

## Notice of Meeting

# Overview & Scrutiny Committee

**Date:** Wednesday, 20 January 2016

**Time:** 17:30

**Venue:** Conference Room 1, (Beech Hurst), Beech Hurst, Weyhill Road,  
Andover, Hampshire, SP10 3AJ

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**Legal and Democratic Service**

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

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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

<b>MEMBER</b>		<b>WARD</b>
Councillor C Lynn	Chairman	Winton
Councillor A Finlay	Vice Chairman	Chilworth, Nursling & Rownhams
Councillor N Adams-King		Blackwater
Councillor D Baverstock		Cupernham
Councillor 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, 20 January 2016

## 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 2 December 2015
- 8 Overview of Community and Leisure Portfolio  
Verbal presentation by Councillor Ward  
(30 minutes)
- 9 Planning Advisory and Planning Process Panel and  
Planning Control Panel  
Verbal update by Councillor Adams-King (10 minutes)
- 10 The Internal Audit Universe 5 - 7  

This report provides an overview of the process in developing and monitoring the Council's internal Audit Universe.  
(20 minutes)
- 11 2016/17 Budget Update 8 - 25  

This report provides an update on the budget setting process for 2016/17 and provides information on proposals to close the budget gap. (15 minutes)

**12 Community Safety Panel Report 26 - 34**

A Summary of outcomes from the Community Safety OSCOM Panel  
(15 minutes)

**13 Planning Panels**

**Following a recent meeting of the Planning Control Panel its Chairman, Councillor Neal, has suggested that the Panel be disbanded and its work be incorporated into the Review of Planning Advisory and Planning Process Panel, chaired by Councillor Adams-King.**

**The Committee is asked to approve this proposal.**

**14 Programme of Work for the Overview and Scrutiny Committee 35 - 52**

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



- 2.3 The audit universe assists the auditors, management and Members in developing and agreeing the annual internal audit coverage based on the risk assessment criteria. This planning process is just about to begin for the 2016/17 internal audit coverage.
- 2.4 If Members of OSCOM/Audit Panel wish to utilise internal audit for scrutiny purposes a defined and agreed protocol requires developing. This will be dependent on the availability of internal audit resource and will have to be limited to a maximum of 10 audit days to ensure coverage of the approved internal audit plan

### **3 Summary of key factors within the internal audit universe**

- 3.1 The following section provides a summary of the key factors within the audit universe:-
- (a) How the audit entities link with the risk registers (corporate and service).
  - (b) Once risk rated how frequent should an area be audited based on a Red/Amber/Green (RAG) system. This may fluctuate year on year based on overall opinion from past audits. Other external factors may also influence the frequency of audit.
  - (c) Some audit entities will be annually audited (the core work) to provide statutory officers with independent assurance of control supporting the Council's annual accounts and to provide a robust opinion on the overall control environment included in the Audit Managers annual opinion statement.
  - (d) A key factor is to balance the internal audit coverage to the availability of audit resource. This is the more detailed work in fine tuning the annual internal audit plan with all service heads, senior management and external audit as the internal audit universe just recognises whether to review that entity not the number of days it will take to complete that review.

### **4 Conclusion**

- 4.1 Detailed long term audit plans are becoming less common. However, there is still benefit in mapping the internal audit universe onto the Council's assurance framework to demonstrate the scope and limitations of internal audit work. The risk based internal audit plan is the key planning document, although it is recognised that even this needs to be flexible in order to be more responsive to changes and events occurring during the year.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	Nil		
Author:	Chris Davis	Ext:	8237
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	11 January 2016

## ITEM 11

## 2016/17 Budget Update

Report of the Economic Portfolio Holder

### Recommended:

1. That the savings options, income generation proposals and budget pressures, shown in Annexes 1 - 3, be noted.
2. That the budget position for 2016/17 and Medium Term Financial Forecast, shown in Annex 4, be noted.
3. That the forecast reduction in Revenue Support Grant and other Government Grants, shown in Annex 5, be noted.
4. That the Committee considers whether it wishes to make any recommendations to Cabinet prior to its meeting on 10 February when it will be making recommendations to Full Council on the Revenue Budget and Council Tax for the financial year 2016/17.

### SUMMARY:

- This report updates the Overview and Scrutiny Committee on changes to the 2016/17 budget forecast since the budget strategy was presented to Cabinet in December. This includes; 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 provides 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.

### 1 Introduction

- 1.1 The initial budget strategy and forecast for 2016/17 were presented to Cabinet on 16<sup>th</sup> December 2015.
- 1.2 Since that time, work has been carried out to revise the current year estimates, prepare original estimates for 2016/17 and update the Medium Term Financial Forecast.
- 1.3 The purpose of this report is to;
  - Provide the latest available information on the provisional Local Government Finance Settlement and how it affects Test Valley.



- Provide an update on the latest savings options, income generation proposals and revenue pressures.
- Update the Medium Term Financial Forecast after considering the above.
- Outline the remaining stages of the budget process.

1.4 Assuming no changes to the figures presented in this report, the Council has to close a gap of £86,000 to achieve a balanced budget for 2016/17.

## **2 2015/16 Revised Estimates**

2.1 Work is progressing well in preparing the revised estimates for 2015/16 but detailed figures are not ready at this stage. However, some of the more significant factors that are being considered in the preparation of the revised estimates are explained below.

2.2 The original budget for 2015/16 assumed there would be no change in the level of general reserves. This remains the same and general reserves are expected to remain at £2M at the end of the year.

2.3 Cabinet received a mid-year budget report on 28<sup>th</sup> October that highlighted significant budget variances in the first half of the financial year. The report highlighted a positive variance of £287,000 in Services and £63,000 on investment income to the end of September.

2.4 In light of this positive half-year position, £250,000 was recommended to be transferred to provide working capital to a new Housing Development and Management Company. This recommendation was duly approved by Council on 11<sup>th</sup> November.

2.5 Draft budget papers suggest that the £250,000 transfer will still be achieved from variances within budgets this year; however it is too early to determine exactly what the variance compared to the original estimate will be.

2.6 It is anticipated that any further variances that are identified in setting the revised estimates for 2015/16 will be shown as a transfer to earmarked reserves. The decision on how to allocate this will be taken at the end of the year once the outturn position is known.

## **3 2016/17 Budget Forecast**

### **3.1 Savings Options, Income Generation Proposals and Budget Pressures**

This report identifies a number of new increased income streams and additional pressures. These have been identified by Heads of Service, budget holders and Service Accountants as the estimates for next year have been progressed.

Annex 1 shows all the savings options that have been proposed. The annex contains two parts; the first shows the items considered by Cabinet in December, with the second section showing a small saving option of £3,380 that requires further review before being agreed.

Annex 2 follows the same format as Annex 1 and shows all income generation proposals as at December and also includes two new items of additional income. The additional income proposals identified in this report total £268,000.

Two new budget pressures totalling £84,000 have been identified in Annex 3. The most significant of these relates to a reduction in Housing Benefits Administration grant. Provisional figures released by DCLG show a £68,000 reduction in 2016/17 and the forecast assumes an accelerating reduction in this grant as Universal Credit is phased in. Another pressure of £55,000 included in Annex 3 relates to the new Apprenticeship Levy which will come into effect from April 2017.

### Budget Forecast 2016/17

As with the revised estimate figures for 2015/16, the original estimate figures for 2016/17 are also currently being worked on.

If the assumptions used in this report are accurate there is still some work to be done to achieve a balanced budget for 2016/17.

When the budget forecast was presented in December there was a budget gap of £130,100. The current budget gap includes some major variances, but has been reduced to £86,000. A reconciliation of the movement in this gap is shown in the table below.

	<b>£'000</b>
<b>Budget gap per December report</b>	<b>130</b>
Revenue Support Grant reduction larger than expected due to frontloading of cuts	234
Business Rates Retention funding less than anticipated	47
Adjust savings option pending further review – Annex 1	3
Additional income generation proposals – Annex 2	(268)
Additional pressures – Annex 3	84
Additional Council Tax income resulting from increase in tax base	(144)
<b>Current Budget gap</b>	<b>86</b>

There are a number of factors that will impact on the completion of the estimates for 2016/17 that still retain a degree of uncertainty. These are discussed in the following paragraphs.

