

## Notice of Meeting

# Overview & Scrutiny Committee

**Date:** Wednesday, 27 May 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

**MEMBER**

**WARD**

# Overview & Scrutiny Committee

Wednesday, 27 May 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 14 April 2015
- 8 **A Competitive Local Economy** 5 - 15  
To consider the interim report.  
Lead Member, Councillor Hamilton (30 Minutes)
- 9 **Final OSCOM Annual Report** 16 - 23  
To comment on the final OSCOM Annual Report.
- 10 **Appointment to the Review of Council Tax Support Task and Finish Panel** 24 - 24  
To appoint members to undertake a review of the future arrangements for the Council Tax Support Scheme from 2017/18. (10 Minutes)  
Phil North

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

25 - 38

To enable Members to keep the committee's future work programme under review. (15 Minutes)

## **ITEM 8 Corporate Priority Review (2011-15): A Competitive Local Economy**

Report of the Policy Manager

### **Recommended:**

**That OSCOM considers the findings of the Lead Member’s report (Annex 1) and whether it wishes to pursue the options contained in section 5 of Annex 1**

#### **SUMMARY:**

- This report provides members of OSCOM with the outcomes of the Lead Member’s initial review on the council’s approach to developing a competitive local economy” (Attached in Annex 1).

### **1 Introduction**

- 1.1 This report provides members of OSCOM with the outcomes of the Lead Member’s initial review on the council’s approach to developing a competitive local economy” (Attached in Annex 1).

### **2 Background**

- 2.1 As part of the OSCOM work programme, Lead Members undertake reviews based on the corporate priorities which form the Corporate Plan.
- 2.2 In April 2015, OSCOM agreed to undertake a review relating to the priority of “A competitive local economy.” This priority relates to the 2011-15 Corporate Plan.
- 2.3 The purpose of the review, undertaken by the Lead Member, is to provide an overview of the work the Council has taken forward in supporting the local economy across Test Valley. It will review what has worked well and whether there are things the Council can do differently within the context of its new Corporate Plan 2015-19 “Investing in Test Valley.”
- 2.4 The review is being undertaken in two phases:-
- the report contained within Annex 1 comprises a brief overview of the range of work delivered by the Council to support the local economy;
  - a second phase, to be reported to OSCOM later in 2015, will be an opportunity to review in more detail, using qualitative information from businesses and partner organisations, how the new Corporate Action Plan (2015-19) is taking forward the work relating to economic development.

**3 Proposals emanating from the review**

- 3.1 The Lead Member has identified a number of proposals for further consideration as a result of completing phase 1 of the review. The proposals can be found in section 5 of Annex 1.
- 3.2 Each of the proposals has been developed within the context of the Council’s new Corporate Plan. If taken forward, they could be helpful in supporting the onward development of the emerging Corporate Action Plan.

<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:	1		
Author:	James Moody	Ext:	8130
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	27 May 2015

## **Corporate Priority Review (2011-15): A Competitive Local Economy**

### **1. Introduction**

As the 2011-15 Corporate Plan, *Doing things Differently*, draws to a close this review commissioned by OSCOM, will provide an overview of the work the Council has taken forward in supporting the local economy across Test Valley. It will cover what has worked well and whether there are things the Council can do differently within the context of its new Corporate Plan 2015-19 “Investing in Test Valley.”

The review is being undertaken in two phases:-

- this report comprises phase 1 and gives a brief overview of the range of work undertaken by the Council to support the local economy;
- a second phase, to be reported to OSCOM later in 2015, will be an opportunity to review in more detail, using qualitative information from businesses and partner organisations, how the new Corporate Action Plan (2015-19) is taking forward the work relating to economic development.

Economic development is a wide ranging and complex area. There are many ways in which the Council contributes to the economic vitality of Test Valley. It is important to view the work of the Council within the context of the wider national economy as there are a number of factors involved and the Council has to consider where it can best make a difference. Therefore, this review will focus on those elements where the Council can make a clear and practical contribution and respond to local circumstances. It includes initiatives that:

- support local businesses
- develop education, learning and skills and
- support town centres.

