.
- 3.5 The number of topics per year has been reduced by a third but still kept the same control over the items by looking at them regularly but not always annually.
- 3.6 A great deal of officer time has been saved by having written reports only and no officers in attendance. This is a trial and hopefully the Committee will approve the continued employment of this method for some items.
- 3.7 The system of Lead Members has developed over the year with Members asking to look at a much more focused view and not trying to cover a too wide a subject area, which did happen initially.

### **4.0 Lead Member Reports**

From May 2014 to May 2015, there have been 6 reports of Lead Member reviews, details of which follow.

#### **4.1 Environment Issues – Cllr Tilling**

##### **4.1.1 Recycling Stars campaign**

A review of the campaign, which had commenced in 2013, was conducted in January 2015. The focus of the campaign had been to increase public awareness of, and participation in, recycling in 9 targeted areas where recycling rates were medium-to-low. Initiatives had included the provision of information about recyclable and non-recyclable products and their disposal methods, public awareness sessions at schools and community events and the use of the Recycling Stars mascot, competitions and social media to promote the campaign. The review demonstrated that in the 9 target areas, recycling rates had increased by up to 1.5%, whereas the overall recycling rate in Test Valley had fallen by a similar amount. On the basis of this very positive result, it was recommended that the campaign be rolled out across the Borough and its activities become part of the daily work programme of the Environmental Services Department. A temporary officer post would be created to assist with the roll-out process.

#### **4.1.2 Animal Welfare Policy and Responsible Dog Ownership**

A review of progress was undertaken in November 2014. The project was progressing slowly, as volunteer Parish Councils were being sought as partners in the project.

Valley Park Parish Council, which had become an early champion, was able to report good progress with raising public awareness of responsible dog ownership. Local initiatives had included:

- promoting public awareness at community events
- talks by the Animal Welfare Officer at local primary schools
- the provision of advice and information on the Parish Council website
- a competition for local school children to design posters to promote responsible dog ownership. The winning designs will be used for signage and bin stickers around the Parish
- a review of the provision of public litter bins and dog waste bins within the Parish

Future evaluation will include a community satisfaction survey and a review of the number of Parish-related incidents recorded by the Animal Welfare Service.

#### **4.1.3 The Role of the Member in Planning**

The report was approved by Cabinet in May 2014 and follow up action agreed. In December 2014, the Head of Planning Policy and Transport, the Head of Building and Development Control and the Head of Legal and Democratic Services reported back to Cabinet that 28 of the 32 recommendations of the OSCOM Panel report were to be implemented before the next Council term (i.e. May 2015). Many of the recommendations were associated with member training and these would be incorporated into the induction programme for new members and/or update sessions for existing members as appropriate. The Head of Planning Policy and Transport would report at a later date on the preferred mechanism for involving all members in planning policy development.

#### **4.1.4 Waste and Recycling: Review of Operational Policies**

As a consequence of the highly successful Recycling Stars campaign and the changes to the arrangements for bin collections introduced in 2013, the Head of Environmental Services undertook a review of the Council's operational policies for the management of waste and recycling in September 2014. These had been reviewed last in 2007. Many of the policies were still valid but some updating was required and a new policy for the collection of waste from fetes was introduced.

## **4.2 Communities Issues – Cllr Bundy**

### **4.2.1 Review of Community Safety**

An OSCOM approved a review of the Council's responsibilities for Community Safety commenced in autumn 2014. A Task and Finish Panel led by Councillor Bundy was formed. Councillors Andersen, Baverstock C Dowden and Tilling were appointed and Councillor Anderdon was co-opted.

The review focused on the key areas of:

- The organisation of the Community Safety Team and their roles.
- The role of the Neighbourhood Wardens
- Public expectations of the Council in providing Community Safety.

The Panel nearing its conclusion and is due to report back to Committee in June 2015.

### **4.2.2 Safeguarding Children & Vulnerable Adults**

A follow up report was considered by OSCOM on the subject of Safeguarding Children and Vulnerable Adults. The Committee decided that as much progress had been made to develop a robust policy the subject would be reviewed every 2 years. Regular training sessions would continue to be held as and when required and it would form part of the new Member induction process.