### 3.2 Local Government Finance Settlement

The provisional Local Government Finance Settlement (announced on 17<sup>th</sup> December) has provided the headline grant figures that the Council can expect to receive in core funding (Settlement Funding Assessment (SFA)) in 2016/17 and provides some indicative figures for the next four years up to 2019/20.

The cuts continue to be severe, with a reduction in SFA of 19.3% (£762,000) in 2016/17, a further cut of at least 17% expected in 2017/18 (£552,000) and an overall reduction to 2019/20 of around 40% (£1.6M). All of these reductions are frontloaded as Revenue Support Grant is phased out over the four year period as Annex 5 shows.

### 3.3 Council Tax Increase – Referendum Threshold and Council Tax Freeze Grant

When the Budget Strategy was presented in December, it was assumed that the Band D level of Council Tax would increase by 2% in 2016/17. In 2015/16, councils were allowed to increase Council Tax by 2% - any more, and they would have to put it to a local referendum. Next year's rise has been capped at 2% for the majority of councils. However, the DCLG has allowed special dispensation to 51 low tax authorities including this Council to raise Council Tax by a higher amount if it chooses to do so. The £5 p.a. limit means that the Council could, in theory, raise Council Tax next year by nearly 4% without triggering a local referendum.

When the Cabinet next meets on the 10 February, the final Local Government Finance Settlement figures will have been announced. Members will then have the opportunity to consider three options for Council Tax levels to recommend to Full Council on the 25 February:

- a) A Council Tax freeze for a fourth year in a row. This option would increase the budget gap by £117,600. In a departure from the practice of recent years, the Government has announced that it will **not** offer any "Freeze Grant" to councils who do not put up their Council Tax in 2016/17. Previous years' Council Tax Freeze Grants have been rolled into the Revenue Support Grant and have been cut pro rata to the overall cut in government grants.
- b) A 2% increase, equating to less than 5p per week for a Band D property. This option would accord with the budget strategy assumptions and would not have any effect on the budget gap.
- c) A £5 increase, equating to less than 10p per week for a Band D property. This option would generate additional income of £123,000 p.a. for the Council and will close the budget gap identified in the table above. It should be noted that as part of the Government's "spending power" calculations, it has assumed that the Test Valley Borough Council element of Council Tax will increase by £5 in 2016/17.

It should also be noted that Hampshire County Council will have the ability to increase its share of Council Tax by up to 4% and the Hampshire Police and Crime Commissioner by up to 2% without triggering a referendum.

### 3.4 Local Council Tax Support Scheme

2015/16 is the third year that the Local Council Tax Support Scheme has been in operation. Changes put in place in respect of discounts and exemptions have generated more Council Tax income than was originally anticipated.

This means that the 2015/16 scheme could continue into 2016/17 without additional cost to the Council, even after taking into account the transitional grant funding being withdrawn and removing the draw from the New Homes Bonus reserve that was originally approved to fund it.

A detailed report has been prepared for consideration at the Council meeting on 27<sup>th</sup> January 2016, to approve a final scheme for 2016/17.

The budget forecast has been prepared on the basis that the existing Local Council Tax Support Scheme continues with only changes to reflect statutory requirements as recommended in the report.

### 3.5 Localisation of Non-Domestic Rates (NDR)

2013 year saw the introduction of the Business Rate Retention Scheme. This was a significant change for local government that aimed to provide some incentive for local authorities that can achieve business growth, but also carried with it significantly more risk than the previous “pooling” arrangements.

Each year’s local government finance settlement builds upon the business rate retention starting position that was established in the 2013-14 local government finance settlement.

The table below shows this starting position compared with the provisional finance settlement figures for 2016/17:

	£	Comments
Area Business Rates	44,475,312	Average collectable over last 2 years
Less: Govt. share	<u>(22,237,656)</u>	Represents 50% of amount collectable
Local Business Rates Baseline	22,237,656	Represents 50% of amount collectable
TVBC BR Baseline	17,790,125	Represents 80% of above figure
Less: Tariff paid to Govt.	<u>(15,709,857)</u>	
TVBC Baseline Funding 2013/14	2,080,268	Retained share of Business Rates
TVBC Baseline Funding 2014/15	2,120,774	Retained share of Business Rates
TVBC Baseline Funding 2015/16	2,161,298	Retained share of Business Rates
TVBC Baseline Funding 2016/17	2,179,309	Provisional share of Business Rates

Work is still being carried out to estimate levels of income, appeals in the pipeline, likely future appeals, discounts and reliefs, etc. By the end of January 2016, it is hoped that the Council will have a better understanding of the likely financial position compared with the baseline funding announced by the Government shown above.

### 3.6 Revenue Support Grant

Revenue Support Grant (RSG) is a central government grant given to local authorities which can be used to finance revenue expenditure on any service. The amount of Revenue Support Grant to be provided to authorities is established through the local government finance settlement.

The provisional local government finance settlement shows a continuing and expected reduction in the amounts of grant support given to local authorities. The Government’s stated intention is to phase out RSG entirely by 2019/20. For this Council, the actual and provisional figures are as follows:

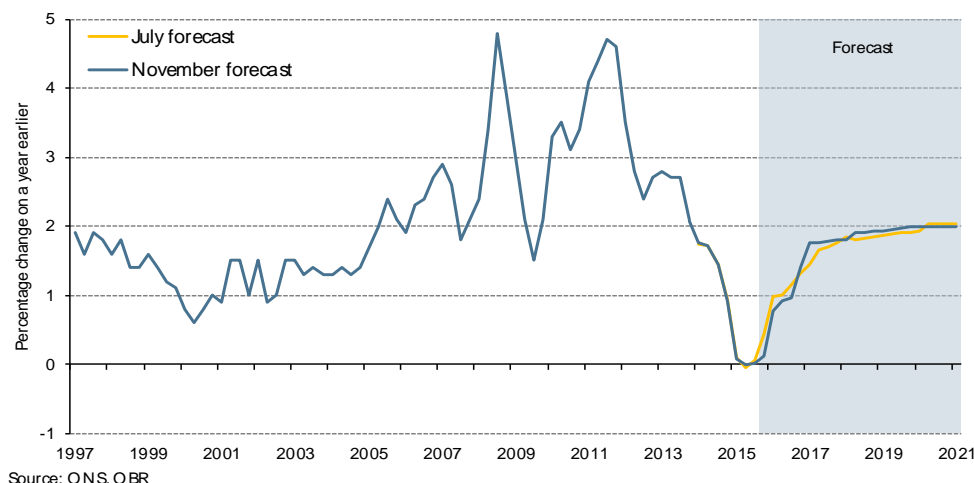
2013/14	£3.127m
2014/15	£2.445m = 21.8% reduction year on year
2015/16	£1.696m = 30.6% reduction year on year
2016/17	£1.012m = 40.3% provisional reduction year on year
2017/18	£0.417m = 58.8% forecast reduction
2018/19	£0.056m = 86.6% forecast reduction
2019/20	£NIL = 100% forecast reduction

### 3.7 Inflation

The budget forecast assumes a general zero inflation allowance for all expenditure budgets except for contractual obligations and a possible staff pay award.

These figures are estimates of what may occur during the next financial year and may increase or decrease before the budget is set.

The Office for Budget Responsibility expects inflation to rise slowly over the medium term. Small increases are expected in 2016 and 2017 and CPI is forecast to plateau at around 2% by 2021.



### 3.8 Investment Income

The income that the Council earns from its investment portfolio is dependent on three key factors; the prevailing base interest rate, the level above or below the base rate that the Council can invest at and the size of the investment portfolio.

The Council regularly receives interest rate forecasts from two external sources; both are expecting an increase of 0.25% from the current base rate of 0.50% in the 2<sup>nd</sup> quarter of 2016. This remains their view despite the recent rise in the US Federal Reserve interest rate for the first time in almost a decade.

Investments of up to three months currently attract typical interest rates slightly higher than base rate at 0.55%. A one-year investment attracts an average return of around 1%.