### **2. The Corporate Plan 2011-15: why the aim of “A competitive local economy” was developed**

Economic development has featured as part of the Council’s previous Corporate Plans. This reflects the importance of the economy in creating a sustainable community.

When consulting local people in 2010, the issue of the economy was the number one priority, in particular, access to jobs and employment. In 2010 unemployment was still rising and business confidence very low. The country was experiencing one of the worst economic downturns since records began and this had a direct impact on peoples' employment prospects and spending power.

Despite the depth and length of the downturn, Test Valley fared relatively well compared to some other areas of the country: new homes continued to be built in Andover and Romsey and major commercial schemes such as Andover Business Park still went ahead.

However, Test Valley has shared the impact of the recession, particularly around:

- the labour supply – people not having the right skills to meet the demands of local employers;
- the changing nature of jobs available and the type of contracts on offer;
- the slower recovery in the commercial property market; and
- the continuing impact on the High Streets, (as the result of changing patterns of consumer spending, lower levels of disposable income, and competition with edge/out of town retailers).

There is a perception amongst the public that town centres such as Andover are not performing as well as other towns of a similar size. Statistics show however, that both Andover and Romsey are performing better than the national average. Gaining a full understanding of why there is a negative perception has formed a key part of work streams such as the Andover Summit.

In response to this, the Corporate Plan developed the theme of “A competitive local economy” which brings together the things the Council could do to support businesses and local communities and to help create the right conditions for our economy to flourish.

### **3. The Borough Council's Approach:**

Through the development of the 2011-15 Corporate Plan the Council placed significant emphasis on an evidence-based approach to decision making. Described simply, this is about understanding the key issues and associated facts and then fully assessing what is needed. This approach ensures that the Council can focus its resources where it can have greatest impact given limited resources. This means concentrating interventions on the greatest need and complementing (not duplicating) the work of other agencies and working in partnership.



Borough councils like Test Valley are best placed to work with new and smaller businesses, offering basic support, leaving other agencies (Local Enterprise Partnerships, Hampshire County Council, and Government Departments) to provide more specialist support to larger companies.

Aside from its many regulatory responsibilities the Council's approach includes the following elements:

### **Strategic and long term**

- Securing major housing and commercial land allocations through development of planning policies
- Long term partnerships such as that with Kier to manage Walworth Business Park; and with HCC and BT to provide rural broadband.

### **Practical and current**

- Supporting new businesses (grants, expert advice, premises, regulatory support)
- Town centres (Andover Summit, Romsey Town Centre Manager etc.)
- Supporting education/learning/skills (Andover Skills Training Fund, Andover Junior Graduation, Andover Technology & Skills Centre, employers and schools event)
- Employability (e.g. Test Valley Employment & Skills Zone Partnership)
- Engaging with the business community (e.g. Mayor's Business Lunch, Portfolio holder visits to businesses)

Within this activity the Council is also demonstrating its community leadership role - bringing agencies together, unlocking investment to promote a particular area, sector or issue.

## **4. Practical Initiatives that have been taken to support local businesses**

Business support takes many forms including expert advice; business accommodation, referral to relevant agencies and, directly, modest grant support.

### ***The Business Incentive Grant***

The Business Incentive Grant (a £500 one off grant) is intended to make a positive contribution towards the cost of starting a new business in its first challenging 6 months. The grant provides the opportunity to link the business with essential Council contacts and expert business advice.

Since it began in 2000 more than 450 new businesses have been supported.

Recent research suggests the Grant is helping those made redundant and coming off benefits through the Government's New Enterprise Allowance; in other words perhaps those in greatest need of support.

*Comment from recent beneficiary*

*“Discovering, applying for and receiving the Business Incentive Grant has affirmed for me that Test Valley Borough Council is serious about encouraging and supporting local small businesses. The grant has helped me to commit to the investment in equipment and services required when starting a new business.”*

*I am just coming to the end of my third project in 6 months, so just starting to lift my head out of the hectic work on site and review the services and assistance available at Enterprise First.”*

### **Independent Retailer Grant**

As part of the Council's strategy to support Andover and Romsey town centres, an Independent Retailer Grant of £1,000 was introduced to encourage independent retailers to take up vacant space.

