

Notice of Meeting

Overview & Scrutiny Committee

Date: Wednesday, 07 October 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:

Caroline Lovelock - **01264 368014**

email clovelock@testvalley.gov.uk

Legal and Democratic Service

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

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
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, 07 October 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 9 September 2015
- 8 Presentation by the Andover Town Centre Manager
Chris Gregory, Andover Town Centre Manager will give a presentation on the work of the partnership and answer questions. (40 Minutes)
- 9 Programme of Work for the Overview and Scrutiny Committee 4 - 18
To enable Members to keep the committee's future work programme under review.

ITEM 9

**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 P North			
Officer	Caroline Lovelock	Ext:	8014
Report to:	Overview & Scrutiny Committee	Date:	7 October 2015

OVERVIEW & SCRUTINY WORK PROGRAMME 2015/16

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2015				
7 OCTOBER (ANDOVER)				
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 receive an update on progress (Head of Planning Policy and Transport)	To comment and make recommendations
Andover Vision Manager	5	Committee	Presentation by the Andover Town Centre Manager.	To comment on the presentation
2 NOVEMBER (ANDOVER)				
Audit Plan	2	Committee	To consider and make comment on the Annual Audit Plan (Cllr Finlay)	To consider and make recommendations as appropriate
Draft Budget Fees and Charges (full report)	4	Committee	To consider the draft Budget Panel report (Cllr Finlay)	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. (Cllr Hamilton)	To comment and make recommendations as appropriate.
Budget Panel Report on Draft Budget (full report)	1	Committee	To consider the draft budget (Cllr Finlay)	To make recommendations as appropriate.
Community Safety Panel Report (Provisional)	3	Committee	To receive the final report (Cllr Bundy)	To comment and make rec's as appropriate
2 DECEMBER (ROMSEY)				
Council Tax Support Panel	3	Committee	To receive the Panel's scoping report (Cllr Baverstock)	To consider the scoping report and make recommendations as appropriate
22 DECEMBER (ROMSEY)				

* 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 – 7 October 2015

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2016				
16 JANUARY (ROMSEY)				
Budget Strategy Update (full report)	1	Committee	To consider final budget proposals (Cllr Finlay)	To comment and make recommendations as appropriate
Planning Control Panel	3	Committee	To receive the Panel's scoping report (Cllr Neal)	To consider the scoping report and make recommendations as appropriate
Planning Advisory and Planning Process Panel	3	Committee	To receive the Panel's scoping report (Cllr Adams-King)	To consider the scoping report and make recommendations as appropriate
17 FEBRUARY (ANDOVER)				
Romsey Future Update (round table discussion)	4	Committee	To receive an update on progress (Corporate Director)	To consider progress to date
Test Valley Partnership Annual Review (briefing note)	1 & 5	Committee	Review how partnership working (James Moody)	To consider and make recommendations as appropriate.
Andover Levy (briefing note)	2	Committee	To review the levy (Accountancy Manager)	To consider and make recommendations as appropriate
16 MARCH (ROMSEY)				
Affordable Housing Update (briefing note)	3	Committee	To receive an update on progress (Head of Housing)	To comment and make recommendations as appropriate
OSCOM Report (start) (full report)	2	Committee	To consider the OSCOM Annual Report (Cllr Lynn)	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
13 APRIL (ROMSEY)				
Draft OSCOM Annual Report (full report)	2	Committee	Report of the Chairman and Lead Members (Cllr Lynn)	To comment on the draft report
Review of Council Tax Support (full report)	3	Committee	To receive an update on progress (Head of Revenues)	To comment and make recommendations as appropriate.

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

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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
Members Role in Planning	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.
A New Draft Corporate Plan	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
Amending the Code of Conduct	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.
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 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	

Test Valley Borough Council – Overview and Scrutiny Committee – 7 October 2015

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
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
30 Sept 15 (A)	NPPG and affordable housing	No	Council	No	Report of the Planning and Transport Portfolio Holder	Head of Planning Policy and Transport
30 Sept 15 (A)	Project Enterprise – Allocation of Budget and Delegation to Spend	Yes	Cabinet	No	Report of the Economic Portfolio Holder	(Acting) Head of Revenues (Local Taxation and Project Enterprise)
28 Oct 15 (A)	Governance Options for Housing Development	Yes	Cabinet	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services
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

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Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
28 Oct 15 (A)	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
28 Oct 15 (A)	Gambling Act 2005 – Statement of Licensing Principles	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services
28 Oct 15 (A)	Devolution for the People of Hampshire and the Isle of Wight	Yes	Council	No	Report of the Leader of the Council	Chief Executive
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

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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
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
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

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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
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
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
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
7 Sept 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 (R)	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

Test Valley Borough Council – Overview and Scrutiny Committee – 7 October 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
2 Nov 16 (R)	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
2 Nov 16 (R)	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
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
30 Nov 16 (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
30 Nov 16 (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

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

MOVED/DELETED ITEMS

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

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

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

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