The perceived risk in the banking sector has eased over the past four years and there are now more creditworthy counterparties with which investments for periods of up to one year can be placed. The over-riding priority continues to be the security of investments rather than the return on them.

The investment portfolio is estimated to be between £60M and £63M throughout the year.

Following the latest advice on interest rate forecasts and current rates available, the budget forecast for investment income has been increased by £118,000.

### 3.9 New Homes' Bonus

When the Budget Strategy was presented, the forecast income from the New Homes' Bonus (NHB) in 2016/17 was £4.252M. The provisional figures for 2016/17 have now been announced and the Council can now expect to receive £4.793M – some £541,000 more than forecast.

The additional grant for 2016/17 will be transferred into the New Homes' Bonus reserve where it will be used in accordance with the Budget Strategy.

In late December 2015, the Government published a consultation paper on the future of the New Homes Bonus entitled, "New Homes Bonus: Sharpening the Incentive". This paper includes a number of proposals, all of which will adversely affect the Council:

- Reduction in NHB Grant payments from the current 6 years to 4 years, but the Government "is considering whether to move further and reduce payments to 3 or 2 years"
- Consideration of whether there should be a transition period, ie, 5 then 4, 3, 2 years, or big bang approach
- Reforms to improve the incentive:
  - Withholding new Bonus allocations in areas where no Local Plan has been produced until such time as there is a plan in place.



- Reducing payments for homes built on appeal to reflect the “additional costs and delays for applicants arising as a result of the appeal process”
- Only making payments for delivery above a baseline, representing what DCLG calls “deadweight”. The proposal is to set an arbitrary baseline of 0.25% of Band Ds. For Test Valley, that would be 116 properties and a bonus would only be payable on additional properties built above this baseline.

### 3.10 Homelessness Prevention

Councils are responsible for spending their resources according to local priorities and in the interests of their residents. None of the Settlement Funding Assessment received from Government is ring-fenced for specific purposes. However, as part of the Provisional Local Government Finance Settlement, the Government has provided the following indicative figures relating to what was previously paid as a separate grant for Homelessness Prevention:

2016/17	£86,332
2017/18	£86,451
2018/19	£86,619
2019/20	£86,909

This is not new, or additional money as it is included in amounts receivable in Revenue Support Grant (shown in paragraph 3.6) and in the retained share of Business Rates (shown in paragraph 3.5). It should be noted that these notional amounts have been provided “in order to signal the priority the Government attaches to this issue and to encourage local prioritisation of Homelessness Prevention”, but ultimately it is a matter for Full Council to decide on the allocation of scarce and reducing resources as it sets the 2016/17 budget at its meeting on 25th February.

### 3.11 Other risks affecting the budget process

There are a number of other factors that will affect the budget process to a lesser extent. These include items such as: grants, fee income streams that are largely outside the control of the Council, and staff vacancy rates.

In light of the variances identified in 2015/16 to date, Heads of Service have been more optimistic in their approach to setting budgets for grants and fee income. In the event that the actual income does not reach budgeted levels it will be possible to draw from the Income Equalisation Reserve at the end of the year to ensure that there is no negative impact on the General Fund balance.

There continues to be a vacancy management target of 3% applied against staffing budgets. This target was introduced several years ago to reduce the impact of manpower underspends related to staff turnover across the Council. Since this target was introduced the number of staff employed has reduced and temporary staff / overtime budgets have been cut back.

Achieving the target going forward will be a real challenge and will be monitored regularly throughout the year. In the event that the target is not reached it will be possible to draw from the Budget Equalisation Reserve to ensure that there is no negative impact on the General Fund balance.

#### **4 Medium Term Financial Forecast**

- 4.1 The Medium Term Financial Forecast has been updated to reflect the above changes and the latest version is shown in Annex 4. The position in respect of 2016/17 is addressed in section 3 above.
- 4.2 The Budget Strategy included a draw from the New Homes' Bonus reserve to offset the forecast reduction in government grant. As a result the forecast budget gaps in the medium-term are less than would normally be the case.
- 4.3 The figures for 2017/18 and 2018/19 assume that all further savings to close the remaining budget gap for 2016/17 are sustainable and will continue in the medium term. If it is necessary to draw from reserves when the final 2016/17 budget is approved, the 2017/18 budget gap will increase by this amount.
- 4.4 In order to maintain a balanced budget, current forecasts indicate savings of £939,000 need to be found in 2017/18. This amount increases by £488,000 to £1.4M which is the level of cumulative savings needed to close the forecast budget gap for 2018/19.

#### **5 Scrutiny of the Budget Process and External Consultation on the Budget**

##### Overview & Scrutiny review of the budget strategy

- 5.1 The Overview & Scrutiny Budget Panel is meeting to consider the Medium Term Financial Strategy and this Budget Update report on 11<sup>th</sup> January 2016.
- 5.2 The Panel's lead member (Cllr Finlay) will report the Panel's findings to the Overview and Scrutiny Committee meeting on 20<sup>th</sup> January and any recommendations will be considered by Cabinet at its meeting on 10<sup>th</sup> February.

##### Consultation with local business

- 5.3 In previous years, the Economic Portfolio Holder, Head of Finance and Economic Development Officer have met with representatives from local businesses. This consultation has produced very few comments or queries on the Council's budget strategy.
- 5.4 In view of this, the Economic Development Officer will be sending electronic links to the Medium Term Financial Strategy and this update report to the Hampshire Chamber of Commerce inviting their (and their members) responses by the end of January. If any comments are received, these will be reported in the budget report to Cabinet in February.



## **6 The Next Steps in the Budget Process**

- 6.1 The Overview & Scrutiny Committee will review the latest budget forecast at their meeting on 20 January 2016. Any recommendations from this meeting will be considered by Cabinet on 10 February when the final budget report will be presented.
- 6.2 The final budget report will be presented to Cabinet on 10 February 2016 for recommendation to Council on 25 February.

## **7 Risk Management**

- 7.1 A risk assessment has been completed in accordance with the Council's Risk management process and has identified some significant (red and amber risks). These are detailed in the Medium Term Financial Strategy report presented to Cabinet on 16<sup>th</sup> December 2015.

## **8 Resource Implications**

- 8.1 The resource implications of the 2016/17 budget process and the Medium Term Financial Forecast have been discussed throughout the report.

## **9 Equality Issues**

- 9.1 This report is for information purposes, so the Council's EQIA process does not need to be applied.

## **10 Conclusion and reasons for recommendation**

- 10.1 This report provides an update on the budget strategy that was approved in December. It takes into account the latest developments that will affect the budget process and forecasts a remaining budget gap of £86,000 for 2016/17.
- 10.2 The final budget report will be presented to Cabinet on 10 February 2016.

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

1. "The Provisional Local Government Finance Settlement 2016-17 and an offer to councils for future years" - CLG Consultation December 2015
2. "The Referendums Relating to Council Tax Increases (Principles) (England) Report 2016/17" – CLG December 2015
3. "Apprenticeship Levy – Employer Owned Apprenticeship Training" – BIS November 2015
4. New Homes Bonus: Sharpening the Incentive" – CLG December 2015

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:	5	File Ref:	
(Portfolio: Economic) Councillor Giddings			
Officer:	William Fullbrook	Ext:	8201
Report to:	Overview and Scrutiny Committee	Date:	20 January 2016