To date 17 grants have been approved from a budget of £20,000 (10 grants for Andover and 10 for Romsey):

#### **Andover**

- 5 awarded in full
- 1 awarded first instalment
- 3 approved and awaiting first instalment

#### **Romsey:**

- 5 awarded in full
- 1 awarded first instalment
- 2 approved and awaiting first instalment

*“Support in the form of the Pop Up Shop, Independent Retailer Grant and encouragement to grow - as well as other improvements throughout Andover town centre - has helped The Travelling Cupcake to grow and I look forward to continuing that relationship over the coming years. The support actually started initially with the small business markets, which led to the pop up, which was absolutely fantastic. Throughout the whole process we have been very blessed with support and endless advice and encouragement from absolutely everyone at the council. Without the opportunity of the pop up we would never have had a taste of owning our own shop and the grant has given us the opportunity to reinvest the money straight back into growing our business. Every single bit has helped!”*

**Andover Skills Training Fund:** The Council has also sought to use the planning system as a way in which to deliver community benefit and address needs. Skills' funding totalling £500,000 for Andover was secured through Section 106 funding as a result of the Airfield development. Its focus is to improve skills in Andover. The Council is using this sum to encourage Andover businesses employing up to 100 people to offer skills training to Andover residents who live within the SP10 postcode area.

*Comment from a recent beneficiary of ASTF*

*“We have been in a very fortunate position over the last few years to have received a substantial amount of funding from the Andover Skills Fund.*

*All of our staff have benefited from a huge variety of courses they have been able to access from the approved funding grants. This has helped them develop personally and professionally, whilst helping the business stay focused and up to date. I believe without the support of the funding our business would not have continued to progress and move forward in this ever challenging climate.”*

Over the last four years 366 residents in 111 Andover businesses have improved their employees' skills as a result of accessing this funding. £308,000 has been committed from the fund so far which has also levered in £63,000 in matched funding from employers.

There are planning commitments in place for Section 106 contributions towards skills training from major commercial developments in southern Test Valley, notably Lidl at Nursling. Payment of these contributions is dependent on the sites being developed.

### **Partnership agreement between TVBC and Keir on Walworth Business Park**

Test Valley Borough Council (TVBC) and Kier signed a 15 year development and property management agreement in May 2011.

In managing Walworth Business Park, Kier's role comprises assigning and re-gearing leases, managing under-lettings, conducting rent reviews/renewals etc. and attracting new investment, occupiers and jobs.

Attracting new tenants in an uncertain market has proved challenging and, to date, one of the first success has been to secure Dormy House to take 18,000 sq ft on Plot 27. Kier have funded a further speculative development of 18,000 sq ft which remains to be let although the latest enquiries are promising.

Kier has agreed provisional terms with TVBC to jointly develop a 50,000 sq ft warehouse on Plot 37. The expectation is to attract local occupiers looking to expand their business or secure businesses and it is anticipated that this joint venture will be replicated on Plot 90 as we look to implement the long term strategy of expanding the Business Park onto the adjacent 27 acres currently allocated for development.

One of the biggest achievements for the team was securing Ocado as occupier for Plot 54 and in addition they took a lease on Plot 89. Ocado will bring 1,200 jobs to Walworth and should be the catalyst for securing other major occupiers. It will assist in securing a long term tenant for Plot 55, a development opportunity directly opposite, which Kier are currently preparing for demolition.

At the same time as efficiently managing the business park and attracting occupiers Kier has increased the rent roll and reduced the vacancy rate from 24% to 13%.

Kier manage Walworth Enterprise Centre which for long periods of Kier's tenure has been fully occupied.

Vacant plots 27, 54 & 89 and 37 are planned to be developed.

Walworth is a well-run estate by a Kier team that utilises a full range of resource to help the regeneration process. With the regional economy now also demonstrating the growth only previously seen inside the M25 we're expecting 2015 and 2016 to see Walworth take the next major step in the rejuvenation of this key commercial centre in Andover.

