

Notice of Meeting

Overview & Scrutiny Committee

Date: Wednesday, 02 December 2015

Time: 17:30

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

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Legal and Democratic Service

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

PUBLIC PARTICIPATION SCHEME

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

Membership of Overview & Scrutiny Committee

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 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
Vacancy		

Overview & Scrutiny Committee

Wednesday, 02 December 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 4 November 2015**
- 8 **OSCOM Corporate Priority Review (2011-15): A Competitive Local Economy** 4 - 12

This report represents the second and final stage of the Corporate Priority Review: A Competitive Local Economy
Councillor Karen Hamilton (30 minutes)
- 9 **Review of Council Tax Support** 13 - 29

Report of the Council Tax Support Panel
Councillor D Baverstock (30 minutes)
- 10 **Programme of Work for the Overview and Scrutiny Committee** 30 - 45

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

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

Report of the OSCOM Lead Member for the Economic Corporate Priority.

Recommended to Cabinet;

That Cabinet consider the inclusion of the ideas derived through the OSCOM review, including those raised at the round table discussion and additional forms of Member communication with businesses, and that these ideas are taken forward through the formulation of the economic development strategy.

SUMMARY:

- This report represents the second and final stage of the corporate priority review: A competitive Local Economy. It reflects on the effectiveness of two key activities (Business Incentive Grant and Andover Skills Training Fund) and compares the Council's economic development service with that of similar councils.

1 Introduction

1.1 Overview and Scrutiny Committee (OSCOM) is conducting a Lead Member's review of the Council's approach to developing a competitive local economy, one of the four corporate priorities in the Council's previous corporate plan, 'Doing things differently.' The review is being undertaken in two stages. The first stage comprises the 27 May 2015 Overview and Scrutiny report, Corporate Priority Review (2011 – 15): A competitive local economy.

1.2 In considering that report, the Committee agreed to focus on:

- developing a new Test Valley economic development strategy following the economic assessment, currently underway;
- reviewing economic development services provided by councils similar to Test Valley, to identify opportunities and share best practice, together with looking at the impact of the Council's Business Incentive Grant and Andover Skills Training Fund; and
- considering whether the Council could more effectively communicate with businesses what support it offers, in association with the role of the ward member as a local business champion.

- 1.3 This report represents the second stage of the review. It picks up the above issues and draws together points made at the OSCOM round table discussion on 9 September. It recommends that the points highlighted by OSCOM be taken forward in the preparation of a new economic development strategy, under the new Corporate Plan, “Investing in Test Valley.”

2 Background

2.1 Test Valley economic assessment and a new economic development strategy

- 2.1.1 Consultants have been appointed by the Planning and Transport and Estates and Economic Development Services to undertake an economic assessment of the Borough which will be used to inform the Local Plan Review and a new economic development strategy.

- 2.1.2 The preparation of a new economic development strategy forms one of the projects in the Corporate Action Plan (CAP) approved by Cabinet in June 2015.

- 2.1.3 The Consultants have prepared an interim discussion paper which has been circulated to members of OSCOM.

2.2 Review of economic development services provided by similar councils

- 2.2.1 A summary of the economic development services provided by Test Valley’s ‘family’ of 19 similar councils reveals a wide variation. The survey was based on a review of web sites and subsequent confirmation by email.

- 2.2.2 However, few councils responded to confirm our summary, including the level of resource (staff numbers and budgets) therefore the assessment may undercount what others do.

- 2.2.3 Three in four councils award business grants. Winchester City Council has the widest coverage, with four separate grants. Outside Hampshire, Ashford offers capital grants worth £10,000 and several provide apprenticeship grants including Dacorum in Herts (£1,500).

- 2.2.4 Most councils provide expert advice for the start up businesses and organise networking events.

- 2.2.5 More than half provide skills training or support apprenticeships, many through the Construction Industry Training Board National Skills Academy (CITB NSA), which is implemented through S.106 Planning Obligations on new housing developments.

- 2.2.6 Areas of work where Test Valley Borough Council may not do as much as others include: business directory, business events diary and business newsletter. On the other hand the Council undertakes more on education, learning and skills training.

- 2.2.7 Twelve Councils fund tourist information centres and most (including Test Valley) rely on other agencies (e.g. county councils) to act as a Destination Marketing Organisation. Three quarters, including Test Valley, provide place-marketing through web material, tourism leaflets and visitor guides.
- 2.2.8 All but one council provide town centre markets (directly or under contract), but only one in four has a Business Improvement District (BID) or major town centre redevelopment scheme. All councils which include rural areas will be covered by a LEADER.
- 2.2.9 In terms of property, most councils have enterprise centres (such as Basepoint) but only half directly attract inward investment. Test Valley uses its web site and Kier in Andover to attract inward investment.
- 2.2.10 Overall it appears the Council covers a relatively wide range of economic development subjects compared with similar councils, and this is borne out by it winning FSB small business Council awards in the past.

