

Notice of Meeting

Overview & Scrutiny Committee

Date: Wednesday, 13 April 2016

Time: 17:30

Venue: The Annexe, Crosfield Hall, Broadwater Road, Romsey, Hampshire,
SO51 8GL

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Legal and Democratic Service

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

PUBLIC PARTICIPATION SCHEME

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

Membership of Overview & Scrutiny Committee

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

Overview & Scrutiny Committee

Wednesday, 13 April 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 Urgent Items
- 5 Minutes of the meeting held on 16 March 2016
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 Impact of Restructuring of Fire Service

Presentation by Group Commander Alexander Thomson on the impact of restructuring (30 Minutes)
- 9 Presentation by the Romsey Town Centre Manager

Presentation by Mark Edgerley, Romsey Town Centre (30 minutes)
- 10 Review of Council Tax Support 5 - 26

Review of the Council Tax Support Scheme for 2017/18 (20 minutes)
- 11 Internal Audit Plan 2016/17 27 - 35

To present the Annual Audit Plan for 2016/17 (5 minutes)

- | | | |
|-----------|---|----------------|
| 12 | <u>Overview and Scrutiny Annual Briefing</u> | 36 - 39 |
| | To agree the Chairman's Annual Briefing (5 minutes) | |
| 13 | <u>Work Programme Report</u> | 40 - 56 |
| | To enable Members to keep the Committee's future work programme under review (15 minutes) | |

ITEM 10

Review of Council Tax Support

Report of the Head of Revenues (Portfolio: Economic)

Recommended:

1. That Overview and Scrutiny Committee consider the information presented in this report.
2. That the Committee confirm any recommendations to be made to Cabinet in respect of the local Council Tax Support Scheme for 2017/18.

SUMMARY:

- The Overview & Scrutiny Committee considered options made by a Member Panel in respect of the Council Tax Support Scheme for 2017/18 in December 2015.
- This report updates the financial information following the increases in Council Tax from 1 April 2016 and enables the Committee to review the recommendations to be made to Cabinet.

1 Introduction

- 1.1 The Council Tax Support scheme replaced Council Tax Benefit from 1 April 2013 and the Government reduced the funding for this scheme by 10%. The Council had the option of absorbing this burden or making up this shortfall by reducing the level of support for working age claims. There is no discretion to amend the pensioner claims other than allow a higher disregard for war pensions.
- 1.2 The Council undertook extensive consultation in 2012 to develop a scheme and the options considered were to restrict support for higher banded properties and make everyone pay at least 10% of their Council Tax. At the same time higher charges would be levied on empty properties.
- 1.3 Following the consultation and considering the findings of the Equality Impact Assessment, Members decided to leave the Council Tax Support scheme unchanged from the previous scheme but to offset the extra cost of this with the higher charges for empty properties.
- 1.4 In April 2015 Cabinet recommended keeping the existing scheme for 2016/17 but to review the scheme for 2017/18 in light of the welfare reforms and in particular the introduction of Universal Credit.

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

1.6 The findings of the Member Panel were considered by the Overview & Scrutiny Committee on 2 December 2015.

2 Background

2.1 The Overview & Scrutiny Committee reviewed the findings of the Member Panel in respect of the Council Tax Support Scheme for 2017/18. That report is contained in annex 1.

2.2 The Committee resolved the following:

- That the information and comments made by officers and members in the report be noted.
- That the current level of support for 2017/18 continue and review in 12 months time once more claims for Universal Credit were in payment and the impact of the April 2016 Housing Benefit and Tax Credit changes were known.

2.3 The Committee requested a further look at the resource implications following any increases in Council Tax from 1 April 2016.

2.4 The Council Tax Support caseload figures provided to the Member Panel have now been updated as follows:

Date	State Pension Credit age claimants	Working age claimants				Total
		Children Under 5	Disability Benefits & War Pensions	Working 16 hours or more	Job Seekers or Working under 16 hours	
10/06/13	3106	765	868	588	1039	6366
08/05/14	2985	744	916	606	941	6192
19/05/15	2805	659	991	550	816	5821
13/08/15	2763	631	1044	554	771	5763
12/11/15	2716	603	1093	542	706	5660
Current	2671	601	1156	528	680	5636

3 Options

3.1 The options considered by the Member Panel were as follows:

- 3.2 Continue with the current level of support for 2017/18 and review in 12 months time once more claims for Universal Credit are in payment and the impact of the April 2016 Housing Benefit and Tax Credit changes are known. (This is the option agreed by the Overview & Scrutiny Committee on 2 December 2015).
- 3.3 Leave scheme unchanged until all working age cases have migrated to Universal Credit (expected to complete in 2020).
- 3.4 Consult on proposed changes to the 2017/18 scheme to reflect changes that are being made to the Housing Benefit scheme and Tax Credits under the Government's programme of welfare reforms.
- 3.5 Consult on proposed changes to the 2017/18 scheme to apply a cap of 5%, 10% or 15% making everyone responsible for paying an element of Council Tax.