### ***Investing in infrastructure to support business***

#### ***Superfast Broadband***

The Council is working with Hampshire County Council and its delivery partner BT in the roll out of the Hampshire Superfast Broadband Project in Test Valley.

Across Hampshire overall a £13.8 million project is underway with the aim that at least 90% of premises have broadband capable of superfast speed by 2015, and at least 95% by the end of 2017. The Council has invested £185, 000 from the New Homes Bonus into this programme for the benefit of the Borough.

The programme will help to fill the gap in rural areas that would otherwise be left out because the numbers of people that could sign up are not commercially viable for providers.

Rural broadband is critical in terms of supporting small, medium enterprises within rural areas. Anecdotally whilst surveying local communities in 2014 it became clear there is a wide variety of technology based businesses operating in rural parts of the borough that need superfast broadband. This need is often a hidden one.

The Council is also facilitating the extension of broadband elsewhere among the local business community. In Andover the Council, using its role as landowner, is enabling a supplier to gauge potential demand from occupiers on Walworth and Portway Business Parks. In the south of the Borough the Council has written to 500 businesses to inform them about a new £3,000 broadband grant for SMEs.

### ***Rural Businesses***

In addition to rural broadband and work to support the tourist economy, a major new EU fund called LEADER should become available soon to support rural businesses. Test Valley is covered by 3 separate LEADER Programmes: North Wessex Downs; Loddon-Test and, in the south, New Forest. The Council will work with the Action Group which administers these (competitive) funds to promote them to Test Valley businesses.

### ***Employability***

As the Borough's population (and therefore labour supply) grows it is important both to encourage the creation of new jobs and to try and enable local residents to take advantage of those opportunities.

The number of Job Seeker Allowance (JSA) claimants has fallen dramatically over recent years but there remains a significant number of people claiming other out of work benefits, some of whom can be supported into work.

The establishment, at the end of 2013, of a Test Valley Employment & Skills Zone Partnership, supported by Jobcentre Plus and comprising registered social landlords, training and voluntary agencies, is an attempt to prepare the way for Universal Credit by collaboratively supporting benefit claimants back into the labour market. The Partnership reflects others elsewhere in Hampshire.

To date, the Partnership has worked to establish the provision of lap tops in the community, supported by trained and managed IT Mentors to enable claimants to apply for work online; held 3 Job Fairs – the latest including Ocado; supporting a number of job clubs and is working on providing work placements and employability training across the Borough.

Over the last four years the Council has sought to play a community leadership role by actively bringing business leaders and local education providers together to look at how a skills deficit can be addressed.

### ***Construction Apprenticeships in Test Valley – working with developers***

In the past the Council worked with the National Apprenticeship Service to encourage the take up of apprenticeships among local employers – including the Council itself. For many years Section 106 agreements have been used to secure construction apprenticeships. However, there is scope to enhance this particular provision (in line with some other Hampshire local authorities) and make better use for training young people of the housing development that is taking place in Test Valley.

### ***Initiatives to support town centres***

Town centres remain an important economic development priority. The wide range of actions emanating from the 2012 Andover Summit and work of Romsey Future and Romsey's new Town Centre Manager employed by Romsey Town Council present a strong focus.

Environmental improvements, current and planned, in both towns; support for events; Pop Up Shops and new town centre management arrangements all represent a strong emphasis of practical support for businesses, visitors and agencies responsible.

### ***Winning the FSB (Wessex Region) Small Business Friendly Council Award.***

The recognition offered by the FSBS' award demonstrating that the Council is providing a strong range of support with limited resources.

The Council has received an award from the FSB for each of the last 5 years in recognition of the approach taken to support small businesses in the Borough.

In 2014 the council received an award for - *Most Innovative Small Business Friendly Project* award from the Federation of Small Businesses. The award was presented in recognition of the work carried out by the authority in spring 2013 to support businesses affected by severe flooding.

## **5. Opportunities for the future**

The Council has recently adopted its new Corporate Plan 2015-19, "Investing in Test Valley." As part of this, one of the four areas is focused on economic development and is about how the council can invest its energy, skills and resources to help the Borough be a great place to "work and do business."

