

Minutes of the **Overview and Scrutiny Committee**  
of the **Test Valley Borough Council**  
held in Conference Room 1, Beech Hurst, Andover  
on Wednesday 20 January 2016 at 5.30 pm

Attendance:

<b>Councillor C Lynn</b> <b>(Chairman)</b>	(P)	<b>Councillor A Finlay</b> <b>(Vice Chairman)</b>	(P)
Councillor N Adams-King	(P)	Councillor D Baverstock	(P)
Councillor S Cosier	(-)	Councillor J Cockaday	(P)
Councillor B Few Brown	(P)	Councillor D Drew	(P)
Councillor I Jeffrey	(P)	Councillor K Hamilton	(P)
Councillor J Neal	(P)	Councillor J Lovell	(P)
Councillor T Preston	(P)	Councillor B Page	(P)
Councillor K Tilling	(P)	Councillor J Ray	(-)
		Vacancy	

Also in attendance:

Councillor Z Brooks  
Councillor P Giddings  
Councillor A Ward

The Committee held one minutes silence in memory of Sarah Jane Smith, a former member of staff who had died recently and Penny Nicholas a current member of staff who had died that week.

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**Minutes**

**Resolved:**

**That the minutes of the meeting held on 2 December 2016 be confirmed and signed as a correct record.**

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**Overview of Community and Leisure Portfolio**

Councillor Ward, Portfolio Holder for Community and Leisure gave an overview of his Portfolio. During his presentation Councillor Ward covered the roles, responsibilities and job description of a Portfolio Holder, involvement in Cabinet, understanding the Portfolio, consulting and communicating with the public and being accountable.

Councillor Ward answered a number of pre set questions on his Portfolio and then took further questions from Members which are summarised below;

- Neighbourhood Planning – In addition to the Communities Team other services such as Planning and Transport and Housing and Environmental Health worked together to help communities undertake neighbourhood plans.

- There is a varied mix of media releases sent out each year within the Portfolio – further info will be published in next weeks MIB.
- Time spent with members varies depending on the issues raised.
- There was a discussion about whether there had been any growth in participation following the 2012 Olympics and the approach being taken with the letting for the next leisure contract
- Questions were also asked about facilities for young people – and it was agreed that a list of recent and proposed projects would be shared with OSCOM (including information on playground improvements).
- Valley Leisure had carried out an in depth social impact exercise on some of their activities in the community and had published a report.
- The Council had a good cross border relationship with other Local Authorities in order to enhance services to our communities.
- Members of the Council can raise ideas or concepts for any Portfolio by discussing them with the relevant Portfolio Holder.
- Youth in Romsey – portfolio holder was asked about funding arrangements for the capital works and it was confirmed that although costs had increased since last reported to Cabinet, this was being met (in full) by HCC (contract sum is £438,000 and work started on site for a 10-week build, on 18 Jan '16)
- Reassurance was sought that the draft 15/16 budget outturn figures and the 16/17 estimate figures would be consistent with the Council budget report. Members were reassured this would be the case and that the figures presented in the service plan summary were for their information only (until the budget report in Feb 16).
- Further Information was also requested on customer satisfaction with the Lights. The portfolio Holder offered to follow up on this matter outside of the meeting.

## 248 **Planning Advisory and Planning Process Panel and Planning Control Panel**

Councillor Nick Adams King requested the Committee to consider merging the Planning Advisory and Planning Process Panel and the Planning Control Panel. The two Panels had met individually and felt that any decisions made by one or other of the Panels might conflict or impact the decision of the other Panel and it would be conducive to merge the two Panels to look at the whole planning process as one Panel.

Councillor Adams King advised the Committee that every Member would receive a questionnaire about their interaction and thoughts on the Planning Control Committee. Questions at a Panel meeting specifically looking at the Planning Control Committee on 17 February will be based on the responses to the questionnaire. Initial thoughts on the Planning Advisory Panel was that it should become a formal Committee of the Council but that Panel members recognised as a consequence of its confidential and controversial nature much of its work would take place 'below the line'.

It was anticipated that a final report would come back to the Committee on 16 March 2016.

**Resolved:**

**That the Planning Advisory and Planning Process Panel and the Planning Control Panel be merged to consider the whole planning process as one Panel.**

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**Planning Panels**

Following the agreement to merge the Planning Advisory and Planning Process Panel and the planning Control Panel the Committee received a revised merged scoping template for the merged panel.

**Resolved:**

**That the revised scoping template be agreed.**

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**The Internal Audit Universe**

Consideration was given to a report of the Lead Member of the Audit Panel which provided an overview of the process in developing and monitoring the Council's internal audit universe and requests Members to develop a protocol on how to utilise internal audit resource for scrutiny purposes.

The Shared Internal Audit Manager explained that a full presentation on the internal audit universe was delivered to the Audit Panel Members on the 7th December 2015. This highlighted the process in developing, updating and monitoring the Council's internal audit universe. It also included the full internal audit universe coverage for the last two years (2013/14 & 2014/15), the current year (2015/16) and the projected two years forward (2016/17 & 2017/18).