4 Appraisal of existing scheme in 2016/17

- 4.1 The estimated cost of the Council Tax Support (CTS) Scheme in 2016/17 was £4.612M. This was based on the actual caseload in November 2016 and the Council Tax charges prevailing at that time.
- 4.2 In setting budgets for 2016/17, all the major preceptors increased their Council Tax charge by the maximum permitted amount. The effect of this was that the actual amount of CTS awarded at the start of 2016/17 was higher than estimated at £4.883M.
- 4.3 The Council's share of the additional cost is estimated to be around £30,000.
- 4.4 The £4.883M above reflects the amount of CTS that the Council would pay if every recipients' circumstances remain the same throughout the year, that is to say it is an annual estimate based on circumstances on a given date.
- 4.5 In mitigation of this, the expectation is that the current trend in reducing caseload will continue throughout the year bringing actual amount payable for the year back to around the level the budget was set at.
- 4.6 The Impact of the Tax Credit changes cannot be quantified and may result in a small increase in CTS expenditure for 2017/18. In some cases CTS will increase to reflect any reductions customers receive in respect of their Tax Credit payments.
- 4.7 It is not expected that the continuation of the existing scheme in 2016/17 will have an adverse effect on the Council's budget.

5 Risk Management

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

6 Resource Implications

- 6.1 Under the previous CTB scheme, the Council was reimbursed in full, for the amount of CTB paid out correctly. In times of economic difficulty as the amount of benefit the Council paid out increased the Council was reimbursed by the Government.
- 6.2 Under the current scheme, funding for CTS is included in the local government finance settlement. A specific amount of funding was identified in year one of the Scheme, which included a 10% cut in funding. However, funding for CTS schemes is now provided through the business rates retention scheme rather than through a separate grant for all authorities. Any additional cost of the CTS scheme therefore has to be met by the Council and major precepting authorities via the Collection Fund. The Council's share of any surplus or deficit is approximately 11.4%.
- 6.3 The overall level of CTS awarded has reduced over recent years. This is a reflection of maintained Council Tax levels and a reduction in caseload. The position has changed for at the start of 2016/17 due to an increase in Council Tax levels. The current forecast is that caseload will continue to fall over the next financial year and this will offset the additional expenditure raised at the start of 2016/17.
- 6.4 The level of CTS awarded for 2016/17 remains below the 2014/15 outturn figure.
- 6.5 The total amount of CTS awarded over recent years is as follows -

	Total CTS Awarded £M	TVBC share of CTS £M
Outturn 2013/14	£5.375	£0.602
Outturn 2014/15	£4.991	£0.559
Previous Forecast 2015/16	£4.744	£0.531
Current Forecast 2015/16	£4.611	£0.516
Amount included in 2016/17 Tax Base calculation	£4.612	£0.517
Support at 1 April 2016	£4.883	£0.554

7 Corporate Objectives and Priorities

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

8 Consultation

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

9 Legal Issues

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

10 Equality Issues

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

11 Conclusion and reasons for recommendation

- 11.1 This report gives Overview and Scrutiny Committee the opportunity to review the work undertaken by the Panel in respect of a Council Tax Support Scheme for 2017/18 considering the financial impact following an increase in Council Tax for 2016/17.

<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		
Author:	Janice Broomfield	Ext:	8563
File Ref:			
Report to:	Overview & Scrutiny Committee	Date:	13 April 2016

Review of Council Tax Support

Report of the Council Tax Support Review Panel

Recommended:

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

SUMMARY:

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

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

1 Introduction

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

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

2 Background

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

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

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

- Currently, Council Tax Support (CTS) claims are assessed at the same time as Housing Benefit claims so the rules remain broadly similar. As claims move from Housing Benefit to Universal Credit there is scope to simplify the CTS scheme.
- The Council is working to a tight timetable and any options for changes proposed are subject to a 12 week public consultation period. The County Council and other major precepting Authorities must be consulted during this process.

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

3. Options

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

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

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

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

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

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

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

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

3 Risk Management

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

4 Resource Implications

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

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

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

5 Corporate Objectives and Priorities

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

6 Consultation

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

7 Legal Issues

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

8 Equality Issues

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

9 Conclusion and reasons for recommendation

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

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u> It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	6		
Author:	Cllr Dorothy Baverstock	Ext:	
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	2 December 2015

Appendix 1

Council Tax Support Caseload

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

Cost of Scheme

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

Appendix 2

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

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

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

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

Appendix 3

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

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

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

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

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

Examples of Current Council Tax Support Calculations

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

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

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

Appendix 5

Impact of collecting low value Council Tax bills

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

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

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

Magistrates' Court Recovery

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

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

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

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

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

Appendix 6

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

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

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

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

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

Item 11 **Internal Audit Plan 2016/17**

Report of the Audit Panel Lead Member

(Portfolio: Economic)

Recommended:

That the views and recommendations of the Audit Panel members at their meeting of 14 March 2016 be endorsed and that the contents of the annex to this report be noted.

SUMMARY:

- This report presents the Annual Audit Plan for 2016/17 which has been aligned to current risks and reflects the Councils' key priorities and objectives.
- The Audit Plan for 2016/17 has been compiled following full consultation with Senior management and is supported by the Officers Management Team.

Please see Annex 1 for the Audit Plan for 2016/17.

1 Introduction

- 1.1 The Annual Audit Plan for 2016/17 is shown in Annex 1 to this report.
- 1.2 The scope of audits included in the plan enable a continuing assurance opinion to be provided on the adequacy and effectiveness of the Council's internal control framework and has been reviewed to ensure it continues to reflect the Councils' key priorities and objectives.
- 1.3 A risk assessment has ensured that the Corporate and Service risk registers, in consultation with all Heads of Service and Senior Management, inform the plan and that the audit resource required is matched against available resources.
- 1.4 The Internal Audit Team continues to develop an assurance role on projects and the transformation of processes which has been recognised by senior management as adding value in 2015/16 and is reflected in the 2016/17 plan.