## **4.3 Housing Issues – Cllr Page**

### **4.3.1 Resourcing Affordable Housing**

The Committee reviewed the progress that had been made relating to the *Resourcing Affordable Housing* report in March 2014. A further update was requested in March 2015 but due to agenda pressures, this matter will be reported in the form of a briefing paper in April 2015. The key aspects included in the briefing paper are the Council's achievement in exceeding its target for the provision of new affordable homes, investigations carried out under the auspices of Project Enterprise, affordable housing policy changes in respect of the National Planning Policy Guidance, the integration of Eastleigh Borough Council into the Hampshire Home Choice Partnership, responding to the Welfare Reform changes and a community led approach in seeking to enable village affordable housing at Broughton. Information was also provided on the performance of Hampshire Home Choice, drawn from the quarterly report presented to the Hampshire Home Choice Board and subsequently included in the Members Bulletin.

During 2015 a new Housing Strategy will be compiled, together with an updated Homelessness Strategy and Home Energy Conservation Act action plan. These draft strategies and action plan will be considered by OSCOM Members during the latter half of this calendar year. Member final approval will be sought in December 2015.

#### **4.4 Economy Issues – Councillors North/Hamilton**

##### **4.4.1 Budget**

The Budget Panel played its part in the budget setting process by scrutinising the budget and fees & charges proposals and making recommendations to OSCOM to endorse.

*Phil North to add text*

#### **5.0 Recognition and Thanks**

The work of the Committee is only feasible with the full support of the Officers and in particular Christine Hastings, the Senior Committee Officer, and the two Corporate Directors, Andrew Ferrier and Carol Moore. Special thanks to Councillor North who has also done an excellent job in supporting me as Vice-Chairman.

Thanks also to the Corporate Priority Lead Members in 2012/2013 - Councillors Bundy, Hamilton, Page and Tilling - for their continued support.

There are also some Members, including Portfolio Holders, who attend OSCOM regularly on a voluntary basis and often make a valuable contribution to the debates. In this respect, I would like to acknowledge the particular contributions of Councillors Giddings, Hawke and Stallard and my appreciation goes also to Councillors Giddings and Cooper who served as co-opted Members of the Audit Panel.

Finally I would like to thank all the Members of the Overview & Scrutiny Committee for their hard work throughout the year.

**Councillor Chris Lynn  
Chairman, Overview & Scrutiny Committee  
2015**

## **Appendix 1            OSCOM Membership 2014-15**

Councillor Chris Lynn, Chairman  
Councillor Phil North, Vice Chairman  
Councillor Iris Andersen  
Councillor Gordon Bailey  
Councillor Dorothy Baverstock  
Councillor Katherine Bird  
Councillor Carl Borg-Neal  
Councillor Phil Bundy, Lead Member, Community Issues  
Councillor Ellie Charnley  
Councillor Celia Dowden  
Councillor Ben Few Brown  
Councillor Alison Finlay  
Councillor Karen Hamilton, Lead Member, Economic Issues  
Councillor Brian Page, Lead Member, Housing Issues  
Councillor Ian Robin  
Councillor Kath Tilling, Lead Member, Environmental Issues  
Councillor Janet Whiteley

## **Appendix 2      OSCOM Agenda items 2014-15**

### Strategy and Policy Issues

Corporate Action Plan Annual Report 2013/14  
Draft Corporate Plan 2015/19

### Governance Issues

Safeguarding Children & Vulnerable Adults Update  
Complaints Handling 2013/14  
Key Business Risks  
Review of the constitution  
Member Code of Conduct

### Panel Reports

Annual Audit Report  
Budget and Fees & Charges Reports

### Lead Member Reviews

Waste and recycling operational policies  
Review of Community Safety  
Recycling Awareness Campaign Update  
Update on the Corporate Policy for Animal Welfare and a pilot scheme for Responsible Dog Ownership  
The Role of the Member in Planning Policy and Development Control follow up

### Partnership/collaborative reports

HCC Rural Broadband  
Hampshire Constabulary staffing review  
Project Integra Waste and Recycling arrangements  
Andover Vision  
Romsey Future

**ITEM 12**

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

Report of Head of Legal and Democratic Services

**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.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<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:	4	File Ref:	
(Portfolio: Corporate) Councillor C Lynn			
Officer	Christine Hastings	Ext:	8007
Report to:	Overview & Scrutiny Committee	Date:	14 April 2015