2.3 **Business Incentive Grant (BIG) business survival rates**

- 2.3.1 The BIG was introduced 16 years ago to encourage and support residents starting a business. It is part of a package services, including easy in-easy out accommodation, free expert advice, business networking and referral (to Council Services and external agencies), to help new and small businesses.
- 2.3.2 For this review the 3 and 5 year survival rates of businesses receiving the BIG was compared to average business survival rates, using national data. 121 BIG recipients were surveyed to see if they are still trading.
- 2.3.3 The national average 3 year business survival rate for Test Valley is 67% but for those who received the BIG, 69% are still trading.
- 2.3.4 The national average 5 year business survival rate for Test Valley is 50% but for those who received the BIG, 66% are still trading.
- 2.3.5 It is also worth noting that the national average Test Valley business survival rates are higher than other Hampshire districts.
- 2.3.6 Furthermore, research shows that many of the BIG applicants are in greatest need (e.g. referred to the Council by Jobcentre Plus following redundancy or coming off benefits etc.) for whom £500 is a significant sum.
- 2.3.7 However pleasing these results are they should be treated with caution: the small sample size and importance of personal circumstances mean that local survival rates will vary year to year. For example, between March 2014 and February 2015 11 applicants approved for the grant did not go on to claim it 6 months later.
- 2.3.8 It is also important to stress that any 'measurement' of the effectiveness of the BIG should not be confined to a comparison of business survival rates. The service offered to all Test Valley residents, starting their own business, is regarded by the applicants (and their families) as very important. Starting your own business is a life-changing event which the Council has helped well over 400 residents achieve.

2.4 Andover Skills Training Fund (ASTF)

2.4.1 The ASTF was introduced in 2012 following the receipt of a Section 106 financial contribution from Goodman, the developer of Andover Business Park.

2.4.2 Since then 351 Andover residents either working for an Andover employer or self employed and 116 Andover businesses have received £271,375 from the ASTF, with a further £47,876 committed but not yet claimed. £87,447 has been attracted from the employer in matched funding.

2.4.3 A short questionnaire survey was sent to businesses which have received more than £1,000 from the ASTF.

From the 35 responses:

- 20 businesses estimated that the training, supported by ASTF had generated an additional £600,000 in revenue;
- 27 businesses said the training had enabled them to retain valued employees; and
- 16 businesses said the training had enabled them to create 100 new jobs.

Many positive comments were also received - see Annex 2

2.4.4 Aside from Andover Business Park the only other major commercial development with an agreed S.106 financial (£58,000) contribution for skills training is LIDL at Nursling, where transfer of the funds will be triggered by 'first occupation', estimated at Autumn 2016.

3 Consultations

3.1 Issues raised in Roundtable discussion 9 September 2015

- Support for rural businesses and the three new LEADER Programmes which are about to commence
- Support for (Romsey) town centre retail businesses
- Need for a tourism strategy which reflects one of the key themes emerging from Romsey Future
- Encouragement for local businesses to trade with each other
- Broadband – working with providers and Hampshire County Council

3.2 All of these important issues will feature strongly in the Council's new economic development strategy which will be prepared following the economic assessment.

3.3 The broad borough themes such as tourism and supporting rural businesses will be complemented by local initiatives developed with communities, notable Romsey Future and Andover Vision.

4 Communication

- 4.1 As well as making information available on the Council website, councils use many different ways to communicate with their business communities including regular newsletter (hard copy and e-version), on-line sounding board; regular council newsletter (i.e. Test Valley News) as well as through sector networks e.g. tourism businesses, town centre businesses, Kier newsletter.
- 4.2 It would be beneficial to improve communication at the same time as developing the role of the ward member. Several years ago the Council changed the way it presented the BIG cheque to new start ups. Instead of sending it by post, the Ward Member now presents the cheque. This has the dual advantage of making the Councillor aware that the Council is supporting a new business in their ward and makes the person starting a business aware who their local councillor is and what help they offer new businesses. The presentation also offers the opportunity for much-needed publicity for the new business.
- 4.3 One way of incorporating this would be for the Ward Member to hand out a post card to local businesses with the message “How can I help your business?” It would refer to the www.testvalley.gov.uk/business and offer the services of the EDO (and through referral) to any support we are able to provide both directly and indirectly through partner organisations.
- 4.4 Such an initiative would be entirely in keeping with the Council’s strategic aim of supporting the community leadership role of Ward Members in their community.

5 Recommended

- 5.1 That the issues raised at the round table discussion on 9 September 2015 be taken account of in the preparation of a new economic development strategy which will follow on from the consultants economic assessment.
- 5.2 The Council pilots the use of a Councillors ‘business postcard’ as a means of introduction and potential support.

