

## Notice of Meeting

# Overview & Scrutiny Committee

**Date:** Wednesday, 09 September 2015

**Time:** 17:30

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

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

Caroline Lovelock - **01264 368014**

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

**Legal and Democratic Service**

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

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

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

**PUBLIC PARTICIPATION SCHEME**

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

## Membership of Overview & Scrutiny Committee

<b>MEMBER</b>		<b>WARD</b>
Councillor C Lynn	Chairman	Winton
Councillor A Finlay	Vice Chairman	Chilworth, Nursling & Rownhams
Councillor N Adams-King		Blackwater
Councillor D Baverstock		Cupernham
Councillor P Bundy		Chilworth, Nursling & Rownhams
Councillor J Cockaday		St Mary's
Councillor S Cosier		North Baddesley
Councillor D Drew		Harewood
Councillor B Few Brown		Amport
Councillor K Hamilton		Harroway
Councillor I Jeffrey		Dun Valley
Councillor J Lovell		Winton
Councillor J Neal		Millway
Councillor B Page		Harroway
Councillor T Preston		Alamein
Councillor J Ray		Cupernham
Councillor K Tilling		Valley Park

# Overview & Scrutiny Committee

Wednesday, 09 September 2015

## AGENDA

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

- 1 Apologies
- 2 Public Participation
- 3 Declarations of Interest
- 4 Urgent Items
- 5 Minutes of the meeting held on 22 July 2015
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 Community Safety Panel Update - Verbal briefing by Councillor Bundy (10 minutes)
- 9 Council Tax Support - Report 5 - 7  
The Committee is requested to consider the draft scoping template agreed by the Task and Finish Panel and comment thereon. Lead Member, Councillor Baverstock (15 minutes)
- 10 Planning Advisory and Planning Process Panel 8 - 11  
The Committee is requested to consider the draft scoping template agreed by the Task and Finish Panel and comment thereon. Lead Member, Councillor Adams-King (15 minutes)

- 11**    **Planning Panel**    **12 - 14**
- The Committee is requested to consider the draft scoping template agreed by the Task and Finish Panel and comment thereon. Lead Member, Councillor Neal; (15 minutes)
- 12**    **Programme of Work for the Overview and Scrutiny Committee**    **15 - 30**
- To enable Members to keep the committee's future work programme under review (10 minutes)

## ITEM 9

## Council Tax Support Panel

Report of the Leader Member, Councillor Baverstock (Portfolio: Economic)

### **Recommended**

**That the Council Tax Support Panel's scoping template to be approved.**

#### SUMMARY:

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

#### Background Papers (Local Government Act 1972 Section 100D)

#### Confidentiality

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

No of Annexes:

1

Author:

Councillor Baverstock

Ext:

8014

File Ref:

Report to:

OSCOM

Date:

9 September 2015

**Test Valley Borough Council Overview & Scrutiny Committee  
Panel and Lead Member Reviews - Scoping Template**

1	<p><b>Corporate Priority/Service Area (may be more than one)</b></p> <p>Developing skills that are needed to develop the local economy.</p> <p>Maintaining and developing the safety net for those who have the greatest housing need and are most vulnerable.</p>
2	<p><b>Lead Member(s)/Chairman of Panel</b></p> <p>Councillor Dorothy Baverstock</p>
3	<p><b>Portfolio Holder(s)</b></p> <p>Councillor Peter Giddings</p>
4	<p><b>Topic for Review</b></p> <p>Council Tax Support Scheme from 2017/2018</p>
5	<p><b>Key Areas of Focus</b></p> <p>To consult on a range of options for working age claimants regarding the level of Council Tax Support they receive.</p>
6	<p><b>What will be developed or reviewed?</b></p> <p>Affect of welfare reform and where there are gaps in provision and help in budgeting support.</p>
7	<p><b>Rationale – Why now/why at all?</b></p> <p>Government programme to introduce universal credit and financial effect for Council and residents.</p>
8	<p><b>Anticipated Benefits</b></p> <p><b>Keeping scheme up to date and taking into account all statutory changes.</b></p>
9	<p><b>Resource Implications</b></p> <p>Officer time, consultation implications, members involvement.</p>
10	<p><b>Are there any Partner Organisations involved in the Project?</b></p> <p>Disability groups, CAB, Housing Associations, Major Precepting Authorities (HCC, fire &amp; police) and Parish Councils.</p>

11	<b>Does the Project require Public Involvement?</b>  Yes – The Council is required to undertake a 12 week public consultation exercise outlining any proposed changes to the scheme.
12	<b>Expected Outcomes: In 3 months (Progress or Full Report)</b>  Interim report with a proposed set of options.
13	<b>How will the Project assist the achievement of a Corporate Priority or Priorities?</b>  Keep the Council Tax Support Scheme up to date and reflect Government priorities and changes to other welfare benefits. To listen to residents and protecting vulnerable people and improve quality of life.
14	<b>What do you want OSCOM to do now?</b>  To agree the scope of the review.