Local People told us in 2014 that their priorities in regards the local economy was different compared to 2010. Most of the comments in 2014 now focus on the economy being a key building block to having a successful area and good quality of life as opposed to just being focused on access to jobs which was said in the context of the recession in 2010. People said that the council does have an important role to play in supporting businesses and growth, they also expressed concerns about business rates and vacant units, and that job creation still needs to feature highly.

OSCOM may wish to consider the following proposals for further development:

- Develop an Economic Development Strategy for the Borough, which builds on the technical assessments that are undertaken to inform the Local Plan alongside our package of support to businesses and communities. This could be considered for inclusion in the Corporate Action Plan in 2015-16.
- Undertake a review of what other council's are doing who are similar to Test Valley and identify opportunities and share best practice
- Consider whether we could be more effective in communicating what support the Council is offering to businesses, in association with the role of the Ward Member as a local business champion.

**ITEM 9**

**OSCOM Annual Report**

Report of Councillor Lynn, Chairman (Portfolio: Corporate)

**Recommended:**

**That the final Annual Report of the Overview and Scrutiny Committee be approved.**

**SUMMARY:**

- The Annual report covers the work of the Committee for the period May 2014 to May 2015.
- The Committee commented on the draft on 14 April and asked for some additional points to be included.
- The report is presented for approval prior to submission to full Council on 23 June 2015.

**1 Introduction**

OSCOM is required to report to full Council on an annual basis to inform all Members of the work undertaken over the previous 12 months.

The final Annual Report is attached at Annex 1.

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:	Councillor Lynn	Ext:	8001
File Ref:			
Report to:	Overview & Scrutiny Committee	Date:	27 May 2015



# 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**

- 2.0 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 round table discussions have been open to all Members to attend and each meeting was publicised in the weekly members’ information bulletin. Topics for round table discussions over the last 12 months were the Housing Strategy, housing allocations policy, the role of the Neighbourhood Wardens and Community Safety.
- 3.6 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.
- 3.7 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.
- 3.8 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 was formed.

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 is 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.

It identified that as the Corporate Challenge process was finding less and less savings and as the revenue support grant continued to decrease there was a need to look at different ways of saving/generating money for quality services. The panel made recommendations to Oscom that it endorse the key aim set out in the MTFS that the Council works towards a position where it is not reliant on the Revenue Support Grant and to this end also endorse the introduction of the Enterprise and Innovation project.

The panel made strong recommendations to Oscom that it also endorse proposals to freeze both council tax and car parking charges for 2015/16. Oscom made these recommendations to the Cabinet.

### **4.4.2 A Competitive Local Economy**

A review of a competitive local economy was approved by OSCOM in April 2015. 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.

The key areas of focus of the review were:

- Practical initiatives that have been taken to support local businesses
- How the Council is working with stakeholders to increase the skills of local people
- How the council has been working with local stakeholders to support our town centres

## **5.0 Constitution Task & Finish Panel – Councillor Andersen**

5.1 A Task & Finish Panel was convened in August 2014 to undertake a thorough review of the Council's Constitution. The review focused on the Code of Conduct and arrangements for dealing with complaints.

The results of the review were reported to OSCOM where Members were able to make further comments prior to recommending the report to Cabinet. The revised Code of Conduct was approved by full Council on 15 May 2015.

## **6.0 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 2014/2015 - 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**

## ITEM 10 Appointment to the Review of Council Tax Support Panel

### Recommended:

**SUMMARY:**

- This will be a verbal report 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:

Councillor North

Officer:

-

Ext:

-

Report to:

Overview and Scrutiny  
Committee

Date:

27 May 2015



**ITEM 11**

**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:	27 May 2015

**OVERVIEW & SCRUTINY BUSINESS CALENDAR**

<b>MAY 2015</b>	<b>JUNE 2015</b>	<b>JULY 2015</b>
Final OSCOM Annual Report A Competitive Local Economy Appointment to panel on Council Tax Support	Andover Vision Update Risk Management Annual Report Equalities Scheme (Written report only) Community Safety Report (provisional)	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 Planning Policy Report (Provisional) (members role in its development)
<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)
<b>FEBRUARY 2016</b>	<b>MARCH 2015</b>	<b>APRIL 2016</b>
Romsey Future Update	Corporate Plan Update	Draft OSCOM Annual Report Review of Council Tax Support