6 Resource Implications

- 6.1 There will be a cost for the preparation of a new economic development strategy as well as new means of the Council communicating with businesses but these will be borne by existing budgets.
- 6.2 Wards/Communities Affected – All wards are affected.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
Test Valley economic assessment and a new economic development strategy			
Review of economic development services provided by similar councils			
Business Incentive Grant (BIG) business survival rates			
Andover Skills Training Fund (ASTF)			
<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:	2		
Author:	Councillor Hamilton	Ext:	
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	2 December 2015

Audit of Economic Development services provided by TVBC's family of local authorities

The economic developments comprise:

Business Support:

- business grants
- expert advice
- support for networking and events
- procurement support (helping businesses trade with councils)
- newsletters etc.
- general liaison with businesses e.g. visits

Skills/Training/Apprenticeships

Tourism:

- supporting a tourist information centre
- providing a destination management organisation
- marketing

Town Centres:

- providing markets, events etc.
- organising a Business Improvement District (BID)
- promoting town centre redevelopment schemes

Rural e.g. LEADER programmes

Premises:

- funding enterprise centres
- attracting inward investment

Annex 2

Comments by businesses which have received Andover Skills Training Fund made in 2015 survey

- allowed staff to grow and develop in correlation with the business
- enhanced company reputation
- now able to offer services that no other clinic in the area is able to.
- great way to offer opportunities to staff
- allowed them to be far more commercially marketable
- greater confidence. Training been a great success
- allowed them to offer a wider and more extensive clinical service
- “The training programme has completely changed the culture of the business, made the staff happier, increased productivity, increased loyalty, increased skillset at all levels and 28% increase in sales. I cannot describe how different the business is today compared with the staff of 2014...”
- the staff who have completed the training have had their confidence levels raised and their self esteem
- annual turnover has increased by £1.1m and the company has benefitted hugely from the grant.
- very important to the business to attract more customers and employ more staff.
- been able to cut down on the cost of using sub-contracted electrical engineers by carrying out a lot of basic installation and wiring themselves.
- enhancing the skills and technical ability of the trainee.
- supported development of existing employee, management skills to enable senior position.
- allowed for fantastic opportunities for their company to expand and move forward
- given employees more confidence and increased their skills
- more business due to additional skills
- allowed current employees to improve their skills

- “Funding was really appreciated” “new skills acquired” “modest increase on revenue”
- staff have benefitted from some excellent training, which would not have been possible without the ASTF and is much appreciated.
- great benefit to their company
- “...helped us clarify our company strategy.” “Operate more effectively and...made everyday business decisions more easy to make.” “Helped our promotional strategy be clearer.” “Very useful indeed”

ITEM 9 **Review of Council Tax Support**

Report of the Council Tax Support Review Panel

Recommended:

- 1. That Overview and Scrutiny Committee consider the information and the comments by officers and Members presented in this report.**
- 2. The Panel have considered all options and would recommend option 1.**

SUMMARY:

The Overview & Scrutiny Committee appointed a Member Panel to review the current scheme and make recommendations for options to consult on changes to the Council Tax Support Scheme for 2017/18.

This report details the options that have been considered by the Panel.

1 Introduction

- 1.1 The Council Tax Support scheme replaced Council Tax Benefit from 1 April 2013 and the Government reduced the funding for this scheme by 10%. The Council had the option of absorbing this burden or making up this shortfall by reducing the level of support for working age claims. There is no discretion to amend the pensioner claims other than allow a higher disregard for war pensions.
- 1.2 The Council undertook extensive consultation in 2012 to develop a scheme and the options considered were to restrict support for higher banded properties and make everyone pay at least 10% of their Council Tax. At the same time higher charges would be levied on empty properties.
- 1.3 Following the consultation and considering the findings of the Equality Impact Assessment, Members decided to leave the Council Tax Support scheme unchanged from the previous scheme but to offset the extra cost of this with the higher charges for empty properties.
- 1.4 In April this year Cabinet recommended keeping the existing scheme for 2016/17 but to review the scheme for 2017/18 in light of the welfare reforms and in particular the introduction of Universal Credit.
- 1.5 The Overview & Scrutiny Committee appointed a Member Panel to review the current scheme and make recommendations for options to consult on changes to the Council Tax Support Scheme for 2017/18.

2 Background

2.1 The Panel met frequently as it is important to meet deadlines should a 12 week consultation for the 2017/18 scheme be required. The Panel has reviewed information regarding the current Council Tax Support (CTS) Scheme including:

- The current caseload trends and expenditure for CTS (see annex 1);
- The level of impact on single people and couples should the Council decide to apply a 5%, 10% or 15% cap on support for customers (see annex 2);
- A detailed analysis of the children under 5 group to establish the numbers and ages of children the Council is supporting and examples of the types of income this group are receiving (see annex 3);
- Examples of how the current level of CTS is calculated for customers (see annex 4);
- An estimate of additional administration costs to recover small amounts of Council Tax from customers currently receiving maximum support (see annex 5);
- The CTS schemes in place in Hampshire and Wiltshire and a comparison of their Council Tax Collection rates over the last three years (see annex 6); and
- The recent public consultation for options to change the CTS scheme at Eastleigh Borough Council.