**SUMMARY OF CORPORATE CHALLENGE SAVINGS OPTIONS**

Service / Ref	Service	Function	Savings Option Proposed	2016/17 £	2017/18 £	2018/19 £
FIN01	Finance	Employee costs	Delete temporary part time post wef 1/7/2016	17,000	17,000	17,000
FIN02	ALL	Insurance	Net savings from new insurance contracts	9,200	9,200	9,200
CORP01	Corporate Management	Corporate Management	Reduction in external audit fee	4,800	4,800	4,800
IT01	IT	Revenues Support	Move from 3rd party support to in-house support	8,000	8,000	8,000
REV01	Revenues	CSU	Remove vacant part time post	10,800	10,800	10,800
REV02	Revenues	Benefit fraud	Savings from Shared Service fraud team	49,740	49,740	49,740
ENV01	Environmental Services	Supplies & Services	Reduction in supplies and services	8,000	8,000	8,000
ENV02	Environmental Services	Diesel	Savings on diesel costs	45,000	45,000	45,000
PB01	Planning & Building	Development Control	Review arrangements for notifying Parish Councils / Town Councils about planning applications	3,380	3,380	3,380
PB02	Planning & Building	Development Control	Send notification and decision letters by email instead of second class	890	890	890
PB03	Planning & Building	Development Control	Carry out internal consultations electronically via web or IDOX	6,000	6,000	6,000
				<b>162,810</b>	<b>162,810</b>	<b>162,810</b>
<b><i>Items to be financed from reserves:</i></b>						
EST01	Estates & Econ Devel	Economic Development	Fund Business Incentive Grants from the New Homes Bonus	16,000	16,000	16,000
EST02	Estates & Econ Devel	Maintenance	Reduce the reactive maintenance budget and deliver works through the Asset Management Plan	100,000	100,000	100,000
<b>Total Saving Options in December Budget Strategy Report</b>				<b>278,810</b>	<b>278,810</b>	<b>278,810</b>

**SUMMARY OF CORPORATE CHALLENGE SAVINGS OPTIONS**

<b>Service / Ref</b>	<b>Service</b>	<b>Function</b>	<b>Savings Option Proposed</b>	<b>2016/17 £</b>	<b>2017/18 £</b>	<b>2018/19 £</b>
PB01a	Planning & Building	Development Control	Further review is required before changing the arrangements for notifying parish Councils / Town Councils about planning applications	(3,380)	(3,380)	(3,380)
<b>Total Saving Options identified in this Update</b>				<b>(3,380)</b>	<b>(3,380)</b>	<b>(3,380)</b>
<b>Total Saving Options</b>				<b>275,430</b>	<b>275,430</b>	<b>275,430</b>

**SUMMARY OF CORPORATE CHALLENGE INCOME GENERATION PROPOSALS**

Service / Ref	Service	Function	Savings Option Proposed	2016/17 £	2017/18 £	2018/19 £
IT01	IT	Support	Additional income from the IT Shared Service provision of services to support South East Employers	8,000	8,000	8,000
PPT01	PPT	Project Engineers	Increase charge-out rate	7,000	7,000	7,000
PPT02	PPT	Car Park charges	Increase in parking charges wef 1/4/2016 as agreed by Cabinet 28th October 2015	114,000	114,000	114,000
PPT03	PPT	Parking Enforcement	Align income for Penalty Charge Notices with current levels being received.	27,000	27,000	27,000
<b>Total Income Generation Proposals in December Budget Strategy Report</b>				<b>156,000</b>	<b>156,000</b>	<b>156,000</b>
FIN01	Finance	Investment Income	Additional income from the Council's investment portfolio	118,300	118,300	118,300
REV01	Revenues	Benefits	Increased income from housing benefit subsidy and overpayment recovery	150,000	0	0
<b>Total Income Generation Proposals included in this Update</b>				<b>268,300</b>	<b>118,300</b>	<b>118,300</b>
<b>Total Income Generation Proposals</b>				<b>424,300</b>	<b>274,300</b>	<b>274,300</b>

**SUMMARY OF REVENUE PRESSURES**

<b>Service / Ref</b>	<b>Service</b>	<b>Item</b>	<b>2016/17 £</b>	<b>2017/18 £</b>	<b>2018/19 £</b>
FIN01	ALL	Increase in Employers' National Insurance Contributions following changes to the National State Pension Scheme	290,000	290,000	290,000
REV01	Revenues	Reduced Housing Benefits Administration grant	60,000	60,000	60,000
PPT01	PPT	Loss of management contract and fee for Lidl short stay car park	36,000	36,000	36,000
PPT02	PPT	Local Development Framework - Review of Local Plan and gypsy & traveller evidence base, plus legal advice	41,000	0	0
EST01	Estates & Econ Devel	Short-term support for Smannell broadband pilot scheme pending the creation of new infrastructure through the Hampshire Fast Broadband programme due for completion in September 2018.	5,000	5,000	2,500
L&D01	Legal & Democratic	Increased cost of Individual Electoral Registration - Canvassers and external printing	10,000	10,000	10,000
FIN02	Corporate Management	Increase in bank charges due to change in card transaction fees	16,000	16,000	16,000
<b>Total Pressures identified in December Budget Strategy Report</b>			<b>458,000</b>	<b>417,000</b>	<b>414,500</b>

**SUMMARY OF REVENUE PRESSURES**

<b>Service / Ref</b>	<b>Service</b>	<b>Item</b>	<b>2016/17 £</b>	<b>2017/18 £</b>	<b>2018/19 £</b>
REV01a	Revenues	Further reduction in Housing Benefits Administration grant	67,900	246,500	355,000
REV02	Revenues	Reduction in Council Tax Support Administration Subsidy grant	16,100	28,600	35,200
FIN03	ALL	Apprenticeship levy	0	55,000	55,000
<b>Total Pressures identified in this Update</b>			<b>84,000</b>	<b>330,100</b>	<b>445,200</b>
<b>Total Pressures</b>			<b>542,000</b>	<b>747,100</b>	<b>859,700</b>

**MEDIUM TERM FINANCIAL PLAN**

	<b>Original Estimate 2016/17 £'000</b>	<b>Base Changes £'000</b>	<b>Budget Forecast 2017/18 £'000</b>	<b>Base Changes £'000</b>	<b>Budget Forecast 2018/19 £'000</b>
<b><u>Service Requirements</u></b>					
Chief Executive's Office	162.0	(33.5)	128.5		128.5
Community & Leisure	3,500.5	(2.2)	3,498.3		3,498.3
Environmental Service	4,695.7	(32.0)	4,663.7		4,663.7
Estates & Economic Development	(4,361.8)	(20.0)	(4,381.8)		(4,381.8)
Finance	(2.9)		(2.9)		(2.9)
Housing & Environmental Health	2,605.9	(43.1)	2,562.8		2,562.8
I.T.	(165.1)		(165.1)		(165.1)
Legal & Democratic	320.7		320.7		320.7
Planning & Building	1,094.6	(38.3)	1,056.3		1,056.3
Planning Policy & Transport	(102.7)		(102.7)		(102.7)
Revenues	1,175.3	(17.0)	1,158.3		1,158.3
Inflation	420.0	500.0	920.0	500.0	1,420.0
	<b>9,342.2</b>	<b>313.9</b>	<b>9,656.1</b>	<b>500.0</b>	<b>10,156.1</b>
<b><u>Other Requirements</u></b>					
Net Cost of Benefit Payments	(200.0)		(200.0)		(200.0)
Corporate & Democratic Core	4,015.5		4,015.5		4,015.5
<b>Net Cost of Services</b>	<b>13,157.7</b>	<b>313.9</b>	<b>13,471.6</b>	<b>500.0</b>	<b>13,971.6</b>
<b><u>Corporate Requirements</u></b>					
Contingency Provision	327.0		327.0		327.0
Depreciation Reversal & Capital Charges	(3,286.7)		(3,286.7)		(3,286.7)
Investment Income	(512.3)		(512.3)		(512.3)
New Homes' Bonus	(4,792.9)	(270.0)	(5,062.9)	(220.0)	(5,282.9)
<b>Net General Fund Expenditure</b>	<b>4,892.8</b>	<b>43.9</b>	<b>4,936.7</b>	<b>280.0</b>	<b>5,216.7</b>
Transfer to Earmarked Reserves	4,571.1	441.8	5,012.9	222.5	5,235.4
Transfer to Asset Management Reserves	1,117.1		1,117.1		1,117.1
Transfer to Capital Reserves	938.5		938.5		938.5
<b>Total General Fund Expenditure</b>	<b>11,519.5</b>	<b>485.7</b>	<b>12,005.2</b>	<b>502.5</b>	<b>12,507.7</b>
Revenue Pressures	542.0	205.1	747.1	112.6	859.7
Savings Options	(275.4)		(275.4)		(275.4)
Income Generation Proposals	(306.0)	150.0	(156.0)		(156.0)
<b>Revised Net Budget</b>	<b>11,480.1</b>	<b>840.8</b>	<b>12,320.9</b>	<b>615.1</b>	<b>12,936.0</b>
Draw from NHB to offset cuts in Government Grant	(1,781.9)	(551.8)	(2,333.7)	(296.0)	(2,629.7)
<b>FURTHER SAVINGS TO BE IDENTIFIED</b>	<b>(85.8)</b>	<b>(853.5)</b>	<b>(939.3)</b>	<b>(488.3)</b>	<b>(1,427.6)</b>
<b>General Fund Requirements</b>	<b>9,612.4</b>	<b>(564.5)</b>	<b>9,047.9</b>	<b>(169.2)</b>	<b>8,878.7</b>