2 Audit Panel views and recommendations

- 2.1 At its meeting on 14 March, 2016, the Audit Panel considered the Internal Audit Plan in detail.

2.2 Councillor Tilling queried the 2 columns in Annex 1 and the fact that there are no figures in column 1. The Shared Internal Audit Manager explained that due to the variable nature of the audit plan it was difficult to present year on year comparable figures without extending the work plan, but said that he would try to address this issue next year.

2.3 Due to a stringent timetable being already in place, the Shared Internal Audit Manager assured the Panel that the completion timescale would be met with no issues.

2.4 The Panel congratulated the Internal Audit Team on all their hard work and were reasonably satisfied that the Audit Plan provided adequate coverage of the core, service, project and emerging risks facing the Council.

2.5 *The Audit Panel recommended that the Internal Audit Plan for 2016/17 be approved.*

3 Corporate Objectives and Priorities

3.1 The work of the Internal Audit Function supports the Council's corporate plan priorities and values, by ensuring that the Council makes the most of its available resources and transforms the way it works, to provide even better value for money and effective service delivery.

4 Consultations/Communications

4.1 The External Auditors have been consulted and have agreed in principle the scope of the audit plan for 2016/17.

4.2 Management have been consulted and have agreed the scope of the audit reviews and the actions arising.

4.3 The Internal Audit Plan for 2016/17 has involved full consultation with senior management and the Audit Panel.

5 Options

5.1 In accordance with best professional practice, currently CIPFA/CIIA's Public Sector Internal Audit Standards (2013), each year a plan is produced and internal audit resources allocated to the areas of the Council's activity which need to be reviewed during the year.

5.2 The Council has limited options in this matter as without this the Council is at risk of providing inadequate audit coverage on high-risk areas and no assurance on the control environment.

6 Risk Management

6.1 The annual audit plan 2016/17 is based on the Council's risk registers and Internal Audit contributes towards the overall corporate governance framework of assurance.

7 Resource Implications

- 7.1 The audit plan for 2016/17 is resourced by 2.8 full time equivalent auditors employed by Test Valley Borough Council and 0.4 full time equivalent of an Audit Manager’s time.
- 7.2 The available days have been calculated after deduction of non-operational time such as annual leave, possible sickness and training for operational auditors.

8 Equality Issues

- 8.1 The report is for information purposes, so the Council’s EQIA process does not need to be applied.

9 Conclusion

- 9.1 This report and Annex 1 provide the Audit plan for 2016/17.

<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		
Author:	Councillor Finlay	Ext:	
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	13 April 2016

DRAFT AUDIT PLAN 2016/17**Annex 1**

REF.	AUDIT TYPE	SUBJECT	DETAILS (WHAT IS TO BE COVERED IN THE AUDIT)	AUDIT YEAR 2015-16	AUDIT YEAR 2016-17	Notes
1	CONTINGENCIES	S151 Requests	Provision for special audit reviews requested by the S151 Officer in support of his role.	20	20	
2	CONTINGENCIES	Special Investigations	Provision for special investigation reviews that may arise from suspected irregularities, theft, fraud or significant internal control issues.	25	25	Compliance with the Council's Anti Fraud and Corruption Policy.
3	CONTINGENCIES	OSCOM requests	Areas agreed through the protocol (work plan)	-	10	Protocol to be developed with Cllr Tilling
4	CORE (COMPULSORY) AUDIT	Accounting system	Areas to be covered include: Main Accounting Systems; Medium Term Financial Plan, Budgetary Control and Profiling; Journal Entries; End of Year Procedures; Coding Structure; Feeder Systems; Cash Bank Balances; Cheque Control; Compliance with IFRS, VAT.	18	20	To include a review of changes in key staff and coverage of work.
5	CORE (COMPULSORY) AUDIT	Treasury Management	Treasury Management. To cover Council loans and borrowing.	10	10	To include a review of changes in key staff, coverage of work, procedures and cash flow.
6	CORE (COMPULSORY) AUDIT	Asset Management	Strategic Asset Management (including Asset management Plan, Fixed Asset Register, valuation of assets, disposals & acquisitions etc) Industrial Estates management and income (including leases, rental income and rent reviews, Capital Accounting, Town Centre Management, Public Halls, Premises management (including building security), Public convenience & building cleaning.	13	10	Different scope to be produced for each year, using risk based approach, to ensure full coverage of Asset Management over 3 year plan. 2016-17 to cover property and land.
7	CORE (COMPULSORY) AUDIT	Benefits	Housing, Benefits and Universal credit. Includes: Fraud Prevention and Detection (SFIS impact); Administration and Assessment; Payment and Output; Council Tax Support, DWP system (CIS) access, Overpayments; Accounting; Performance Review.	22	22	Systems elements to be reviewed May/June. Scope of audit will include the roll out of Universal Credit.
8	CORE (COMPULSORY) AUDIT	Cash collection	Review of the systems and procedures for all areas where cash income is received. Including review of income trends and the control environment for all cash payments and bank reconciliation	17	18	
9	CORE (COMPULSORY) AUDIT	Council Tax & NNDR	Council Tax (will be undertaken at same time as NNDR audit). Areas to be covered over the include: Valuation; Liability; Billing; Collection and Refunds; Recovery and Enforcement.	22	22	Systems elements to be reviewed May/June. Remainder in Quarter 3 to include amendments to NDR reliefs (e.g. retail & re-occupation). Scope of the audit will include the roll-out of Citizen Access.
10	CORE (COMPULSORY) AUDIT	Creditors	Purchasing. Areas to be covered include: Ordering; Receipt of Goods/Services; Payments; Computer System; Financial Reconciliation.	19	19	