2.2 When considering the CTS Scheme for 2017/18 the Panel was keen to ensure that the Council supports the Government's objective of making work pay whilst protecting those customers who are unable to work. In recommending any options for change to the current Scheme the Panel has considered the following factors:

- Currently, Council Tax Support (CTS) claims are assessed at the same time as Housing Benefit claims so the rules remain broadly similar. As claims move from Housing Benefit to Universal Credit there is scope to simplify the CTS scheme.
- The Council is working to a tight timetable and any options for changes proposed are subject to a 12 week public consultation period. The County Council and other major precepting Authorities must be consulted during this process.
- Any new scheme must not be excessively complicated as this will increase administrative costs for the Council.

- Consideration must be given to alleviating child poverty and protecting vulnerable adults.
- Any new scheme should consider work incentives.
- Collecting small amounts of Council Tax from customers receiving CTS will also increase the administrative costs and the collection rates may fall.
- CTS Caseload numbers are falling along with the total expenditure.
- The Housing Benefit rules are changing from 1 April 2016 to restrict the backdating of benefit from 6 months to one month and to remove the family premium from the calculation. The expenditure in this area is not significant; however the CTS scheme could be amended to keep the schemes aligned.
- There are a number of changes due to be introduced from April 2017 regarding Tax Credits for any children born after this date when the customer already has 2 or more children. The CTS scheme expenditure will increase if these changes are not reflected in the new scheme.
- The importance of keeping the existing scheme under review as changes under the Government's welfare review programme and any impact this has on both residents and the overall cost of the scheme.
- Consideration should be given to the number of social tenants and how this would be affected by new build within the Borough.

3. Options

Option 1: Continue with the current level of support for 2017/18 and review in 12 months time once more claims for Universal Credit are in payment and the impact of the April 2016 Housing Benefit and Tax Credit changes are known.

Potential Costs/Savings	Officers Comments	Panel Comments
<p>Additional cost cannot be quantified until further details have been released by central Government.</p>	<p>Will protect customers already undergoing a significant period of change with welfare reforms.</p> <p>May result in an increase in expenditure for 2017/18 as CTS will not reflect any changes to Tax Credits.</p>	<p>Panel members recommend this option which will not require any public consultation and the expense that this would incur.</p> <p>Any increase in expenditure will be for one year only as this will be reviewed again in 12 months time.</p> <p>Any increase in expenditure may be offset by a reduction in caseload if current trends continue.</p>

Option 2: Leave scheme unchanged until all working age cases have migrated to Universal Credit (expected to complete in 2020).

Potential Costs/Savings	Officers Comments	Panel Comments
<p>Additional cost cannot be quantified until further details have been released by central Government.</p> <p>Depending on whether caseload continues to fall, any additional cost may be absorbed by a fall in expenditure.</p>	<p>Will protect customers already undergoing a significant period of change with welfare reforms.</p> <p>May result in an increase in expenditure for 2017/18 and beyond as CTS will not reflect changes to Tax Credits.</p> <p>Will enable all working age claims to move to a more simpler CTS scheme based on Universal Credit income bands and this should achieve significant savings in administration costs.</p>	<p>Panel members do not recommend this option which will not require any public consultation and the expense that this would incur.</p> <p>There is a risk in waiting for a long time for a further review as the scheme will need to evolve to reflect other policy changes.</p>

Option 3: Consult on proposed changes to the 2017/18 scheme to reflect changes that are being made to the Housing Benefit scheme and Tax Credits under the Government’s programme of welfare reforms.

Potential Costs/Savings	Officers Comments	Panel Comments
<p>Estimated savings: Backdated benefit £28,000 (TVBC share £3,100)</p> <p>Changes to Tax Credits cannot be quantified until further details have been released by central Government.</p>	<p>Will align CTS rules to Housing Benefit rules.</p> <p>Provided the caseload does not increase this will result in reduced expenditure for 2017/18 and beyond.</p> <p>Will impact financially on customers already undergoing a significant period of change with welfare reforms.</p>	<p>Panel members do not recommend this option which will require a public consultation and the expense that this would incur.</p> <p>The Council will bear the full cost of collecting additional amounts and this could exceed any savings for TVBC.</p> <p>There is currently no information available regarding the changes to Tax Credits to enable any potential savings to be calculated.</p> <p>Will have an adverse affect on working customers already receiving a reduction in Tax Credits.</p>

Option 4: Consult on proposed changes to the 2017/18 scheme to apply a cap of 5%, 10% or 15% making everyone responsible for paying an element of Council Tax.