## Test Valley Borough Council

	Actuals	Provisional	Indicative	Indicative	Indicative	Indicative
	2015/16	2016/17	2017/18	2018/19	2019/20	Total
	£	£	£	£	£	£
Settlement Funding Assessment: Revenue Support Grant (RSG)	1,696,362	1,012,196	417,493	55,980	0	
Settlement Funding Assessment: Adjustment	31,519	0	0	0	0	
Council Tax Freeze Grant	64,439	0	0	0	0	
<b>TOTAL RSG ELEMENT</b>	<b>1,792,320</b>	<b>1,012,196</b>	<b>417,493</b>	<b>55,980</b>	<b>0</b>	
<i>Difference £s</i>		<b>-780,124</b>	<b>-594,703</b>	<b>-361,513</b>	<b>-55,980</b>	<b>-1,792,320</b>
<i>Difference %</i>		<b>-43.5%</b>	<b>-58.8%</b>	<b>-86.6%</b>	<b>-100.0%</b>	<b>-100.0%</b>
<b>TOTAL RETAINED BUSINESS RATES ELEMENT</b>	<b>2,161,298</b>	<b>2,179,309</b>	<b>2,222,172</b>	<b>2,287,728</b>	<b>2,360,848</b>	
<i>Difference £s</i>		<b>18,011</b>	<b>42,863</b>	<b>65,556</b>	<b>73,120</b>	<b>199,550</b>
<i>Difference %</i>		<b>0.8%</b>	<b>2.0%</b>	<b>3.0%</b>	<b>3.2%</b>	<b>9.2%</b>
<b>TOTAL SETTLEMENT FUNDING ASSESSMENT</b>	<b>3,953,618</b>	<b>3,191,505</b>	<b>2,639,665</b>	<b>2,343,708</b>	<b>2,360,848</b>	
<i>Difference £s</i>		<b>-762,113</b>	<b>-551,840</b>	<b>-295,957</b>	<b>17,140</b>	<b>-1,592,770</b>
<i>Difference %</i>		<b>-19.3%</b>	<b>-17.3%</b>	<b>-11.2%</b>	<b>0.7%</b>	<b>-40.3%</b>
Local Council Tax Support Admin Subsidy Grant	88,144	72,050	59,592	52,911	53,297	
Housing Benefit Admin Subsidy Grant	371,870	303,977	125,379	16,812	0	
<b>TOTAL OTHER GRANTS</b>	<b>460,014</b>	<b>376,027</b>	<b>184,971</b>	<b>69,722</b>	<b>53,297</b>	
<i>Difference £s</i>		<b>-83,987</b>	<b>-191,056</b>	<b>-115,249</b>	<b>-16,425</b>	<b>-406,717</b>
<i>Difference %</i>		<b>-18.3%</b>	<b>-50.8%</b>	<b>-62.3%</b>	<b>-23.6%</b>	<b>-88.4%</b>
<b>TOTAL GOVERNMENT GRANTS (EXCL. NHB)</b>	<b>4,413,632</b>	<b>3,567,532</b>	<b>2,824,636</b>	<b>2,413,430</b>	<b>2,414,145</b>	
<i>Difference £s</i>		<b>-846,100</b>	<b>-742,896</b>	<b>-411,206</b>	<b>715</b>	<b>-1,999,487</b>
<i>Difference %</i>		<b>-19.2%</b>	<b>-20.8%</b>	<b>-14.6%</b>	<b>0.0%</b>	<b>-45.3%</b>

## **ITEM 12                      Community Safety – Interim Panel Review**

Report of the Community Safety Review Lead Scrutiny Member

### **Recommended:**

- 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.**

### **SUMMARY:**

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 2014 OSCOM panel agreed to examine;

- The organisation of the Community Safety Team
- The Role of the Neighbourhood Wardens
- Public Concerns
- Records of Incidents and reports relating to the Teams function
- Skills and Training needs

This was in response to concerns about perceived resource reductions and the impact this may have to community safety in Test Valley.

The Panel met a number of times over the last 18 months and this report seeks to set out the outcomes the Panel wish to present to OSCOM for consideration.

## **1 Context - Wardens**

- 1.1 The Warden function was established prior to the inception of other initiatives such as ACSO's and PCSO's – and whilst the ACSO's have subsequently been withdrawn by HCC, there remains a significant number of active PCSO's within the Test Valley area, superseding many warden duties.
- 1.2 This OSCOM panel was therefore established to review the role of the Neighbourhood Wardens to ensure it remains 'fit for purpose' amid the various changes to Neighbourhood Policing in recent years, and a more coordinated approach to community engagement and support across the Council generally.
- 1.3 The Neighbourhood Wardens scheme was launched in Test Valley in July 2002. Initially it was half funded as part of a Government pilot, with Testway and Swaythling Housing Associations, Romsey, and Nursling and Rownhams PC's, and TVBC funding the other half. In 2005/6 these funding arrangements ceased, and TVBC became full and sole funders.
- 1.4 At inception, the focus of the scheme was crime prevention, environmental improvement, and community engagement and development – with teams north and south of the borough covering specific wards of Andover and Romsey (in 2004 this was made borough-wide).
- 1.5 The Wardens were granted limited enforcement powers in 2006 to deal with anti-social behaviour and have been 'accredited' by Hampshire Constabulary since 2007. These delegated powers included; the power to require a persons name and address, to require the surrender of alcohol and tobacco, to stop cycles and issue FPN's in respect of truancy, begging, drinking etc. In line with this realigned image, their uniform was changed to reflect a more formal 'police style' than the previous softer community safety image.

## **2 Background**

- 2.1 Subsequent to the introduction of Wardens, additional initiatives have been established by other partner organisations. These include the introduction of PCSO's (by Police) and ACSO's (by HCC) in 2006, with ACSO's having similar powers to Wardens and PCSO's a fuller range.
- 2.2 As a result of the introduction of more specialised units and the withdrawal of Government funding for Wardens (in favour of PSCO's) a more sophisticated approach to working in partnership was developed (initially by the Crime and Disorder Reduction Partnership (CDRP) and more recently, the CSP and now an amalgamated TV Partnership). As a result, there has been a return to a 'community engagement' approach to TVBC's Community Safety responsibilities – an approach supported by these multiagency partnerships.

- 2.3 The focus for Local Authorities has moved towards an increased culture of community engagement as a way of working with other agencies and local communities to address crime. For TVBC, this approach was formalised as part of the Corporate restructuring in 2011 and the formation of a new 'Community Engagement Team' in 2012 which brought together the Community Safety function (including Wardens) within a wider Community Engagement Team. The role of this team has been to extend the way we work with Ward Members as community leaders and localised communities, to better support the achievement of their aims and to capacity build within local communities to enable them to do more for themselves.
- 2.4 More recently (2014) and in response to Hampshire Police restructure, the Police and Crime Commissioner and Chief Inspector have presented plans (to OSCOM in July 2014) to reorganise police structures across the county. These plans included an overt commitment to retain PCSO posts and reduce rates of abstraction from their beat areas – and in Test Valley, PCSO numbers have actually increased.
- 2.5 It has also been emphasised that local authority uniformed patrols could be perceived to duplicate patrol and enforcement aspects of the PCSO roles – preferring instead that community engagement, intelligence gathering / sharing, targeted operations support, and preventative / diversionary initiatives were where local authority support would be most beneficial and clearer to the public in terms of accountability and partnership working.
- 2.6 Recognising these steady changes, the Wardens remit has also evolved, and now incorporate an increased focus on forming links and trying to build positive relationships with local partners, communities and community groups as opposed to duplicating enforcement responsibilities (for which the Police remains the primary agency and responder).
- 2.7 In light of all of the above, the OSCOM panel discussed a wide range of issues which are summarised in Annex 1 – along with an officer response where appropriate.