DRAFT AUDIT PLAN 2016/17**Annex 1**

REF.	AUDIT TYPE	SUBJECT	DETAILS (WHAT IS TO BE COVERED IN THE AUDIT)	AUDIT YEAR 2015-16	AUDIT YEAR 2016-17	Notes
11	CORE (COMPULSORY) AUDIT	Debtors	Debtors. Areas to be covered include: Raising of Accounts; Collection; Non-Payment; Write-Offs; Payment; Computer System	17	17	
12	CORE (COMPULSORY) AUDIT	Payroll	Payroll. Areas to be covered include: Starters; Leavers; Deductions; Variations to pay; Payments; Computer System; Financial Reconciliations; Establishment List to Payroll Ledgers reconciliations; Temporary and Casual Staff Payments.	15	15	Audit will include liaison with HCC auditors for annual assurance on their review of SAP and management of payroll at HCC. Scope of audit to be focus on integrity of source payroll documentation being submitted to HCC for payment. SAP upgrade due in 2016/17.
13	CORE (COMPULSORY) AND ON-GOING ACTIVITIES AUDIT	Follow ups	Essential audits to follow up on the implementation of accepted recommendations. Periodic reports to be produced for the Audit Panel.	14	14	2 audits (Quarters 1 & 3)
14	CORPORATE/CROSS SERVICE AUDITS	Emergency Planning	Disaster recovery including: testing of off-site arrangements, resource assessments, BCP plans, accessibility of systems and back ups.	-	10	BCP to be covered under "Projects"
15	CORPORATE/CROSS SERVICE AUDITS	Commissioning (inc Procurement & Contracts)	Review of how we commission and deliver services. Will include partnership working, shared service delivery, contracting out (whether it's the public sector, voluntary bodies or private sector organisations).	30	40	There will be some cross over with 'Role on Projects' where contract tendering is significant enough to be treated with a project management approach. Budget reduced to reflect this but if "contingencies" unused at year end to hold additional days in reserve.
	CORPORATE/CROSS SERVICE AUDITS		VFM and accountability and compliance with Procurement legislation, Contract Standing Orders and Financial Procedure Rules. This will include input to the review of Contract Standing Orders.	25		
16	CORPORATE/CROSS SERVICE AUDITS	Corporate Governance	Review of Corporate Governance Framework and supporting the Council in providing an annual audit opinion based on the work of Internal Audit.	10	10	Annual Assurance Opinion required. Supporting the accuracy and completeness of the opinion.
17	CORPORATE/CROSS SERVICE AUDITS	Premises Security	Door entry system - Beech Hurst, Portway, Bourne House, Crosfield Hall, Guildhall etc.	-	8	
18	CORPORATE/CROSS SERVICE AUDITS	Fraud Prevention (Probity reviews)	A range of audit activities based on a rolling programme of probity reviews e.g. covering Officers, cash ups, expenses, cash ups, grants etc.	24	35	Over a three year period will look to cover all activities at least once. For the higher risk areas frequency will be higher than once every three years. Will be made up of multiple small audits undertaken throughout the year. If "contingencies" unused additional days to be held in reserve.
19	CORPORATE/CROSS SERVICE AUDITS	Safeguarding (including Trouble Families)	Ascertain processes in place and corporate approach.	-	7	

DRAFT AUDIT PLAN 2016/17**Annex 1**

REF.	AUDIT TYPE	SUBJECT	DETAILS (WHAT IS TO BE COVERED IN THE AUDIT)	AUDIT YEAR 2015-16	AUDIT YEAR 2016-17	Notes
20	CORPORATE/CROSS SERVICE AUDITS	ICT Audits (2)	4 areas to be covered in two separate reviews (15 days each) - Manage budgets & cost + ensure benefits delivery & risk management and security management	-	30	Applied CoBiT framework to assist in the audit planning
21	CORPORATE/CROSS SERVICE AUDITS	Vehicle financing Initiatives	Car Loans, Car leasing, cash for cars	-	10	
22	CORPORATE/CROSS SERVICE AUDITS	Lone working	Follow up on corporate review and risk assessments completed	-	5	
23	ONGOING ACTIVITIES	Advice and Assurance to Customers as required.	Consultancy role of Internal Audit as identified in the Audit and Account Regulations 2003 'Consultancy - (d) advisory services' Budget reflects expected increase in advice and assurance needed as a result of the financial and resource challenges facing LG and the expected impact on the control framework for systems i.e.segregation of duties, resources spent on reconciliationsand monitoring.	15	15	Formal procedure for advice provided to our customers. Budget reflects expected level of advice and assurance needed as a result of the financial and resource challenges facing LG and the expected impact on the control framework for systems i.e. segregation of duties, resources spent on reconciliations and monitoring.
24	ONGOING ACTIVITIES	Anti Fraud and Corruption Policy (training and communications).	Consultancy role of internal audit as identified in the Audit and Account Regulations 2015, 'Fraud- and irregularity-related work - (e)'. .	5	5	
25	ONGOING ACTIVITIES	Audit Planning and Reporting	Producing and delivering quarterly and end of year performance and opinion audit reports, plus training and presentations to promote effective internal control. Includes attendance at Committees.	35	35	
26	ONGOING ACTIVITIES	External Audit Liaison	Includes half yearly meetings.	2	2	
27	ONGOING ACTIVITIES	NFI	Pro-active role by IA taking on as key contact officer co-ordinating data matching as part of the National Fraud Initiative.	7	7	
28	ONGOING ACTIVITIES	Project Management (inc Role on Projects)	Review of major projects and implementation of new systems and providing assurance on the use of effective project management. Use of best practice guidance and application of. Will include the review of the corporate control framework for project management and monitoring.	26	60	See Commissioning..
29	SERVICE AUDIT	Homelessness	To include Bed & Breakfast process and recharging	-	7	
30	SERVICE AUDIT	Disabled Facilities Grant	Review policy, process and controls and ensure compliance for annual return	-	10	Turnover of key staff and policy amendments.
31	SERVICE AUDIT	Planning Enforcement	Review process and controls	-	10	Turnover of key staff. To be undertaken in Quarter 4
32	SERVICE AUDIT	Grounds maintenance	Review process, controls, accountability and ensure vfm	-	10	Last reviewed in 2012-13