Potential Costs/Savings	Officers Comments	Panel Comments
<p>Estimated savings: 5% = £154,800 (TVBC £17,300) 10% = £309,800 (TVBC £34,700) 15% = £463,800 (TVBC £51,900)</p> <p>Children under 5 (631) 5% = £32,800 10% = £65,600 15% = £98,200</p> <p>Disability Benefits (1,044) 5% = £53,200 10% = £106,400 15% = £159,300</p> <p>Working 16 hours + (554) 5% = £29,800 10% = £59,700 15% = £89,400</p> <p>Jobseekers or working less than 16 hours (771) 5% = £39,000 10% = £78,100 15% = £116,900</p>	<p>Provided caseload does not increase will result in reduced expenditure for 2017/18 and beyond.</p> <p>Will impact financially on customers already undergoing a significant period of change with welfare reforms.</p> <p>The Council will have to collect small amounts from a large number of people which will increase administration costs.</p> <p>Consideration will need to be given to protect customers unable to work and increase their income in order to pay additional Council Tax.</p> <p>Impact will be greater in rural areas as these properties will usually attract a higher Council Tax Band</p>	<p>Panel members do not recommend this option which will require a public consultation and the expense that this would incur.</p> <p>The Panel members are concerned that this will have an adverse affect on customers in rural areas already facing other pressures such as housing and transport costs.</p> <p>The Panel members would recommend not going above 10% due to the amount of support customers will lose.</p> <p>Affects all customers receiving support.</p> <p>The national picture is unpredictable and this makes it very difficult to accurately forecast any potential savings.</p> <p>The Council will bear the full cost of collecting additional amounts and this could exceed any savings for TVBC.</p>

3 Risk Management

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

4 Resource Implications

- 4.1 Under the previous CTB scheme, the Council was reimbursed in full, for the amount of CTB paid out correctly. In times of economic difficulty as the amount of benefit the Council paid out increased the Council was reimbursed by the Government.
- 4.2 Under the current scheme funding for CTS is included in the local government finance settlement. A specific amount of funding was identified in year one of the Scheme, which included a 10% cut in funding. However, funding for CTS schemes is now provided through the business rates retention scheme rather than through a separate grant for all authorities. Any additional cost of the CTS scheme therefore has to be met by the Council and major precepting authorities via the Collection Fund. The Council's share of any surplus or deficit is approximately 11.2%.
- 4.3 The total amount of CTS awarded over recent years is as follows -

	Total CTS Awarded £M	TVBC share of CTS £M
Outturn 2013/14	£5.375	£0.602
Outturn 2014/15	£4.991	£0.559
Current Forecast 2015/16	£4.744	£0.531

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

5 Corporate Objectives and Priorities

- 5.1 The matters described in this report are in response to legislative changes that have been introduced by the Government. They potentially impact the Corporate Plan aims relating to where residents live and help to support them back to work.

6 Consultation

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

7 Legal Issues

- 7.1 The Council must approve the Scheme for 2017/18 by 31 January 2017. The Council may, at the same time, approve the Scheme for future years.
- 7.2 In determining the Scheme the Council must have due regard to the requirement to consult major preceptors and other stakeholders and must carry out a robust equality impact assessment on any proposed changes.

8 Equality Issues

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

9 Conclusion and reasons for recommendation

- 9.1 This report gives Overview and Scrutiny Committee the opportunity to review the work undertaken by the Panel in respect of a Council Tax Support Scheme for 2017/18.

<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:	6		
Author:	Cllr Dorothy Baverstock	Ext:	
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	2 December 2015

Annex 1

Council Tax Support Caseload

Date	State Pension Credit age claimants	Working age claimants				Total
		Children Under 5	Disability Benefits & War Pensions	Working 16 hours or more	Job Seekers or Working under 16 hours	
10/06/13	3106	765	868	588	1039	6366
14/11/13	3054	747	904	625	987	6317
08/05/14	2985	744	916	606	941	6192
13/11/14	2901	715	973	580	859	6028
12/02/15	2854	700	1013	591	828	5986
Current	2805	659	991	550	816	5821

Cost of Scheme

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

Examples of the impact of the consultation options on changes to Council Tax Support - additional amount working age customers may have to pay

Examples based on Andover Band D Council Tax for 2015/16 in Test Valley Borough Council

Circumstances of Working Age Household	Current Property Band*	Additional WEEKLY Amount of Council Tax you will pay under the consultation options (or WEEKLY amount of Council Tax you will pay if you currently pay nothing)		
		Paying a minimum of 5% Council Tax	Paying a minimum of 10% Council Tax	Paying a minimum of 15% Council Tax
Household receives 25% Council Tax discount e.g. single person	B	£0.79	£1.59	£2.38
	C	£0.91	£1.82	£2.73
	D	£1.02	£2.04	£3.07
	E	£1.25	£2.50	£3.75
Household receives no Council Tax discount e.g. at least 2 adults reside in the property	B	£1.06	£2.12	£3.18
	C	£1.21	£2.42	£3.63
	D	£1.36	£2.73	£4.09
	E	£1.67	£3.33	£5.00

*If you currently receive a Disabled Person's Band Reduction the changes will be applied to the lower Council Tax Band that is used to calculate your Council Tax Bill.