### **3 Panel Review and Scoping**

- 3.1 The first panel meeting (26 March 2014) came shortly after the announcement from HCC that the ACSO's would be withdrawn from 2015. There was also uncertainty at this time regarding the future role of Police PCSO's.
- 3.2 As a consequence and not surprisingly, a number of questions emerged from the Panel that strayed into wider aspects of community / neighbourhood policing, potentially far wider than the Councils remit, and that which could be covered by solely reviewing the role of the Wardens.
- 3.3 Following the first meeting on 26 March 2014, further meetings were held on 26 June 2014 and 16 Jan, 2 March, 18 March, 6 August, 27 August, 18 November and 18 December 2015. At the November meeting, Inspector Markham (Police) was invited to address Members and answer questions in connection with TVBC responsibilities, and how these related to mainstream Policing. The Head of Community and Leisure and/or the Community Engagement Manager were present at all (7) meetings they were invited to.

- 3.4 Annex 1 outlines the key issues discussed and addressed by the panel – and where appropriate, identifies the officer response and panel comments separately.

#### **4 Legal Implications**

- 4.1 There is a statutory responsibility for Local Authorities to be a partner to the Community Safety Partnership (in Test Valley's case, this is an integral part of the Test Valley Partnership). As part of this, TVBC support and chair the Community Safety Management Group (CSMG) – this includes the preparation of a strategic assessment and action plan for the life of the plan.
- 4.2 The Crime and Disorder Act 1998 encompasses the two functions of crime prevention and community safety and has introduced a framework for partnership working at a local level. It places a statutory duty on the police and local authorities to work together with key partners and agencies to formulate and implement local crime reduction strategies.
- 4.3 As such, partners are required to;
- (a) Identify key local crime and disorder priorities.
  - (b) Formulate strategies to assist in tackling these key priorities and reduce crime at a local level.
  - (c) Monitor and evaluate those strategies

#### **5 Police view on TVBC's Community Safety function / responsibilities**

- 5.1 As part of this review, consultation has been undertaken with the Police, as to their perceptions of the way TVBC's responsibilities currently align with the Police. This included discussion about possible areas for improvement (from the Police perspective). Specific matters were discussed in confidence at the OSCOM meeting in November.
- 5.2 In summary, the Police place great value on coordinated, multiagency support, in particular with regards to public reassurance, targeted operations, community engagement and preventative initiatives, CSMG / tasking, PACT's, PAT and projects such as ICE, Supporting Families Project, Early Help Hub and joint operations. The Police felt that duplication of skills and functions that could be discharged by the Police and/or PCSO's was of limited value, and instead were of the view that preventative and proactive community engagement activity was of far greater impact to contributing to reducing crime and ASB than patrolling.
- 5.3 At its most basic level, Police were of the view that they must be identifiable as 'first responders' – and that residents and the public in general needed a clear message as to whom they should contact. It was stated that members of the public often confuse wardens, PCSO's and Police as one-and-the-same. (Whilst it was not discussed at the November meeting, Police have previously suggested that TVBC Warden's uniform ought be changed – so it is clearly different to the Police and PCSO's, to avoid this confusion).

## **6 Current Situation**

- 6.1 The Wardens role was formally updated in 2012 in consultation with Police and other TVP partners, as an integral part of a broader and local neighbourhood policing offer and to enhance our community engagement and support capacity.
- 6.2 This required more clearly defined agency accountability – with the Police seeking to lead on all ‘policing’ matters, supplemented by other agencies support for targeted operations, preventative and diversionary initiatives, intelligence gathering and community engagement and support.
- 6.3 For TVBC this includes our leading the Community Safety Management Group (CSMG) for agreed priority action areas and hot-spot tasking, supporting Police And Communities Together meetings (PACT’s) and multi-agency project work such as Supporting Families and the Early Help Hub
- 6.4 Public perceptions of crime and fear of crime cannot be underestimated, and more regular patrols are regularly cited as means of providing a visible deterrent to crime and ASB, and public reassurance.
- 6.5 The reality however is that the Police and other agencies cannot afford to have patrolling officers simply walking the streets, and have instead developed more highly sophisticated means of monitoring / gathering intelligence and crime prevention in ways which are significantly more effective and responsive. Perhaps most importantly, modern policing methods, along with other social and cultural factors, have also lead to year on year reductions in incidents and overall crime levels.
- 6.6 The Wardens could be deployed solely for patrolling, but this would require their extraction from all other ‘community engagement’ activity – which is contrary to one of our primary outcomes of the Corporate Plan and would reduce potential capacity for all other aspects of community engagement and support.
- 6.7 From a neighbourhood policing perspective, walking the streets and reporting incidents is of limited value when compared to integrated and coordinated multi-agency activity in terms of its impact to reducing crime / fear of crime and being intelligence led in responding to areas of greatest need.

## **7 Other issues raised by panel**

- 7.1 The panel noted that Internal Audit were in the process of undertaking an ad-hoc review (started in August 2015). The report will review arrangements from both a statutory and discretionary perspective, and in response to risk associated with discharging corporate and strategic priorities. (The final report is still to be completed but any actions or updates will be made available to OSCOM as necessary).

- 7.2 Concern was expressed as to the consistency of Job Descriptions across the business (not just in context of JD’s covered by this review) – this matter has been referred to HR.
- 7.3 Use of apprenticeships - to be reviewed as / when vacancies emerge
- 7.4 Shift patterns / hours of work – proposed these ought be reviewed in terms of their flexibility (to ensure shift patterns are in accord with times of need).
- 7.5 Use of CCTV (including vans) – 2012 surveillance policy was shared and reviewed with Panel Members. Policy will be kept under review and outcomes from the latest (December 2015) self assessment shared with OSCOM).
- 7.6 Information sharing for PACTs – agreed that lead officer will continue to provide ward members with minutes / actions and useful intel prior to meetings.

**8 The Next Steps**

- 8.1 Recommendations from this Panel review will form the basis of an annual report to OSCOM (date tba).

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1	File Ref:	
(Portfolio: Community and Leisure) Lead Scrutiny Member, Councillor Baverstock			
Officer:	Dave Tasker	Ext:	8801
Report to:	OSCOM	Date:	20 January 2016



Panel Requirements	Officer response	Panel feedback.
Community Safety trends (along with analysis) across the borough.	This information was provided in detail – along with interpretation of data	Continue to monitor
Comparison of responsibilities between Police, PSCO's and Wardens	Discussed at a number of panel meetings	further analysis requested as part of audit ad-hoc report.
Understand the perceived and potential impact of HCC withdrawal of ACSO function.	Discussed at Panel – in particular the (different) responsibilities of Police from partner agencies (and the impact of loss of ACSO's at a local level), and consequential impact to role of Wardens to where their focus of activity may have maximum impact.	Accepted  monitor effects of ACSO's withdrawal
shift patterns / hours of work for wardens to reflect community need	Wardens operate on a 7 day rota. These have become relatively consistent over time. It was proposed therefore that HoS should explore the viability of reviewing shift patterns to ensure they coincide with incidents of ASB and in response to need / tasking.	Recommendation in final report  Also suggested to look at ways of complimenting activity with other agencies.
To review Warden JD's and implications of formal accreditation.	Whilst the JD's have been reviewed a number of times since inception, the responsibilities remained largely the same. The emphasis has shifted, and whilst enforcement is necessary, community engagement and proactive intervention is considered the local authority role as part our Community Engagement responsibilities.	Accepted  Refer consistency of format for JD's to HR
To review key responsibilities of Warden – compared to Police and PCSO (and to ensure no unnecessary duplication)	Discussed in detail.  When Warden function was established, there were no PCSO's, however, once introduced, much of the Warden's activity was subsumed by PCSO's  As a consequence, the Local Authority role is to 'add value' in other aspects of community safety. This is an approach support by the Police – seeing the LA role more as proactively supporting in community engagement activity.	Accepted  Once agreed key responsibilities to feature in up-to-date job description (if amended)