It was agreed that Councillor Tilling together with the Shared Internal Audit Manager would put together a protocol on how to engage internal audit resource for scrutiny purposes.

**Resolved:**

- 1. That the Members support the development of the internal audit universe.**
- 2. That a protocol on how to engage internal audit resource for scrutiny purposes be drafted and brought back for agreement.**

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**2016/17 Budget Update**

Consideration was given to a report of the Lead Member of the Budget Panel which updated the committee on changes to the 2016/17 budget forecast since the budget strategy was presented to Cabinet in December. This included; the draft Local Government Finance Settlement, the Local Council Tax Support Scheme,

New Homes' Bonus provisional allocations and changes to revenues savings and pressures. It also provided an updated Medium Term Financial Forecast covering 2017/18 and 2018/19. In order to achieve a balanced budget for 2016/17, it will be necessary to close the remaining budget gap of £86,000.

**Resolved:**

- 1. That the savings options, income generation proposals and budget pressures, shown in Annexes 1 - 3, be endorsed.**
- 2. That the budget position for 2016/17 and Medium Term Financial Forecast, shown in Annex 4, be endorsed.**
- 3. That the forecast reduction in Revenue Support Grant and other Government Grants, shown in Annex 5, be endorsed.**

**Recommended to Cabinet**

- 4. That Cabinet be advised that the Panel were open minded with regards to the two proposals to increase the Council Tax on a Band D property subject to further information becoming available.**

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**Community Safety Panel Report**

Consideration was given to a report of the Community Safety Review Lead Scrutiny Member which set out the outcomes of the Panel which had met a number of times over the last 18 months.

As part of its annual programme and in light of proposed changes to Police Community Support Officers (PCSO's) core responsibilities, and the withdrawal of HCC's Accredited Community Support Officers (ACSO's), OSCOM requested the opportunity to review the responsibilities of Test Valley Borough Council for Community Safety – and in particular, the role of the Community Wardens.

OSCOM were keen to understand the impact of such changes, as well as any potential repercussions to strategic tasking, following the introduction of a Police and Crime Commissioner, boundary review, the restructuring of the Test Valley Partnership (to include the Community Safety Partnership) and (at the time) the development of a new Corporate Plan.

The Community Safety Review Lead Scrutiny Member requested a northern/rural Member be appointed to the Panel and Councillor Drew volunteered.

**Resolved:**

- 1. That the effectiveness of the Neighbourhood Warden scheme be reviewed.**
- 2. That the shift pattern and hours of work (of the Neighbourhood Wardens) be reviewed in order to ensure their effectiveness alongside other community policing activity.**

3. **That the Neighbourhood Wardens continue to log their activity, as per the OSCOM panel pilot, on an ongoing basis.**
4. **That work is undertaken to identify what further training and skills development may be necessary for Neighbourhood Wardens to effectively carry out their duties, and that a training plan be proposed (and reviewed at least annually) for all Wardens.**
5. **To review CCTV management in light of Protection of Freedoms Act and in line with the 2015 self assessment for the Office of Surveillance Commissioners (OSC), and to further brief OSCOM accordingly.**
6. **That OSCOM add an annual report (on Community Safety generally) to their 6-year work programme.**
7. **That Councillor Drew be appointed to the Community Safety Panel.**

### 253 **Programme of Work for the Overview and Scrutiny Committee**

The Chairman mentioned that the exceptions list from the Principal Auditor requested by the Committee in July 2015 had been circulated to Members.

It was suggested that the scheduled meeting on Wednesday 6 July 2016 be moved to Thursday 7 July and to be held following the Away Day. The Chairman informed the Committee that this would be considered once the Away Day programme had been agreed.

Following the round table discussion prior to this meeting the Chairman reported that a Public Involvement Panel would be set up with Councillor Drew as Lead Member together with Councillor Baverstock and Councillor Tilling.

It was suggested that the meeting scheduled to take place on 8 June 2016 should be held in the Guildhall as it was perceived that there could be a large number of public attending.

The Chairman reminded Members about the training taking place on Wednesday 3 February in Conference Room 1, Beech Hurst on questioning 3<sup>rd</sup> parties.

The Committee considered and updated the Work Programme as follows:

- Presentation by the Communications Team to be added on 10 May 2016
- Change to Planning Policy – Councils response to Department of Communities & Local Government – 17 February 2016
- Presentation from Hampshire Fire and Rescue on the impact of restructuring – 13 April 2016
- Hampshire County Waste Strategy – 17 February 2016
- Planning Panel final report – 16 March 2016
- Move Andover Levy from 17 February to 8 November 2016
- Protocol on how to engage internal audit resources for Scrutiny purposes – date to be arranged
- Public Involvement Panel Scoping Template – 17 February 2016

**Resolved:**

- 1. That a Public Involvement Panel be set up with Councillor Drew as Lead Member together with Councillor Baverstock and Councillor Tilling.**
- 2. That the future work programme, as amended, be approved.**

(Meeting terminated at 7.30pm)