## ITEM 10 Planning Advisory and Planning Process Panel

Report of the Lead Member, Councillor Adams-King (Portfolio: Planning and Transport)

### **Recommended**

**That the Planning Advisory and Planning Process Panel’s scoping template to be approved.**

**SUMMARY:**

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

**Background Papers (Local Government Act 1972 Section 100D)**

**Confidentiality**

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

No of Annexes:	1		
Author:	Councillor Adams-King	Ext:	8014
File Ref:			
Report to:	OSCOM	Date:	9 September 2015



**Test Valley Borough Council Overview & Scrutiny Committee  
Panel and Lead Member Reviews - Scoping Template**

1	<p><b>Corporate Priority/Service Area (may be more than one)</b></p> <p>Enhancing and preserving our built and natural environment Doing things differently...doing things better</p>
2	<p><b>Lead Member(s)/Chairman of Panel</b></p> <p>Cllr Nick Adams-King</p>
3	<p><b>Portfolio Holder(s)</b></p> <p>Cllr Martin Hatley</p>
4	<p><b>Topic for Review</b></p> <p>Operation of the Planning Advisory Panel and of Planning Committees.</p>
-	<p><b>Key Areas of Focus</b></p> <p><b>Planning Policy –</b></p> <ul style="list-style-type: none"> <li>- To review the changes made to the Planning Advisory Panel as a result of last year’s review chaired by Cllr Tilling; once reviewed examine further ways by which the wider Council membership can be involved in developing planning policy</li> <li>- To examine the operation of planning policy in neighbouring and similar authorities to identify best practice and recommend any changes resulting from this.</li> </ul> <p><b>Planning Committee Function &amp; Structure</b></p> <ul style="list-style-type: none"> <li>- To review Planning Committee process and procedures and member involvement in it.</li> <li>- To examine the operation of the planning development process and Planning Committees in neighbouring and similar authorities to identify best practice and recommend and changes resulting from this.</li> </ul>
6	<p><b>What will be developed or reviewed?</b></p> <ol style="list-style-type: none"> <li>1. The operation of the Planning Advisory Panel under its new structure</li> <li>2. Research into operation of planning policy in neighbouring and similar authorities to identify best practice and opportunities for improvement.</li> <li>3. Member perception of and involvement in the planning development process and more specifically as members of the Planning Committees.</li> <li>4. Research into operation of planning committees in neighbouring and similar authorities to identify best practice and opportunities for improvement.</li> </ol>

	<ol style="list-style-type: none"> <li>5. The process and procedures followed at Planning Committee Meetings to include provision of information to members and the role of officers and members under the various situations.</li> <li>6. The Constitution in relation to Planning Committees, in particular reviewing how this relates to practice and the constitutional position and operation of the Planning Control Committee.</li> </ol>
7	<p><b>Rationale – Why now/why at all?</b></p> <ol style="list-style-type: none"> <li>1. The improvements recommended by Cllr Tilling’s review of member engagement in planning policy last year were adopted in part by Cabinet and are now being implemented. It seems sensible and appropriate to review these as they are being put into practice to enable changes if necessary.</li> <li>2. Previous reviews of planning policy and planning development practice have not included investigation of the practice of other authorities. A review comparing ourselves with our neighbours and most similar authorities may provide valuable suggestions for improvement.</li> <li>3. Staffing pressures on the Planning Department in recent times have highlighted the resource burden of a considerable number of applications being brought to committee. Improved processes may identify a better method of identifying applications for consideration at committee, thereby bringing savings in terms of time and resource.</li> <li>4. Members have not been surveyed in recent times as to their thoughts about the planning committee system and process. A number of new members have been elected in May’s election and have now experience of the current system. It’s a pertinent moment to survey members as to their thoughts.</li> </ol>
8	<p><b>Anticipated Benefits</b></p> <ol style="list-style-type: none"> <li>1. Reviewing the implementation of the revised Planning Advisory Panel process will enable the identification of opportunities for further improvement and engagement by members in the process.</li> <li>2. Investigating the planning policy and committee processes of other authorities may identify areas for improvement for our own procedures and, if it does not, will at least provide confirmation our processes are running efficiently and effectively in comparison with others.</li> <li>3. Greater member involvement and understanding of the planning policy and development processes.</li> <li>4. Improved call-in procedures for planning committees.</li> <li>5. Efficiency gains for the Planning Department.</li> </ol>
9	<p><b>Resource Implications</b></p> <p>TBC</p>