Test Valley Borough Council – Overview and Scrutiny Committee – 20 January 2016

<p>A 2 month log to be maintained by Wardens for 'snapshot' of day to day activity</p>	<p>Provided.</p>	<p>Requested for this activity to continue for monitoring purposes.</p>
<p>The opportunity to discuss community policing and the relationship between Police and other agencies.</p>	<p>Arranged (through Chief Inspector Kory Thorne) for Inspector Paul Markham to attend the November OSCOM panel meeting to respond to questioning</p> <p>Police view that greater value could be had by more proactive / engagement activity being undertaken by TVBC (to support joint outcomes to reduce crime and ASB)</p>	<p>Accepted</p> <p>Panel felt that whilst patrolling may provide little evidence of improving outcomes, it provided essential 'public reassurance' to the Community.</p>
<p>Protocol to be put in place for establishment of PACT's and for providing info to Ward Members in advance of PACT meetings</p>	<p>PACTs are typically chaired by Police or ASB officer (not Warden). However, action notes and minutes (post meetings) and agenda (in advance of meetings) to be shared as a matter of course with Ward Members (subject to redaction of personal or sensitive information).</p> <p>PACT protocol is established and 'owned' by Police, and governed by the CSMG.</p>	<p>Accepted</p> <p>Panel requested to review protocol for PACTS with the Police</p>
<p>Panel requested for Wardens to receive 101 call log directly</p>	<p>Police are responding authority. If they seek or require LA (or other agency) assistance, then they are make contact.</p>	<p>No Action</p> <p>Panel requested Police to attend PC meetings (if on duty and if / where their attendance would 'add value' to discussion)</p>
<p>Review use of CCTV</p>	<p>Policy and Report provided and reviewed (following the issue of "Protection of Freedom Act" - 2012)</p> <p>Policy is clear – as to where CCTV can (and can't) be used.</p> <p>Briefing to be provided to OSCOM following the most recent OSC self assessment.</p>	<p>Accepted</p> <p>To keep procedures under review following updated legislation and Acts</p>
<p>the panel expressed concern regarding the ASB Officer capacity and caseload.</p>	<p>Tasking was discussed with the panel. Agreed this will be kept under review – in particular as Supporting Families Project continues – and to ensure there is clarity as to TVBC responsibilities</p>	<p>Continue to monitor (esp caseload through Supporting Families Project)</p>

<p>Review Warden's powers</p>	<p>Suggest review in conjunction with Environmental Health – based upon use of current powers, and in light of effectiveness in trying to proactively engage with local communities (as this can give a mixed message to the public)</p>	<p>Review powers in conjunction with Environmental health (and how extensively they are used currently)</p>
<p>Examples Community Safety / Warden Functions in other districts</p>	<p><b>Portsmouth and Southampton</b> – no longer have wardens with accredited powers, main community safety activity is in assistance with housing matters.</p> <p><b>Chichester</b> – still have Warden function. Operate primarily on community engagement (with community safety as part of this role) – similar to TVBC, however, their wardens are not accredited.</p> <p><b>Basingstoke and Deane</b> – 12 patrolling wardens (with similar powers to ACSO's) plus environmental responsibilities.</p> <p><b>Winchester</b> – accredited wardens, operate across a number of service areas (housing, estates, etc).</p> <p><b>No other districts across Hampshire or Sussex retain wardens.</b></p> <p><b>Newbury</b> – retain wardens, but employed by Housing Association and deployed onto their estates only.</p>	
<p>Evidence that wardens prevent petty crime (eg pilfering from local shops)</p>	<p>Where this is an issue, premises owners ought be encouraged to employ security guards (and take responsibility for own premises – as opposed to expecting wardens to provide this service).</p>	

**ITEM 13**

**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:	20 January 2016

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

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>2016</b>				
<b>20 JANUARY (ANDOVER)</b>				
Round table discussion on public participation	2	Committee	To discuss Public Participation <b>(Cllr Drew)</b>	To discuss how OSCOM should convey it to the public and how any such event is managed.
Overview of Community & Leisure Portfolio	1	Committee	To receive a presentation on the Community & Leisure Portfolio <b>(Cllr Ward)</b>	To comment on the presentation
Internal Audit Universe (briefing note)	2	Committee	To consider the Internal Audit Universe <b>(Cllr Finlay/Will Fullbrook/Chris Davis)</b>	To comment and make recommendations as appropriate
Budget Strategy Update (briefing note)	1	Committee	To consider final budget proposals <b>(Cllr Finlay)</b>	To comment and make recommendations as appropriate
Planning Advisory and Planning Process Panel and Planning Control Panel (full report)	3	Committee	To receive an update on progress <b>(Cllr Adams-King)</b>	To comment and make recommendations as appropriate
Community Safety Panel Report (full report)	3	Committee	To receive the final report <b>(Cllr Baverstock)</b>	To comment and make recommendations as appropriate
<b>17 FEBRUARY (ANDOVER)</b>				
Romsey Future Update (round table discussion at 4.00)	4	Committee	To receive an update on progress <b>(Corporate Director)</b>	To consider progress to date
Hampshire Hospitals Foundation Trust	5	Committee	To receive a presentation on Andover War Memorial Hospital <b>(Mary Edwards)</b>	To comment on the presentation

\* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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	*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. <b>(Environmental Health Manager)</b>	To comment on progress and make recommendations as appropriate
Test Valley Partnership Annual Review (briefing note)	1 & 5	Committee	Review how partnership working <b>(James Moody)</b>	To consider and make recommendations as appropriate.
Andover Levy (briefing note)	2	Committee	To review the levy <b>(Accountancy Manager)</b>	To consider and make recommendations as appropriate
<b>16 MARCH (ROMSEY)</b>				
Overview of the Housing and Environment Portfolio	1	Committee	To receive a presentation on the Housing and Environment Portfolio <b>(Cllr Hawke)</b>	To comment on the presentation
Affordable Housing Update (briefing note)	3	Committee	To receive an update on progress <b>(Head of Housing)</b>	To comment and make recommendations as appropriate
OSCOM Annual draft Briefing (briefing note)	2	Committee	To consider the OSCOM Annual Briefing <b>(Cllr Lynn)</b>	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
<b>13 APRIL (ROMSEY)</b>				
Presentation by the Romsey Town Centre Manager	5	Committee	Presentation by Romsey Town Centre Manager <b>(Mark Edgerley)</b>	To comment on the presentation
Audit Plan (briefing note)	2	Committee	To consider and make comment on the Annual Audit Plan <b>(Cllr Finlay)</b>	To consider and make recommendations as appropriate
OSCOM Annual Briefing (briefing note)	2	Committee	Report of the Chairman <b>(Cllr Lynn)</b>	To comment on the draft report
Review of Council Tax Support (full report)	3	Committee	To receive an update on progress <b>(Head of Revenues)</b>	To comment and make recommendations as appropriate.
<b>10 MAY (ANDOVER)</b>				
Andover Vision (full report)	3	Committee	To receive an update on progress <b>(Chief Executive)</b>	To comment and make recommendations as appropriate
Safeguarding Children & Vulnerable Adults (full report)	3	Committee	To review progress against the Action Plan <b>(Dave Tasker)</b>	To consider and make recommendations as appropriate
Update on Recycling (briefing note)	2	Committee	To receive an update on progress <b>(Head of Environmental Services)</b>	To review progress

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	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>8 JUNE (ANDOVER)</b>				
West Hants CCG	5	Committee	To receive a presentation on the Critical Care Unit at Dummer	To comment on the presentation
Risk Management Report (briefing note)	2	Committee	To consider the Annual Report <b>(Principal Auditor)</b>	To comment on the report
<b>6 JULY (ROMSEY)</b>				
Police and Crime Commissioner	5	Committee	To receive a presentation on the work of the Police and Crime Commissioner	To comment on the presentation
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 <b>(Cllr Finlay)</b>	Comment and make recommendations as appropriate.
Complaint Handling (briefing note)	2	Committee	To review the complaints received <b>(Complaints and Improvement Officer)</b>	To consider and make recommendations as appropriate
Annual Review of Corporate Action Plan (full report)	2	Committee	To receive an update on the Key Performance Indicators <b>(Performance Manager)</b>	To consider and make recommendations as appropriate
<b>3 AUGUST (ROMSEY)</b>				
<b>13 SEPTEMBER (ROMSEY)</b>				
Community Safety Partnership (briefing note)	3	Committee	Update on the Community Safety Partnership <b>(Dave Tasker)</b>	To comment and make recommendations.
Annual Review of Partnership and Shared Services (briefing note)	2	Committee	To receive an update on progress <b>(Corporate Director)</b>	Comment on the proposals and make recommendations
Equalities Scheme (briefing note)	2	Committee	To monitor and review performance <b>(Corporate Director)</b>	To comment and make recommendations as appropriate.