Annex 3

**Council Tax Support Scheme
Children Under 5 as at 13 August
2015**

<u>Band Information</u>	
Band A	52
Band B	291
Band C	215
Band D	59
Band E-H	14
	631

<u>Benefit Information</u>	
Receiving out of work benefit	309
Not receiving out of work benefit	322
	631

<u>Benefit Shortfall</u>	
Zero (max benefit)	409
£0.01-£5.00	46
£5.01-£10.00	59
£10.01-£15.00	62
£15.01-£20.00	37
over £20.00	18
	631

<u>Cases Receiving Maximum Benefit not in receipt of out of work benefits</u>								
Age of youngest child	Single parent	Couple	Number of Children					
			1	2	3	4	5	6
Under 1	7	13	7	4	5	2	2	0
Between 1 & 2	5	14	7	5	4	1	2	0
Between 2 & 3	10	10	5	7	2	4	1	1
Between 3 & 4	13	9	9	5	6	1	0	1
Between 4 & 5	10	11	3	9	6	2	0	1
Total	45	57	31	30	23	10	5	3

Examples of Current Council Tax Support Calculations

In all examples the Council Tax is based on Band B Council Tax charge
(after single person discount has been applied)
Council Tax £826.64 per year or £15.90 per week

Example 1: Customer is single and looking for work Receiving Job Seeker's Allowance (Income Based)	
Income: Job Seeker's Allowance (aged over 25)	£73.10
No means test Currently entitled to full Council Tax Support £15.90 per week Under the new scheme if we reduced maximum entitlement by 10% Entitlement to Council Tax Support will be £14.31	
Example 2: Customer is single, disabled and looking for work Receiving Employment and Support Allowance (Income Related)	
Income: Employment & Support Allowance (aged over 25)	£73.10
Work related activity component	<u>£29.05</u>
	£102.15
No means test Currently entitled to full Council Tax Support of £15.90 per week Under the new scheme if we reduced maximum entitlement by 10% Entitlement to Council Tax Support will be £14.31 (£15.90 with disabled protection)	
Example 3: Customer is single and in work Receiving no welfare benefits	
Income: Wages (net earnings working part time)	£99.15
Less earnings disregard	<u>-£5.00</u>
	£94.15
Means test:	
Personal allowance (single person over 25)	<u>-£73.10</u>
Excess income (income higher than personal allowance)	£21.05
Income taper (20% of excess income)	£4.21
Council Tax liability £15.90 per week less £4.21 income taper = £11.69	
Currently entitled to Council Tax Support of £11.69 per week Under the new scheme if we reduced maximum entitlement by 10% Entitlement to Council Tax Support will be £10.10	

<p>Example 4: Customer is single, disabled and unable to work Receiving Employment and Support Allowance (Income Related) and DLA</p>	
<p>Income: Employment & Support Allowance (aged over 25) £73.10 Support component £36.20 Disability Living Allowance Mobility (lower) £21.80 Disability Living Allowance Care (highest) <u>£82.30</u> £213.40</p> <p>No means test Currently entitled to full Council Tax Support of £15.90 per week Under the new scheme if we reduced maximum entitlement by 10% Entitlement to Council Tax Support will be £14.31 (£15.90 with disabled protection)</p>	
<p>Example 5: Customer is single and in work Receiving no welfare benefits</p>	
<p>Income: Wages (net earnings working full time) £203.05 Less earnings disregard (single person) <u>-£5.00</u> £198.05</p> <p>Means test: Personal allowance (single person over 25) <u>-£73.10</u> Excess income (income higher than personal allowance) £124.95 Income taper (20% of excess income) £24.99</p> <p>Council Tax liability £15.90 per week (less than excess income taper) Nil entitlement to Council Tax Support</p>	
<p>Example 6: Customer is single working (earning National Minimum Wage 20 hours) Receiving no welfare benefits</p>	
<p>Income: Wages (net earnings working part time) £130.00 Less earnings disregard (single person) <u>-£5.00</u> £125.00</p> <p>Means test: Personal allowance (single person over 25) <u>-£73.10</u> Excess income (income higher than personal allowance) £51.90 Income taper (20% of excess income) £10.38</p> <p>Council Tax liability £15.90 per week less £10.38 income taper = £5.52</p> <p>Currently entitled to Council Tax Support of £5.52 per week Under the new scheme if we reduced maximum entitlement by 10% Entitlement to Council Tax Support will be £3.93</p>	

Impact of collecting low value Council Tax bills

It is expected that there would be an initial increase in communication from customers paying for the first time that would put pressure on the CSU and Local Taxation team. It may be necessary to bring in temporary resources to handle this. Following an initial peak, the ongoing additional caseload could probably be managed within existing staff resources.

Additional direct administration costs would be minimal, estimated at around £2,000 per year, mainly a result of increased postage and issuing of payment cards.

One-off consultancy fees may be required to update computer software parameters if the desired scheme is not configurable within the existing system. The cost will depend on the complexity required with consultancy costs at around £1,000 per day.

Magistrates' Court Recovery

Reminders are automatically generated by the system and posted after an instalment is missed. The reminder gives 7 days to bring the account up to date. If we do not hear from the customer and no payment is received a Court summons would be posted.

The Council will seek a Liability Order from the Magistrates' Court for Council Tax accounts that are in arrears. At present accounts with a balance of less than £96 are not pursued for Court Action. This figure is based on the amount of costs charged by the Council for taking Court action.

Depending on the parameters of the new scheme it is possible that the annual bill for a number of households will be less than this figure. It may be necessary to review the Court recovery procedure for cases such as these.