**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>					
27 May	A Competitive Local Economy	3	Committee	To receive an interim report	To comment and suggest issues in the final report in 6 months
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 June	Community Safety Panel Report (Provisional)	3	Committee	To receive the final report <b>(Cllr Bundy)</b>	To comment and make rec's as appropriate
23 Jun Andover	Risk Management Annual Report	2	Committee	To consider the Annual Report <b>(Principal Auditor)</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 <b>(Chairman)</b>	Recommend further action
7 Oct Andover	Annual Audit Report	2	Committee	To receive the report	To comment and make recommendations as appropriate
7 Oct	Planning Policy (members role in its development)	4	Committee	To recover an update on progress <b>(Head of Planning Policy and Transport)</b>	To comment and make recommendations

\* Scrutiny Indicator Key:

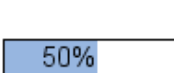
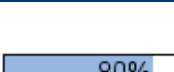




1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Security
------------------------	----------------------------	-------------------	------------------------	-----------------------

Test Valley Borough Council – Overview and Scrutiny Committee – 27 May 2015

Date of Meeting	ITEM	*Scrutiny Indicator	Requested by	Purpose of Review (Responsible Officer/ Member)	Expected Outcome
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	Draft OSCOM Annual Report	2	Committee	Report of the Chairman and Lead Members <b>(Cllr Lynn)</b>	To comment on the draft report
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
10 May Andover	Final OSCOM Annual Report	2	Committee	To review the final version <b>(Chairman)</b>	To approve the final report
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
------------------------	----------------------------	-------------------	------------------------	-----------------------

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	<p>Recommended to Cabinet that a pilot scheme to promote responsible dog ownership in up to 4 parishes within the Borough be undertaken.</p> <p>Recommended to Cabinet that closer &amp; more co-ordinated working arrangements with housing association RPs be developed aimed at reducing the number of dog related complaints</p> <p>Recommended to Cabinet that consideration be given to making educational programmes on animal care in general available to the public</p>		An update report to OSCOM on 3 December
<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>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:		Reported to Cabinet on 8 April 2015

			<ol style="list-style-type: none"> <li>1. The word “availability” to be substituted for “deliverability” in the Housing section.</li> <li>2. The Ganger Farm site – the Local Plan Inspector had questioned its deliverability.</li> <li>3. The Andover Encounters project should be taken out of the text as it was not an ongoing initiative.</li> </ol>		
<b>Amending the Code of Conduct</b>	18 March 2015	Bill Lynds	<p>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.</p>	100%	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)	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)	Andover Golf Club – motion deferred by Council	No	Cabinet	No		Head of
20 May 15 (A)	Walworth Position statement	No	Cabinet	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport
17 Jun 15 (A)	Project Integra – Annual Action Plan 2015-18	No	Cabinet	No	Report of the Environment Portfolio Holder	Head of Environmental Services
17 Jun 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

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)	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
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
15 Jul 15 (R)	Registered Provider Housing Development Partnership	Yes	Cabinet	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
15 Jul 15 (R)	Housing Related Support and Housing Revenue Grants	Yes	Cabinet	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health

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
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
2 Sept 15 (R)	Leisure Contract Specification	No	Cabinet	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
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
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

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
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
22 Jun 16 (A)	Leisure Centre Contract Shortlist Candidates	No	Cabinet	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
2 Nov 16 (R)	Appointment of Preferred Bidder for Leisure Centre Contract	No	Cabinet	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure

\* 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
20 May 15 (A)	Hampshire Community Bank	Moved to 17 June	Awaiting further information	Head of Finance	26 Mar 15
20 May 15 (A)	Project Integra – Annual Action Plan 2015-18	Moved to 17 June	Awaiting further information	Head of Environmental Services	16 Apr 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.