

Notice of Meeting

Overview & Scrutiny Committee

Date: Wednesday, 08 June 2016

Time: 17:30

Venue: The Council Chamber, (Guildhall, Andover), High Street, Andover,
Hampshire

For further information or enquiries please contact:

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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

Councillor C Lynn

Councillor N Adams-King

Councillor D Baverstock

Councillor J Cockaday

Councillor D Drew

Councillor C Dowden

Councillor B Few Brown

Councillor A Finlay

Councillor P Hurst

Councillor I Jeffrey

Councillor J Lovell

Councillor J Neal

Councillor B Page

Councillor T Preston

Councillor J Ray

Councillor K Tilling

Vacancy

Chairman

WARD

Winton

Blackwater

Cupernham

St Mary's

Harewood

North Baddesley

Amport

Chilworth, Nursling and
Rownhams

Tadburn

Dun Valley

Winton

Millway

Harroway

Alamein

Cupernham

Valley Park

Overview & Scrutiny Committee

Wednesday, 08 June 2016

AGENDA

**The order of these items may change as a result of members
of the public wishing to speak**

- 1 Appointment of Vice-Chairman**
- 2 Apologies**
- 3 Public Participation**
- 4 Declarations of Interest**
- 5 Urgent Items**
- 6 Minutes of the meeting held on 10 May 2016**
- 7 Call in Items**
- 8 Urgent decisions taken since last meeting**
- 9 West Hampshire CCG and Andover War Memorial
Community Hospital**

Presentation by Heather Hauschild and Mary Edwards (60
minutes)
- 10 Appointment to Audit Panel and Budget Panel**
- 11 Key Business Risks Report** **5 - 21**

To provide an update on the risk management process, key
risks contained in Council's Corporate Risk Register and a
snapshot of Service Risks (5 minutes)

12 Work Programme Report

22 - 38

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

ITEM 11

Key Business Risks

Report of the Head of Finance (Portfolio: Economic)

Recommended:

That the annual report on Risk Management be reviewed and endorsed.

SUMMARY:

This report provides the Committee with an update on the risk management process, the key risks contained in the Council's Corporate Risk Register (attached as Annex 1) and a snapshot of Service Risks (attached as Annex 2).

1 Introduction

- 1.1 The purpose of risk management is to manage the barriers to achieving the Council's objectives. Producing an up to date risk register will assist with allocating resources to manage risks and to monitor the actions to mitigate risks.

2 Corporate Risk Register

- 2.1 During the year the Corporate Risk Register has been updated on a quarterly basis by Officers Management Team.
- 2.2 Two workshops have been held during the year with Officers Management Team to refresh the Corporate Risk Register and develop the risk management process. Working with the Council's Policy Team this involved consideration of:
- the types of strategic risks in the political environment of Local Government and identification of the risks affecting the outcomes of the Council at the current time.
 - the potential consequences of these risks and what needs to be done to manage them.
- 2.3 The Corporate Risk Register, provided in Annex 1, has been updated to include the risks identified from these workshops. This includes some new risks but has also resulted in the combination or alteration of some of the existing risks. Where continuity can be reported the register provides the risk scores and target risk scores for five quarters in order to demonstrate the direction of travel of the risks over the year.

- 2.4 The target risk score reflects the expected impact and likelihood of the risk if the planned actions are completed by the planned deadline. The nature of corporate risks is such that we do not expect to see changes in the scores over one or two quarters, by their nature these risks, and therefore the movement in risks scores, will generally be longer term.
- 2.5 We would expect to see some risk scores decreasing as a result of carrying out the future actions. However there will be some risks where the future actions are designed to prevent the risks (likelihood and/or impact) from getting any worse and therefore we would expect the score to remain the same despite having carried out the further actions by the stated date.
- 2.6 The register just shows the “active” risks. Records are also maintained of “inactive” risks which include those where the target score has been achieved and no further action is planned other than ongoing monitoring and those identified as potential emerging risks which are not yet present. These are used as an aide memoire to ensure these are subject to ongoing review.

3 Service Risk Registers

- 3.1 There is 1 red risk currently recognised as “High” within Services. This is shown in Annex 2. This provides a ‘snapshot’ from the most recent versions of the service risk registers, it does not show the progress over the last year as the corporate register does.
- 3.2 Service red risks are considered by the appropriate Service Management Team and Performance Board.

4 Risk Management Process

- 4.1 The Principal Auditor facilitates the risk management process, updates the Corporate Risk register and is able to respond to any queries relating to the risk management process. Any questions relating to the management of specific risks should be referred to the “Risk Owner” shown in the register.
- 4.2 During the year and working closely with the Policy Team the risk management process has been developed to integrate it into the Performance Management Framework. Risks are now held on the Covalent system with workflow in place to highlight to the risk owner when actions are due.
- 4.3 Service Red and Amber risks with action dates due or overdue will be monitored by the Performance Boards. It is envisaged that consideration of risks within this forum will also enable any emerging risks to be considered alongside discussions on service planning, projects, risks arising from audits and Key Performance Indicators (KPIs).
- 4.4 Corporate Red and Amber risks with action dates due or overdue are to be incorporated into the Corporate Dashboard process and work is currently ongoing in this area.

5 Risk Management Strategy

- 5.1 The strategy has been reviewed and other than revising the date there are no amendments to the Risk Management Strategy to be reported. The strategy is available on the Council's website.