DRAFT AUDIT PLAN 2016/17**Annex 1**

REF.	AUDIT TYPE	SUBJECT	DETAILS (WHAT IS TO BE COVERED IN THE AUDIT)	AUDIT YEAR 2015-16	AUDIT YEAR 2016-17	Notes
33	SERVICE AUDIT	Street scene	To review street cleansing including removal of fly tips, abandoned vehicles, fixed penalty notices for littering and dog fouling.	-	10	Turnover of key staff
34	SERVICE AUDIT	Car Parks	To review cash collection processes, appeals policy and procedures, permits, payment types & security	-	10	To be undertaken in Quarter 3.
35	SERVICE AUDIT	Planning Policy	To include Neighbourhood Planning (scope to be developed with lead officer)	-	7	Development of the Local Plan
36	SERVICE AUDIT	Members, Mayoral Allowances & Expenses	Review of sysytem, processes and procedures for the Members & Mayoral remuneration.	-	10	To include any recommendations arising from HMRC review
37		Possible c/fwd of work in progress but not completed at year end to final report stage			15	
	TOTAL RESOURCE REQUIRED TO ACHIEVE AUDIT PLAN				590	
	TOTAL STAFF RESOURCE AVAILABLE				590	
	DIFFERENCE				0	

POTENTIAL AREAS FOR REVIEW

Commissioning/Contracts
40 days

Role on Projects
60 days

Leisure Contract
Contract Standing Orders
Lights - Dance Studio
The Depot (Sports Academy)
Temporary staff
Current Contract (Advice & Assurance)
Payments without purchase orders

Leisure Contract
Valley Housing
Plot 37 Walworth
CRM
Corporate Plan Initiatives
BCP
EU - credit/debit cards
FoI - PIR
Andover Magistrates Court
Mobile Working - PIR
IA project procedures (project assurance)
Garden Waste - PIR

PROBITY

35 days

Community Grants

Cash ups, floats, imprests and petty cash, cash collection (inc The Lights)

Officer mileage

Fuel usage

Hire of Halls and High street

Highways - Street & Property naming

Telephones

Purchasing Cards

ITEM 12 Overview and Scrutiny Annual Briefing

Report of Councillor Lynn, Chairman (Portfolio: Corporate)

Recommended:

That the Annual Briefing of the Overview and Scrutiny Committee be approved.

SUMMARY:

- The Annual Briefing covers the work of the Committee for the period May 2015 to May 2016.
- The Committee are asked to agree the Briefing prior to its submission to full Council on 29 June 2016.

1 Introduction

1.1 OSCOM is required to report to full council on an annual basis to inform all Members of the work undertaken over the previous 12 months.

1.2 The Annual Briefing is attached at Annex 1.

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:

1

Author:

Councillor Lynn

Ext:

8014

File Ref:

Report to:

Overview and Scrutiny
Committee

Date:

13 April 2016

**OSCOM CHAIRMAN'S ANNUAL BRIEFING
2015/16**

Over the last three years, as Chairman of OSCOM, I have endeavoured to let the committee make all decisions without interference from me. This has worked exceptionally well with decisions regarding round table discussions, the work programme and other ideas such as training coming from the members.

This year we have had an influx of several 'new' councillors and others that have great experience, not necessarily within Test Valley and this has proved very beneficial. We asked each member to fill in a survey giving us their experience and interests and more importantly their expertise. This has proved invaluable in choosing panel members etc.

The position of the Chairman appointing the Lead Members has again worked well with Phil Bundy, Kath Tilling, Brian Page, Karen Hamilton and Dorothy Baverstock.

Since May 2015 the Committee has met 11 times only missing June 2015 as an official Committee however the evening was utilised as an informal meeting for OSCOM members to put forward suggestions and ideas for future discussion. There have been 44 items discussed including presentations by external partners by/on

- Andover Town Centre Manager
- Community and Leisure Portfolio Holder
- Housing and Environment Portfolio Holder
- Local policing in Test Valley
- Hampshire Fire & Rescue

With further presentations for the rest of 2016 from the West Hants CCG and the Hampshire Hospitals NHS Foundation Trust, Police and Crime Commissioner and the Andover Town Centre Manager.