This process is not an administrative cost of the new scheme. However, the recovery procedures will have a direct impact on the amount of Council Tax collected and consequently the income retained by the Council.

Assuming the caseload can be managed within existing staff resources, there will be no other additional costs of administering the recovery of small amounts.

Annex 6

Council tax support scheme characteristics in English local authorities, 2014-15

Source: local authority scheme documentation as collected by New Policy Institute and updated and amended by the Institute for Fiscal Studies.

Local Authority	Local Authority area	Passing some or all of cut in funding to council tax support recipients	Minimum council tax payment?	Minimum council tax payment level	Minimum council tax payment type	Savings limit	Other benefits counted as income?	Second adult rebate reduced or abolished?
Basingstoke and Deane	Hampshire	No	No	0.00%	N/A	16000	No	No
East Hampshire	Hampshire	No	No	0.00%	N/A	16000	No	No
Eastleigh	Hampshire	Yes	No	0.00%	N/A	16000	No	Yes
Fareham	Hampshire	Yes	Yes	20.00%	Reduction in maximum entitlement	16000	No	Yes
Gosport	Hampshire	Yes	Yes	20.00%	Reduction in maximum entitlement	16000	No	Yes
Hart	Hampshire	No	No	0.00%	N/A	16000	No	No
Havant	Hampshire	Yes	Yes	8.50%	Reduction in maximum entitlement	16000	No	No
Isle of Wight	Unitary Authority	Yes	Yes	20.00%	Reduction in maximum entitlement	16000	No	Yes
New Forest	Hampshire	Yes	Yes	10.00%	Reduction in maximum entitlement	6000	No	Yes
Portsmouth	Unitary Authority	Yes	Yes	20.00%	Reduction in maximum entitlement	16000	No	No
Rushmoor	Hampshire	Yes	Yes	8.00%	Reduction in maximum entitlement	16000	Yes	No
Southampton	Unitary Authority	Yes	Yes	25.00%	Reduction in maximum entitlement	16000	No	No
Test Valley	Hampshire	No	No	0.00%	N/A	16000	No	No
Wiltshire	Unitary Authority	Yes	Yes	20.00%	Reduction in maximum entitlement	10000	No	Yes
Winchester	Hampshire	No	No	0.00%	N/A	16000	No	No

Test Valley Borough Council – Overview and Scrutiny Committee – 2 December 2015

Local Authority	Changes made to non-dependent deductions?	Support restricted to a particular council tax band?	Council Tax band support is restricted to	Introduce minimum council tax support payment?	Minimum weekly council tax support payment	Taper rate	Changes made to backdating rules?	Changes made to conditions around starting work?	Hardship fund	collection rate 2012/13	collection rate 2013/14	collection rate 2014/15
Basingstoke and Deane	No	No	N/A	No	0	0.2	No	No	No	98.52	98.53	98.54
East Hampshire	No	No	N/A	No	0	0.2	No	Yes	No	98.80	98.80	98.74
Eastleigh	No	No	N/A	No	0	0.2	Yes	Yes	No	98.57	98.51	98.33
Fareham	Yes	Yes	C	No	0	0.2	No	Yes	No	98.36	98.66	98.61
Gosport	No	Yes	C	No	0	0.2	No	Yes	No	97.57	95.60	95.30
Hart	No	No	N/A	No	0	0.2	No	No	No	98.71	98.69	98.70
Havant	No	No	N/A	No	0	0.2	No	No	No	97.47	97.06	97.00
Isle of Wight	No	No	N/A	No	0	0.2	No	No	No	96.13	95.94	97.60
New Forest	No	Yes	D	No	0	0.2	No	Yes	No	99.38	98.94	94.54
Portsmouth	Yes	No	N/A	No	0	0.25	Yes	Yes	Yes	95.05	93.95	94.50
Rushmoor	No	No	N/A	No	0	0.2	No	No	Yes	98.30	98.29	98.21
Southampton	No	No	N/A	No	0	0.25	No	No	Yes	95.49	95.13	95.66
Test Valley	No	No	N/A	No	0	0.2	No	No	No	98.38	98.28	98.34
Wiltshire	Yes	No	N/A	No	0	0.15	Yes	No	No	95.96	94.98	97.80
Winchester	No	No	N/A	No	0	0.2	No	Yes	No	98.76	98.57	98.65
Average all LA's											98.10	

ITEM 10

**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.
- 1.3 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:	2 December 2015

OVERVIEW & SCRUTINY WORK PROGRAMME 2015/16

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2015				
2 DECEMBER (ROMSEY)				
Council Tax Support Panel	3	Committee	To receive an update on progress (Cllr Baverstock)	To 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.
22 DECEMBER (ROMSEY)				
2016				
20 JANUARY (ANDOVER)				
Overview of Community & Leisure Portfolio	1	Committee	To receive a presentation on the Community & Leisure Portfolio (Cllr Ward)	To comment on the presentation
Internal Audit Universe (briefing note)	2	Committee	To consider the Internal Audit Universe (Cllr Finlay/Will Fullbrook/Chris Davis)	To comment and make recommendations as appropriate
Budget Strategy Update (briefing note)	1	Committee	To consider final budget proposals (Cllr Finlay)	To comment and make recommendations as appropriate
Planning Control Panel (full report)	3	Committee	To receive an update on progress (Cllr Neal)	To comment and make recommendations as appropriate
Planning Advisory and Planning Process Panel (full report)	3	Committee	To receive an update on progress (Cllr Adams-King)	To comment and make recommendations as appropriate
Community Safety Panel Report (full report)	3	Committee	To receive the final report (Cllr Baverstock)	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 Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 2 December 2015