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	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>12 OCTOBER (ANDOVER)</b>				
Update by Andover Town Centre Manager	5	Committee	Update on the last 12 months by the Andover Town Centre Manager. <b>(Chris Gregory)</b>	To comment on the presentation
LSP Annual Report (briefing note)	3	Committee	Update on the Local Strategic Partnership <b>(Andy Ferrier)</b>	To comment and make recommendations
<b>8 NOVEMBER (ANDOVER)</b>				
Cemetery Rules and Regulations Review (Briefing Note)	3	Committee	To receive an update. <b>(Head of Community and Leisure)</b>	To comment and make recommendations
Valley Leisure Limited Annual Report (full report)	1	Committee	To receive the report <b>(Head of Community and Leisure)</b>	To comment and make recommendations
Budget Panel Report Draft Budget (full report)	4	Committee	To consider the draft Budget Panel report <b>(Cllr Finlay)</b>	Comment and make recommendations as appropriate.
Draft Budget Fees and Charges (full report)	4	Committee	To consider the draft Budget Panel report <b>(Cllr Finlay)</b>	Comment and make recommendations as appropriate.
<b>7 DECEMBER (ROMSEY)</b>				
Round table discussion Web Strategy	2	Committee	To discuss and consider the web strategy <b>(Head of Communications)</b>	To consider the web strategy
Update on the Council Tax Support Scheme (full report)	3	Committee	To receive an update on the Council Tax Support Scheme <b>(Acting Head of Revenues, Benefits and Customer Services)</b>	To comment and make recommendations
Andover Economy (full report)	2	Committee	To receive an update on the Andover Economy <b>(Economic Development Officer)</b>	To comment and make recommendations

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<b>DATE TO BE AGREED</b>				
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 ( <b>Head of Housing and Environmental Health</b> )	To comment and make recommendations
Briefing on Devolution	5	Committee	Presentation on Devolution	To comment and make recommendations
Presentation on the work of the Communications Team	2	Committee	Presentation on the work of the Communications Team	To comment on the presentation
Round table discussion on Tourism	3	Committee	To explore opportunities and ideas for increasing tourism	To consider ideas and opportunities

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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.	Review Completed
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.	17 February 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
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
<b>Members Role in Planning</b>	26 March 2014	Paul Jackson	That the 32 recommendations to Cabinet be considered by officers and the findings reported back to Cabinet	100%	Cabinet accepted the majority of the recommendations of the Task & Finish Panel. Reported to OSCOM on 21 January 2015. The key issues raised will be picked up by the two newly established OSCOM Planning Panels.
<b>A New Draft Corporate Plan</b>	18 March 2015	Andy Ferrier	Recommended to Cabinet that OSCOM having received the draft Corporate Plan proposed for 2015 – 19 referred it back to Cabinet with the following points for consideration: 1. The word “availability” to be substituted for “deliverability” in the Housing section. 2. The Ganger Farm site – the Local Plan Inspector had questioned its deliverability. 3. The Andover Encounters project should be taken out of the text as it was not an ongoing initiative.	100%	Reported to Cabinet on 8 April 2015
<b>Amending the Code of Conduct</b>	18 March 2015	Bill Lynds	Recommended to Cabinet: That the revised Code of Conduct and arrangements for dealing with complaints and particularly the text highlighted in yellow at Annex 1 of the report, including the suggested amendments mentioned in the report, be approved.	100%	Reported to Cabinet on 8 April 2015
<b>Members Role in Planning</b>	26 March 2015	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.

Item	Meeting Date	Officer Owner	Recommendation	Estimated Progress	Progress Update
<p><b>OSCOM Corporate Priority Review (2011-15): A Competitive Local Economy</b></p>	<p>2 December 2015</p>	<p>David Gleave</p>	<p>Recommended to Cabinet:</p> <ol style="list-style-type: none"> <li>1. To consider the inclusion of the ideas derived through the OSCOM review, including those raised at the round table discussion and additional forms of Member Communications, and that these ideas are taken forward through the formulation of the economic development strategy.</li> <li>2. To work closer with schools and employers.</li> <li>3. To review the training fund to achieve a more sustainable way of funding apprentices.</li> <li>4. To review the Business Incentive Fund budget and the amount of individual grants.</li> </ol>		<p>Reported to Cabinet on 16 December 2015</p> <p><b><u>Resolved:</u></b></p> <p><b>That Cabinet endorses the recommendations of OSCOM which will be drawn together in the forthcoming Economic Development Strategy and through the general operation of economic development services.</b></p>



# Cabinet Work Programme

## Further information

1. This is a formal notice under Regulation 9 of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 This edition supersedes all previous editions.
2. Documents submitted to the Cabinet or Cabinet Member(s) for decision will be in the form of a formal report, which if public and non-urgent, will be available for public inspection on this website at least 5 clear working days before the date that the decision is due to be made.
3. Background papers for such reports are listed in this Programme where their identity is known in advance of the report being written
4. Documents shown will be available from the Democratic Services Manager at Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hants, SP10 3AJ. They can also be contacted at [admin@testvalley.gov.uk](mailto:admin@testvalley.gov.uk).
5. Please note that additional documents relevant to those matters mentioned in the Work Programme may be submitted to the decision maker.
6. To view details of the members of the Council's Cabinet who will be making these decisions, please click the link below:  
[Cabinet Members](#)

Whilst the majority of the Cabinet's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

If you have any questions, would like further information or wish to make representations in relation to part of a meeting being held in private, please email the Democratic Services Manager at [admin@testvalley.gov.uk](mailto:admin@testvalley.gov.uk) or visit them at Beech Hurst, Weyhill Road, Andover SP10 3AJ

## **KEY DECISIONS**

A key decision is one which is likely

1. to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or

2. to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

The Council's thresholds are

a.	Decisions on spending which are within the annual budgets approved by the Council	NO THRESHOLD	NOT KEY DECISION
b.	Decisions on spending above £50,000 included, with reservations, in the annual budget.		ALL KEY DECISIONS
c.	Decisions on cash flow, investments and borrowings.	NO THRESHOLD	NOT KEY DECISION
d.	Decisions for spending beyond any approved budget.	SPENDING EXCESS OF £50,000 PER ITEM IS A KEY DECISION	

**CABINET WORK PROGRAMME**

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
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
13 Jan 16 (A)	Community Infrastructure Levy inspector's report	Yes	Council	No	Report of the Planning Policy & Transport Portfolio Holder	Corporate Director
13 Jan 16 (A)	Gypsy and Traveller Development Plan Document and Scoping Report	No	Council	No	Report of the Planning Policy & Transport Portfolio Holder	Corporate Director
13 Jan 16 (A)	Adoption of the Test Valley Revised Local Plan	Yes	Council	No	Report of the Planning Policy & Transport Portfolio Holder	Corporate Director
13 Jan 16 (A)	Business Incentive Grant	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Estates and Economic Development
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

Test Valley Borough Council – Overview and Scrutiny Committee – 20 January 2016

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
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
10 Feb 16 (A)	Appointment of Deputy Monitoring Officer	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services
10 Feb 16 (A)	Mobile Home Sites – fees	No	Cabinet	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
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
6 Apr 16 (R)	Housing Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health



Test Valley Borough Council – Overview and Scrutiny Committee – 20 January 2016

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)	Homelessness Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
6 Apr 16 (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
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 – 20 January 2016

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 – 20 January 2016

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.