This year has seen a busy time with panels with the usual panels of Audit and Budget looked after by the Vice Chairman. On top of these the Council Tax support panel was chaired by Dorothy Baverstock, Jim Neal took over a panel looking at Planning Control and Nick Adams King has a panel on the plans panel and planning in general. Jim and Nick decided that the two panels were getting closer in their deliberations and it would be better if Nick took over the two panels and did a report on overall planning including planning control. Phil had taken on the panel looking at the Wardens and when Phil was promoted to Portfolio Holder the panel was taken over by Dorothy.

Panels

Community Safety Panel

Set up on 18 February 2015 to review the responsibilities of TVBC Community Safety. The first phase of the review was completed and the report considered by OSCOM on 20 January 2016 where a number of recommendations were agreed and further work would be undertaken. OSCOM would also add an annual update on Community Safety to their 6 year work programme.

Council Tax Support Panel

Set up to review the current scheme and make recommendations for options to consult on changes to the scheme for 2017/18 in light of the welfare reforms and in particular the introduction of Universal Credit. The Panel concluded that the current level of support for 2017/18 continue and was reviewed in 12 months time once more claims for Universal Credit were in payment and the impact of the April 2016 Housing Benefit and Tax Credit changes were known.

Planning Control Panel/Planning Advisory and Planning Process Panel

Set up on 9 September 2015 to review the operation of the Planning Advisory Panel and Planning Committees and the role and operation of the Planning Control Committee.

Public Involvement Panel

Set up on 20 January 2016 to review public participation at OSCOM, the Borough Council more widely and its service delivery (in the sense of gathering public views).

The five-year plan has now been highly tuned and is working well. The round table discussion regarding Outside Bodies produced a new panel under David Drew, to look at whether we require outside participation and if so how much, when and who. Interestingly the panel had a split in whether there should be added third party items and what good they did other than informing members about what is going on. We have also had training on 'introduction to Overview & Scrutiny' and a training session in recent weeks run by INLOGOV on Questioning and Listening skills.

This year we intend to reinstate the successful OSCOM Away Day format to generate ideas for the future work programme and undertake further training. There was little discussion and we ended up with 5 round table discussions instead. Next year the Away Day has already been booked and the agenda will be discussed with the lead members, Chairman, Vice Chairman and Andy Ferrier and Caroline Lovelock. This should reduce the number of round table discussions.

Round Table discussions were designed to give members and officers time to discuss items outside the public view before deciding if they should be full items on the agenda giving officers more work in producing extensive paperwork. These have proved very interesting and reducing paperwork considerably.

Reviews

A Competitive Local Economy – Councillor Hamilton

As part of phase 2 of the review consideration would 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.

Members Role in Planning (part 2) – Councillor Tilling

The key issues raised would be picked up by the two newly established OSCOM Planning Panels

Animal Welfare Pilot Project – Councillor Tilling

Borough Council led workshops were held in September for Parish Councils to promote the approach developed by Councillor Tilling and endorsed by OSCOM.

The Committee have been extremely busy and seem to be getting busier, but we are looking at the various items to a much deeper extent albeit smaller chunks. This has proved to be more effective than the ‘scatter gun’ approach.

I hope the committee appreciate the ‘light touch’ of the chairman and the chance to add items for discussion without having to go through the usual grilling as to why etc. I believe that every idea brought to the work programme has been accepted by the committee and is now part of our work programme, or has been completed.

I would like to take this opportunity to thank the committee for their interest. I believe almost everyone has turned up for meetings and participated in the questioning of our various officers, speakers, and portfolio holders. I really believe we are now in the position of being a ‘critical friend’ rather than trying to ‘catch out’ officers in their reports and in doing this we are getting far more co-operation.

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		
Author:	Caroline Lovelock	Ext:	8014
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	13 April 2016

OVERVIEW & SCRUTINY WORK PROGRAMME 2015/16

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2016				
13 APRIL (ROMSEY)				
Impact of restructuring of Fire Service	5	Committee	Presentation by Hampshire Fire & Rescue on the impact of restructuring (Hampshire Fire & Rescue) (30 mins)	To comment on the presentation
Presentation by the Romsey Town Centre Manager	5	Committee	Presentation by Romsey Town Centre Manager (Mark Edgerley) (30 mins)	To comment on the presentation
Audit Plan (briefing note)	2	Committee	To consider and make comment on the Annual Audit Plan (Cllr Finlay) (5 mins)	To consider and make recommendations as appropriate
OSCOM Annual Briefing (briefing note)	2	Committee	Report of the Chairman (Cllr Lynn) (5 mins)	To comment on the draft report
Review of Council Tax Support (full report)	3	Committee	To receive an update on progress (Head of Revenues) (20 mins)	To comment and make recommendations as appropriate.
10 MAY (ANDOVER)				
Overview of Environmental Portfolio	1	Committee	To receive a presentation on the Environmental Portfolio (Cllr Stallard) (30 mins)	To comment on the presentation
Presentation on Communications	2	Committee	To receive a presentation on the work of the Communications Team (Communications Manager) (30 mins)	To comment on the presentation
Andover Vision (full report)	3	Committee	To receive an update on progress (Chief Executive) (20 mins)	To comment and make recommendations as appropriate
Safeguarding Children & Vulnerable Adults (full report)	3	Committee	To review progress against the Action Plan (Head of Community and Leisure) (20 mins)	To consider and make recommendations as appropriate