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Animal Welfare Pilot Project (briefing note)	4	Committee	To receive an update on the Borough-wide pilot. (Environmental Health Manager)	To comment on progress 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 Annual draft Briefing (briefing note)	2	Committee	To consider the OSCOM Annual Briefing (Cllr Lynn)	To consider and make recommendations as appropriate
Presentation on local policing in Romsey	5	Committee	To receive a presentation by the Chief Inspector	To comment on the presentation
13 APRIL (ROMSEY)				
Hampshire Clinical Commissioning Group presentation re hospital for Basingstoke area	5	Committee	To receive a presentation by the Hampshire Clinical Commissioning Group	To comment on the presentation
Presentation by the Romsey Town Centre Manager	5	Committee	Presentation by Romsey Town Centre Manager (Mark Edgerley)	To comment on the presentation
Audit Plan (briefing note)	2	Committee	To consider and make comment on the Annual Audit Plan (Cllr Finlay)	To consider and make recommendations as appropriate
OSCOM Annual Briefing (briefing note)	2	Committee	Report of the Chairman (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.

* Scrutiny Indicator Key:

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

	*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
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)				
Budget Panel Report on Fees and charges (including requesting Cabinet to carry out comparison of non statutory fees with other authorities (briefing note)	4	Committee	To consider the draft Budget Panel report (Cllr Finlay)	Comment and make recommendations as appropriate.
Complaint Handling (briefing note)	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)				
OSCOM AWAY DAY				
13 SEPTEMBER (ROMSEY)				
Community Safety Partnership (briefing note)	3	Committee	Update on the Community Safety Partnership (Dave Tasker)	To comment and make recommendations.
Annual Review of Partnership and Shared Services (briefing note)	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.

* Scrutiny Indicator Key:

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

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
12 OCTOBER (ANDOVER)				
Update by Andover Town Centre Manager	5	Committee	Update on the last 12 months by the Andover Town Centre Manager. (Chris Gregory)	To comment on the presentation
LSP Annual Report (briefing note)	3	Committee	Update on the Local Strategic Partnership (Andy Ferrier)	To comment and make recommendations

DATE TO BE AGREED				
Housing Strategy (including Homelessness Strategy and Homes Energy Conservation Act Action Plan (full report)	4	Committee	To present the position of these three Housing strategies (Head of Housing and Environmental Health)	To comment and make recommendations
Briefing on Devolution	5	Committee	Presentation on Devolution	To comment and make recommendations

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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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.	2 December 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	16 March 2016

Panel	Chairman	Progress Update	Report back to OSCOM
Community Safety Panel	Councillor Baverstock		16 January 2016
Council Tax Support	Councillor Baverstock		2 December 2015

Planning Control	Councillor Neal		16 January 2015
Planning Advisory and Planning Process Panel	Councillor Adams-King		16 January 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 | |

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
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)	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
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
16 Dec 15 (R)	Appointment of Southern Representative to Test Valley CAB	No	Council	No	Report of the Leader	Chief Executive
16 Dec 15 (R)	Devolution for the People of Hampshire and the Isle of Wight	Yes	Council	No	Report of the Leader of the Council	Chief Executive
16 Dec 15 (R)	Garden Waste Collection Service	No	Cabinet	No	Report of the Environmental Portfolio Holder	Head of Environmental Services

Test Valley Borough Council – Overview and Scrutiny Committee – 2 December 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
16 Dec 15 (R)	Council Tax Support Scheme	No	Cabinet	No	Report of the Economic Portfolio Holder	(Acting) Head of Revenues (Benefits & Customers Services)
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
9 Mar 16 (R)	Write off of Uncollectable Debts	No	Cabinet	No	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation)
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

Test Valley Borough Council – Overview and Scrutiny Committee – 2 December 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
6 Apr 16 (R)	Housing Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
6 Apr 16 (R)	Homelessness Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
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

Test Valley Borough Council – Overview and Scrutiny Committee – 2 December 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
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
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

Test Valley Borough Council – Overview and Scrutiny Committee – 2 December 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 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
25 Nov 15	Devolution for the People of Hampshire and the Isle of Wight	Moved to 16 Dec 15	Awaiting more information	Democratic Services Manager	2 Nov 15
17 Dec 15	Housing Strategy	Moved to 6 April 16	Awaiting more information	Head of Housing and Environmental Health	10 Nov 15
17 Dec 15	Homelessness Strategy	Moved to 6 April 16	Awaiting more information	Head of Housing and Environmental Health	10 Nov 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.