10	<p><b>Are there any Partner Organisations involved in the Project?</b></p> <p>Information will need to be gathered from neighbouring and similar authorities. We suggest this is capped at 8 authorities.</p>
11	<p><b>Does the Project require Public Involvement?</b></p> <p>No.</p>
12	<p><b>Expected Outcomes: In 3 months (Progress or Full Report)</b></p> <p>In respect of the Planning Advisory Panel – progress and an interim report detailing its initial operation.          Planning Committee process – a full report detailing recommendations for improvement of the process.</p>
13	<p><b>How will the Project assist the achievement of a Corporate Priority or Priorities?</b></p> <ol style="list-style-type: none"> <li>1. Doing the planning process ‘differently if it results in doing things better’.</li> <li>2. Identifying efficiency gains for the Planning Department through reducing the burden of planning applications being passed to committee.</li> </ol>
14	<p><b>What do you want OSCOM to do now?</b></p> <p>Endorse this proposal and schedule time for the group to report back in three months time.</p>

**ITEM 11**

**Planning Panel**

Report of the Leader Member, Councillor Neal (Portfolio: Planning and Transport)

**Recommended**

**That the Planning Panel’s scoping template to be approved.**

**SUMMARY:**

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

Background Papers (Local Government Act 1972 Section 100D)

Confidentiality

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

No of Annexes:	1		
Author:	Councillor Neal	Ext:	8014
File Ref:			
Report to:	OSCOM	Date:	9 September 2015

**Test Valley Borough Council Overview & Scrutiny Committee  
Panel and Lead Member Reviews - Scoping Template**

1	<p><b>Corporate Priority/Service Area (may be more than one)</b> <i>Planning control</i></p>
2	<p><b>Lead Member(s)/Chairman of Panel</b> Cllr. J.S. Neal</p>
3	<p><b>Portfolio Holder(s)</b> Cllr. M. Hatley</p>
4	<p><b>Topic for Review</b> Role of Planning Control Committee</p>
5	<p><b>Key Areas of Focus</b> <b>Which applications are forwarded to planning control by the area committees and why.</b> <b>Size and makeup of committee.</b></p>
6	<p><b>What will be developed or reviewed?</b> <i>Only applications that could incur the risk of costs in the opinion of the Head of Planning or the area committees should be referred to the Planning Control committee.</i></p>
7	<p><b>Rationale – Why now/why at all?</b> <b>That they consider costs against the council are applicable.</b></p>

8	<p><b>Anticipated Benefits</b>  <b>Lesser workload on officers, cost savings, transparency and clarity.</b></p>
9	<p><b>Resource Implications</b>  <i>Hours to be confirmed.</i></p>
10	<p><b>Are there any Partner Organisations involved in the Project?</b>  <b>None.</b></p>
11	<p><b>Does the Project require Public Involvement?</b>  <b>Yes, public evidence.</b></p>
12	<p><b>Expected Outcomes: In 3 months (Progress or Full Report)</b>  Full report.</p>
13	<p><b>How will the Project assist the achievement of a Corporate Priority or Priorities?</b>  <b>To be notified.</b></p>
14	<p><b>What do you want OSCOM to do now?</b>  <b>Approve the document and agree our recommendations.</b></p>

**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 Work Programme is presented at Annex 1 for review and approval.
- 1.2 The OSCOM Recommendations Update is presented at Annex 2 for the Committee’s review and comments.
- 1.4 The Cabinet Work Programme is attached at Annex 3 for the Committee to consider.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

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

No of Annexes:	3	File Ref:	
(Portfolio: Corporate) Councillor C Lynn			
Officer	Caroline Lovelock	Ext:	8007
Report to:	Overview & Scrutiny Committee	Date:	9 September 2015