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 13 April 2016

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Update on Recycling (briefing note)	2	Committee	To receive an update on progress (Head of Environmental Services) (5 mins)	To review progress
8 JUNE (ANDOVER)				
West Hants CCG and Andover War Memorial Community Hospital	5	Committee	To receive a presentation on the Critical Care Unit at Dummer and the Andover War Memorial Community Hospital (Heather Hauschild/Mary Edwards) (60 mins)	To comment on the presentation
Test Valley Partnership Annual Review (briefing note)	2	Committee	To receive an update on the Partnership (Policy Manager) (5 mins)	To comment and make recommendations as appropriate.
Risk Management Report (briefing note)	2	Committee	To consider the Annual Report (Principal Auditor) (5 mins)	To comment on the report
6 JULY (ROMSEY)				
Police and Crime Commissioner	5	Committee	To receive a presentation on the work of the Police and Crime Commissioner (30 mins)	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 (Cllr Finlay) (5 mins)	Comment and make recommendations as appropriate.
Complaint Handling (briefing note)	2	Committee	To review the complaints received (Complaints and Improvement Officer) (5 mins)	To consider and make recommendations as appropriate
7 JULY (GUILDHALL) AWAYDAY				
3 AUGUST (ROMSEY)				
13 SEPTEMBER (ROMSEY)				
Community Safety Partnership (briefing note)	3	Committee	Update on the Community Safety Partnership (Head of Community and Leisure) (5 mins)	To comment and make recommendations.

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 13 April 2016

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Annual Review of Partnership and Shared Services (briefing note)	2	Committee	To receive an update on progress (Corporate Director) (5 mins)	Comment on the proposals and make recommendations
Equalities Scheme (briefing note)	2	Committee	To monitor and review performance (Corporate Director) (5 mins)	To comment and make recommendations as appropriate.
Romsey Future – A vision for Romsey 2015-2035 Action Plan (briefing note)	2	Committee	To receive the Action Plan (Policy Manager) (5 mins)	To comment and make recommendations
Annual Review of Corporate Action Plan (full report)	2	Committee	To receive an update on the Key Performance Indicators (Policy Manager) (20 mins)	To consider and make recommendations as appropriate
12 OCTOBER (ANDOVER)				
Update by Andover Town Centre Manager	5	Committee	Update on the last 12 months by the Andover Town Centre Manager. (Chris Gregory) (30 mins)	To comment on the presentation
Annual Audit Report (full report)	2	Committee	To receive the report (Head of Finance/Auditor Manager) (20 mins)	To comment and make recommendations as appropriate
8 NOVEMBER (ANDOVER)				
Cemetery Rules and Regulations Review (Briefing Note)	3	Committee	To receive an update. (Head of Community and Leisure) (5 mins)	To comment and make recommendations
Budget Panel Report Draft Budget (full report)	4	Committee	To consider the draft Budget Panel report (Cllr Finlay) (20 mins)	Comment and make recommendations as appropriate.
Draft Budget Fees and Charges (full report)	4	Committee	To consider the draft Budget Panel report (Cllr Finlay) (20 mins)	Comment and make recommendations as appropriate.
Andover Levy (briefing note)	2	Committee	To review the levy (Accountancy Manager) (5 mins)	To consider and make recommendations as appropriate

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 13 April 2016

7 DECEMBER (ROMSEY)				
Round table discussion Web Strategy	2	Committee	To discuss and consider the web strategy (Head of Communications)	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 (Acting Head of Revenues, Benefits and Customer Services) (20 mins)	To comment and make recommendations
Andover Economy (full report)	2	Committee	To receive an update on the Andover Economy (Economic Development Officer) (20 mins)	To comment and make recommendations
Community Safety (briefing note)	2	Committee	To receive an update on Community Safety (Head of Community and Leisure) (5 mins)	To comment and make recommendations
2017				
24 JANUARY (ROMSEY)				
Planning Enforcement (briefing note)	2	Committee	To receive an update on Planning Enforcement (Planning Enforcement Manager) (5 mins)	To comment and make recommendations
Leisure Contractor Annual Report (full report)	1	Committee	To receive the report (Head of Community and Leisure) (20 mins)	To comment and make recommendations
Update on Sustainability and Carbon Management Plan (briefing note)	2	Committee	To receive an update on the Sustainability and Carbon Management Plan (Head of Estates) (5 mins)	To comment and make recommendations
22 FEBRUARY (ANDOVER)				
Romsey Future Update (round table discussion)	4	Committee	To receive an update on progress (Corporate Director)	To consider progress to date
Community Engagement (briefing note)	3	Committee	To receive an update on progress	To comment and make recommendations