**OVERVIEW & SCRUTINY BUSINESS CALENDAR**

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

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

Date of Meeting	ITEM	*Scrutiny Indicator	Requested by	Purpose of Review (Responsible Officer/ Member)	Expected Outcome
<b>2015</b>					
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
14 Apr Romsey	Affordable Housing Update (written report previously circulated)	3	Committee	To receive an update on progress <b>(Head of Housing)</b>	To comment and make recommendations as appropriate
14 Apr	Council Tax Support Update	3	Committee	To receive an update on progress <b>(Head of Revenues)</b>	To comment and make recommendations as appropriate
27 May	Community Safety Panel Report(Provisional)	3	Committee	To receive the final report <b>(Cllr Bundy)</b>	To comment and make rec's 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
27 May	Planning Policy Review (Provisional)	3	Committee	To Review the report considered by Cabinet	
23 June Andover	Andover Vision Update	3	Committee	To receive an update on progress <b>(Chief Executive)</b>	To comment and make recommendations as appropriate
23 Jun Andover	Risk Management Annual Report	2	Committee	To consider the Annual Report <b>(Financial Services Manager)</b>	To comment on the report
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

\* Scrutiny Indicator Key:

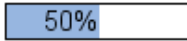
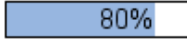

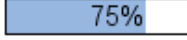
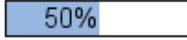

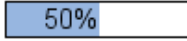
1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Security
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Test Valley Borough Council – Overview and Scrutiny Committee – 14 April 2015

Date of Meeting	ITEM	*Scrutiny Indicator	Requested by	Purpose of Review (Responsible Officer/ Member)	Expected Outcome
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 16 Romsey	Budget Strategy Update	4	Committee	To receive an update on progress <b>(Cllr North)</b>	To comment and make recommendations as appropriate
17 Feb 16 Andover	Romsey Future Update	4	Committee	To receive an update on progress <b>(Corporate Director)</b>	To consider progress to date
18 Mar 16	Corporate Plan	3	Committee	To received an update on the Plan <b>(Corporate Director)</b>	To comment and make recs as appropriate
13 Apr 16 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 co-ordinated 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 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

Test Valley Borough Council - Overview and Scrutiny Committee – 14 April 2015

			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	0%	
<b>A New Draft Corporate Plan</b>	18 March 2015	Andy Ferrier	Recommended to Cabinet that OSCOM having received the draft Corporate Plan proposed for 2015 – 19 referred it back to Cabinet with the following points for consideration: 1. The word "availability" to be substituted for "deliverability" in the Housing section. 2. The Ganger Farm site – the Local Plan Inspector had questioned its deliverability. 3. The Andover Encounters project should be taken out of the text as it was not an ongoing initiative.	0%	Reported to Cabinet on 8 April 2015
<b>Amending the Code of Conduct</b>	18 March 2015	Bill Lynds	Recommended to Cabinet: That the revised Code of Conduct and arrangements for dealing with complaints and particularly the text highlighted in yellow at Annex 1 of the report, including the suggested amendments mentioned in the report, be approved.	0%	Reported to Cabinet on 8 April 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
20 May 15 (A)	Project Integra – Annual Action Plan 2015-18	No	Cabinet	No	Report of the Environment Portfolio Holder	Head of Environmental Services
20 May 15 (A)	Funding for Improvements to Saxon Fields Play Facilities	No	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
20 May 15 (A)	Hampshire Community Bank	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
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
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

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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
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
15 Jul 15 (R)	Adoption of Cycle Strategy & Network SPD	No	Council	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport
15 Jul 15 (R)	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
15 Jul 15 (R)	Adoption of Test Valley Access Plan SPD	No	Council	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport
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

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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)	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
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
8 Apr 15 (R)	Carry Forward of Unspent Revenue Budget – to approve the carry forward of unspent revenue estimates into the new financial year	Deleted	No Carry Forward of Unspent Revenue Budget for 2015/16	Acting Accountancy Manager	23 Mar 15
20 May 15 (A)	Adoption of Test Valley Access Plan SPD	Moved to 15 July	Awaiting more information	Planning Policy Manager	13 Mar 15
20 May 15 (A)	Adoption of Romsey Town Access Plan SPD	Moved to 15 July	Awaiting more information	Planning Policy Manager	13 Mar 15
8 Apr 15 (R)	Hampshire Community Bank	Moved to 20 May	Awaiting further information	Head of Finance	26 Mar 15

**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.