**OVERVIEW & SCRUTINY WORK PROGRAMME 2015/16**

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>2015</b>				
<b>9 SEPTEMBER (ROMSEY)</b>				
Community Safety Panel Report (Provisional)	3	Committee	To receive the final report <b>(Cllr Bundy)</b>	To comment and make rec's as appropriate
Council Tax Support Panel (Scoping Report)	3	Committee	To receive the Panel's scoping report	To consider the scoping report and make recommendations as appropriate
Planning Control Panel (Scoping Report)	3	Committee	To receive the Panel's scoping report	To consider the scoping report and make recommendations as appropriate
Planning Advisory and Planning Process Panel (Scoping Report)	3	Committee	To receive the Panel's scoping report	To consider the scoping report and make recommendations as appropriate
<b>7 OCTOBER (ANDOVER)</b>				
Annual Audit Report (full report)	2	Committee	To receive the report	To comment and make recommendations as appropriate
Planning Policy (members role in its development) (full report)	4	Committee	To recover an update on progress <b>(Head of Planning Policy and Transport)</b>	To comment and make recommendations
Andover Vision Manager	5	Committee	Presentation by the Andover Town Centre Manager.	To comment on the presentation
Audit Plan	2	Committee	To consider and make comment on the Annual Audit Plan <b>(Cllr Finlay)</b>	To consider and make recommendations as appropriate
<b>4 NOVEMBER (ANDOVER)</b>				
Draft Budget Fees and Charges (full report)	4	Committee	To consider the draft Budget Panel report <b>(Cllr Finlay)</b>	Comment and make recommendations as appropriate.
A Competitive Local Economy – Phase 2 (full report)	4	Committee	To consider the proposals and results from the review. <b>(Cllr Hamilton)</b>	To comment and make recommendations as appropriate.

\* 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 – 9 September 2015

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Budget Panel Report on Draft Budget (full report)	1	Committee	To consider the draft budget <b>(Cllr Finlay)</b>	To make recommendations as appropriate.
<b>2 DECEMBER (ROMSEY)</b>				
<b>22 DECEMBER (ROMSEY)</b>				
<b>2016</b>				
<b>16 JANUARY (ROMSEY)</b>				
Budget Strategy Update (full report)	1	Committee	To consider final budget proposals <b>(Cllr Finlay)</b>	To comment and make recommendations as appropriate
<b>17 FEBRUARY (ANDOVER)</b>				
Romsey Future Update (round table discussion)	4	Committee	To receive an update on progress <b>(Corporate Director)</b>	To consider progress to date
Test Valley Partnership Annual Review (briefing note)	1 & 5	Committee	Review how partnership working <b>(James Moody)</b>	To consider and make recommendations as appropriate.
Andover Levy (briefing note)	2	Committee	To review the levy <b>(Accountancy Manager)</b>	To consider and make recommendations as appropriate
<b>16 MARCH (ROMSEY)</b>				
Affordable Housing Update (briefing note)	3	Committee	To receive an update on progress <b>(Head of Housing)</b>	To comment and make recommendations as appropriate
OSCOM Report (start) (full report)	2	Committee	To consider the OSCOM Annual Report <b>(Cllr Lynn)</b>	To consider and make recommendations as appropriate
Presentation on local policing (briefing note)	5	Committee	To receive a presentation by the Chief Inspector	To comment on the presentation
<b>13 APRIL (ROMSEY)</b>				
Draft OSCOM Annual Report (full report)	2	Committee	Report of the Chairman and Lead Members <b>(Cllr Lynn)</b>	To comment on the draft report
Review of Council Tax Support (full report)	3	Committee	To receive an update on progress <b>(Head of Revenues)</b>	To comment and make recommendations as appropriate.
<b>10 MAY (ANDOVER)</b>				
Andover Vision (full report)	3	Committee	To receive an update on progress <b>(Chief Executive)</b>	To comment and make recommendations as appropriate

\* 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 – 9 September 2015

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Safeguarding Children & Vulnerable Adults (full report)	3	Committee	To review progress against the Action Plan <b>(Dave Tasker)</b>	To consider and make recommendations as appropriate
Final OSCOM Annual Report (full report)	2	Committee	To review the final version <b>(Chairman)</b>	To approve the final report
Update on Recycling (briefing note)	2	Committee	To receive an update on progress <b>(Head of Environmental Services)</b>	To review progress
<b>8 JUNE (ANDOVER)</b>				
Risk Management Report (briefing note)	2	Committee	To consider the Annual Report <b>(Principal Auditor)</b>	To comment on the report
<b>6 JULY (ROMSEY)</b>				
Complaint Handling (full report)	2	Committee	To review the complaints received <b>(Complaints and Improvement Officer)</b>	To consider and make recommendations as appropriate
Annual Review of Corporate Action Plan (full report)	2	Committee	To receive an update on the Key Performance Indicators <b>(Performance Manager)</b>	To consider and make recommendations as appropriate
<b>TBC</b>				
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
Equalities Scheme (briefing note)	2	Committee	To monitor and review performance <b>(Corporate Director)</b>	To comment and make recommendations as appropriate.

\* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Security
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Review Area	Title	Lead Member	Progress Update	Report back to OSCOM
Economy	A Competitive Local Economy	Councillor Hamilton	As part of phase 2 of the review consideration will be given to the schemes we already provide to support business projects and initiatives in the community. All members are asked to provide information about schemes that work well in other areas that could be considered.	4 November 2015
Community	Community Safety	Councillor Bundy		9 September 2015
Environment	Members Role in Planning (part 2)	Councillor Tilling	The key issues raised will be picked up by the two newly established OSCOM Planning Panels.	Review Completed
Environment	Animal Welfare pilot project	Councillor Tilling	Borough Council led workshops being held in September for Parish Councils to promote the approach developed by Councillor Tilling and endorsed by OSCOM.	16 January 2016
Housing	Affordable Housing update briefing note	Councillor Page	Matter only recently reviewed at OSCOM meeting in April 2015	March 2016

Panel	Chairman	Progress Update	Report back to OSCOM
Council Tax Support	Councillor Baverstock	Preparing Scoping Report	9 September 2015

Planning Control	Councillor Neal	Preparing Scoping Report	9 September 2015
Planning Advisory and Planning Process Panel	Councillor Adams-King	Preparing Scoping Report	9 September 2015

Item	Meeting Date	Officer Owner	Recommendation	Estimated Progress	Progress Update
<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	100%	Cabinet accepted the majority of the recommendations of the Task & Finish Panel. Reported to OSCOM on 21 January 2015. The key issues raised will be picked up by the two newly established OSCOM Planning Panels.
<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.	100%	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.	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
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
2 Sept 15 (R)	New Forest National Park – Management Plan (Update) 2015-2020	No	Council	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport
2 Sept 15 (R)	Wider Hampshire Devolution Project	No	Cabinet	No	Report of the Leader	Chief Executive
2 Sept 15 (R)	Award of Construction Contract and Approval of Revised Budget for Youth in Romsey Building	No	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
30 Sept 15 (A)	Adoption of Cycle Strategy & Network SPD	No	Council	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport



Test Valley Borough Council – Overview and Scrutiny Committee – 9 September 2015

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
30 Sept 15 (A)	Housing Development Management Options	Yes	Cabinet	No	Report of the Economic Portfolio Holder	(Acting) Head of Revenues (Local Taxation and Project Enterprise)
30 Sept 15 (A)	Governance Options for Housing Development	Yes	Cabinet	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services
30 Sept 15 (A)	The Allocation of Budget for Project Enterprise and appropriate delegations	Yes	Cabinet	No	Report of the Economic Portfolio Holder	(Acting) Head of Revenues (Local Taxation and Project Enterprise)
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

Test Valley Borough Council – Overview and Scrutiny Committee – 9 September 2015

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
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
16 Dec 15 (R)	Housing Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
16 Dec 15 (R)	Homelessness Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
16 Dec 15 (R)	Homes Energy Conservation Act (HECA) Action Plan	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
13 Jan 16 (A)	Budget Strategy Update - provides the latest position of the budget for the current year and following year and an update of the Medium Term Financial Strategy.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance

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10 Feb 16 (A)	Revenue Budget & Council Tax Proposals - to consider the revenue budget and level of Council Tax to be set for the following financial year and the revised budget for the current financial year.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
10 Feb 16 (A)	Capital Programme Update - to provide an update on the expected phasing and total cost of the approved Capital Programme.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
10 Feb 16 (A)	Treasury Management Strategy - to consider the Treasury Management Strategy for the following financial year.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
6 Apr 16 (R)	Carry Forward of Unspent Revenue Budget – to approve the carry forward of unspent revenue estimates into the new financial year.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
22 Jun 16 (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
22 Jun 16 (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
22 Jun 16 (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

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22 Jun 16 (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
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
7 Sep 16 (R)	Corporate Financial Monitoring - compares 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 Nov 16 (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	Yes	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (A)	Fees and Charges – to consider the annual changes to fees and charges for the next financial year.	No	Cabinet	Yes	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (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	Yes	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
2 Nov 16 (A)	Appointment of Preferred Bidder for Leisure Centre Contract	No	Cabinet	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
30 Nov 16 (A)	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	Yes	Report of the Economic Portfolio Holder	Head of Finance
30 Nov 16 (A)	Capital Programme update – to consider the current position of existing capital projects and new bids.	No	Council	Yes	Report of the Economic Portfolio Holder	Head of Finance

\* 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**

<b>Original Date Of Decision</b>	<b>Item</b>	<b>Moved/Deleted</b>	<b>Reason For Move/Deletion</b>	<b>Informed By</b>	<b>Date Informed</b>
2 Sept 15	Adoption of Cycle Strategy & Network SPD	Moved to 30 Sept 15	Awaiting further information	Transport Planner	30 Jul 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.