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 13 April 2016

DATE TO BE AGREED				
Housing Strategy (including Homelessness Strategy and Homes Energy Conservation Act Action Plan (full report))	4	Committee	To present the position of these three Housing strategies (Head of Housing and Environmental Health) (20 mins)	To comment and make recommendations
Briefing on Devolution (full report)	5	Committee	Presentation on Devolution (20 mins)	To comment and make recommendations
Round table discussion on Tourism	3	Committee	To explore opportunities and ideas for increasing tourism	To consider ideas and opportunities
Protocol on how to engage internal audit resources for Scrutiny purposes (briefing note)	2	Committee	(Cllr Tilling/Auditor Manager) (5 mins)	To comment and make recommendations
Hampshire County Waste Strategy (briefing note)	5	Committee	To update the Committee on the future of Household Recycling (Head of Environmental Services/HCC) (5 mins)	To comment on the presentation
Community Infrastructure Levy (briefing note)	2	Committee	To update the Committee on the Community Infrastructure levy (Planning Policy Manager/Corporate Director) (5 mins)	To comment and make recommendations
Planning Panels final Report	3	Committee	To receive the final report (Cllr Adams King) (15 mins)	To comment and make rec's as appropriate

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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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.	Review Completed
Housing	Affordable Housing update briefing note	Councillor Page	Matter only recently reviewed at OSCOM meeting in April 2015	Update given on 16 March 2016

Panel	Lead Member	Progress Update	Report back to OSCOM
Community Safety Panel	Councillor Baverstock	Phase 1 complete	
Planning Advisory, Process and Planning Control Panel	Councillor Adams-King	Report on PAP and PCC	
Public Involvement Panel	Councillor Drew	Scoping Template	

Item	Meeting Date	Officer Owner	Recommendation	Estimated Progress	Progress Update
A New Draft Corporate Plan	18 March 2015	Andy Ferrier	<p>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:</p> <ol style="list-style-type: none"> 1. The word “availability” to be substituted for “deliverability” in the Housing section. 2. The Ganger Farm site – the Local Plan Inspector had questioned its deliverability. 3. The Andover Encounters project should be taken out of the text as it was not an ongoing initiative. 	100%	Reported to Cabinet on 8 April 2015
Amending the Code of Conduct	18 March 2015	Bill Lynds	<p>Recommended to Cabinet:</p> <p>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.</p>	100%	Reported to Cabinet on 8 April 2015

Members Role in Planning	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.
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Item	Meeting Date	Officer Owner	Recommendation	Estimated Progress	Progress Update
OSCOM Corporate Priority Review (2011-15): A Competitive Local Economy	2 December 2015	David Gleave	Recommended to Cabinet: 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. 2. To work closer with schools and employers. 3. To review the training fund to achieve a more sustainable way of funding apprentices. 4. To review the Business Incentive Fund budget and the amount of individual grants.	50%	Reported to Cabinet on 16 December 2015 Development of Strategy now underway. Final Strategy expected to be submitted to Cabinet in November 2016.
2016/17 Budget Update	20 January 2016	Will Fullbrook	Recommended to Cabinet: 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.		Reported to Cabinet on 10 February 2015 Resolved: 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.



Cabinet Work Programme

Further information

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

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

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

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

KEY DECISIONS

A key decision is one which is likely

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

or

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

The Council's thresholds are

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

CABINET WORK PROGRAMME

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
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)	Hampshire Alliance for Rural Affordable Housing (HARAH) – new preferred delivery partner(s)	Yes	Cabinet	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
6 Apr 16 (R)	Transfer of Use – Lights Kitchen	No	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
6 Apr 16 (R)	Estates Property Issues	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	(Acting) Head of Revenues (Local Taxation and Project Enterprise)
6 Apr 16 (R)	Draft Calendar of Meetings 2018	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic
6 Apr 16 (R)	OSCOM Vice-Chair Appointment	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic
4 May 16 (A – G/H)	Corporate Action Plan Year 2	Yes	Cabinet	No	Report of the Corporate Portfolio Holder	Corporate Director

Test Valley Borough Council – Overview & Scrutiny Committee – 13 April 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
1 Jun 16 (A)	Fishlake Meadows Management Plan	No	Council	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
1 Jun 16 (A)	East Anton Public Art – Next Stage	No	Council	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
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 & Scrutiny Committee – 13 April 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
22 Jun 16 (A)	Homelessness Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
22 Jun 16 (A)	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)	Constitution Update	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services
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

Test Valley Borough Council – Overview & Scrutiny Committee – 13 April 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
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
2 Nov 16 (R)	Housing Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
30 Nov 16 (R)	Asset Management Plan Update - to review progress of the current year's projects and recommend the works to be included in the Asset Management Plan for the following financial year.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
30 Nov 16 (R)	Capital Programme update – to consider the current position of existing capital projects and new bids.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
tbc	Devolution for the People of Hampshire and Isle of Wight	No	Cabinet	No	Leader	Chief Executive

* 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
9 Mar 2016	Devolution for the People of Hampshire and Isle of Wight	Moved from March, to be confirmed	Awaiting more information	Chief Executive	19 Feb 2016
9 Mar 2016	Transfer of Use – Lights Kitchen	Moved to 6 Apr 2016	Awaiting more information	Head of Community and Leisure	19 Feb 2016
6 Apr 2016	Homelessness Strategy	Moved to 22 June 2016	Awaiting Government information	Head of Housing and Environmental Health	25 Feb 2016
6 Apr 2016	Homes Energy Conservation Act (HECA) Action Plan	Moved to 22 June 2016	Awaiting Government information	Head of Housing and Environmental Health	25 Feb 2016
6 Apr 2016	Housing Strategy	Moved to 2 November 2016	Awaiting Government Information	Head of Housing and Environmental Health	25 Feb 2016

ARRANGEMENTS FOR MAKING REPRESENTATIONS TO THE CABINET REGARDING DECISIONS CONTAINED WITHIN THE WORK PROGRAMME

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.