6 Conclusion

- 6.1 The Council is in the process of embedding Risk Management into its Performance Management Framework with integration into Performance Boards and the Corporate Dashboard. Risks are identified and managed throughout the year and are formally captured quarterly and reported annually.
- 6.2 The Principal Auditor will continue to notify OSCOM Members of any risk targets that are not achieved on a quarterly basis.
- 6.3 The Committee is requested to consider and note this annual corporate risk report.

Background Papers (Local Government Act 1972 Section 100D)

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:	2		
Author:	Jan Balfour (Principal Auditor)	Ext:	8234
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	8 June 2016

TEST VALLEY BOROUGH COUNCIL
CORPORATE RISK REGISTER

ANNEX 1

Risk No	Corporate plan link	Type of Risk	Risk Owner	Risk	Date risk identified	Factors	Consequences
C1	Live	Legislative	B Cowcher	Legislation impacts Housing Policy affecting provision of affordable housing and increasing pressure on housing waiting list. <i>(NB: This incorporates previous risk C1 - Lack of Social Housing will increase pressure on housing waiting list.)</i>	Mar-16	Impact of Legislation on Housing Policy. Demographic change. Lack of funding. Lack of affordable housing/homelessness going up/housing stock going down (right to buy).	Inability to deliver Corporate Plan objective. Delay in implementing/determining planning applications by including starter homes. Housing standards in private rented sector as more people pushed to private rented sector as registered providers move out of this market. Rise in homelessness.
C2	All	Legislative	B Lynds	Loss or release of personal data in contravention of the Data Protection Act 1998	pre June 2011	Lack of awareness of relevant legislation and local data security and data sharing policies. Increased public awareness of legislation. Nature of Political environment. Inability to monitor data transfer to personal webmail from corporate network.	Fine imposed by Information Commissioner and bad publicity and reputational damage
C3	All	Legislative/ regulatory	G Smith	Failure to prepare agree and implement up to date strategic and local planning documents	Sep-11	Time frame for consultation on key documents informing the Local Plan. Impact of NPPF. Perspective of Government Inspector. Changes to government policy.	Unstructured and unstrategic development. Successful planning appeals having reputational and financial consequences
C4	All	Legislative/ regulatory	G Smith	Successful challenge of Local Plan by third party.	Mar-16	3rd party lodging challenge that the local plan process/Planning Inspector erred in law.	Reputational and financial. Repeat of local plan process either in whole or part. Potential increase from speculative planning applications as a result of local plan being no longer in place.

Risk No	Existing Risk Controls	Mar 2015 Risk Score	June 2015 risk Score	Sept 2015 risk Score	Dec 2015 risk Score	Mar 2016 risk Score	Reason for reduction in risk score (i.e. change in risk and impact (consequence))	Further Action (Y/N)
C1	Harah Partnership renewed until 2020. Close monitoring of homelessness caseload and the use of bed and breakfast to ensure staffing arrangements are delivering the required outcomes. Registered providers revising business plans following Government announcement that they reduce their rents by 1% each year for 4 years. A new Housing Strategy is being developed adopting an approach where the need and options for providing new affordable housing is seen within the wider local housing and supporting communities context.	NA	NA	NA	NA	C3(A) Likelihood: Significant, Impact: Significant	NA	Y
C2	Heads of Service aware of risks; the informal audit of how well training has bedded in was positive; services holding sensitive data are aware of the legislation and the risks; all services have appointed a DPA rep; reps attend 1/4ly forum; training on redaction has been given. Contractors and Suppliers who require access and/or need to remove data whether in hard copy format or from the contained secure network must agree and sign both the Council's 'Information Security Policy' and 'Data Sharing Code of Practice' terms and conditions before obtaining access. Guidance for Members from the ICO is contained in the Members' Handbook. Members have received training. Procedure note for dealing with breach published on intranet. Breach policy in place. Controlled (Swipe card) access to offices. Data Protection was included in a Governance Workshop for Members on 02/06/15. Members were also pointed to the e learning module on Data Protection as part of their Induction Welcome Pack.	D2(A) Likelihood: Low Impact: critical	D2(A) Likelihood: Low Impact: critical	D2(A) Likelihood: Low Impact: critical	D2(A) Likelihood: Low Impact: critical	D2(A) Likelihood: Low Impact: critical	NA	Y
C3	Adoption of local plan, production of guidance and up to date evidence base.	D2(A) Likelihood: Low, Impact: Critical	D2(A) Likelihood: Low, Impact: Critical	D2(A) Likelihood: Low, Impact: Critical	D2(A) Likelihood: Low, Impact: Critical	D2(A) Likelihood: Low, Impact: Critical	NA	Y
C4	Counsel advice.	NA	NA	NA	NA	D3(A) Likelihood: Low, Impact: Significant	NA	Y

Risk No	Action type - Accept, Terminate, Control, Transfer	Required Action	Action Target Date	Mar 2015 Target Score	June 2015 Target Score	Sept 2015 Target Score	Dec 2015 Target Score	Mar 2016 Target Score
C1	Control	<p>New Housing Strategy in preparation which will provide the mitigations and will include reference to a review of Hampshire Home Choice regarding income levels for eligibility.</p> <p>New ideas/inventive/creative working with partners including possible use of Valley Housing.</p> <p>Continue to develop partnership arrangements.</p> <p>Produce new supplementary planning document for affordable housing.</p>	<p>Nov 16</p> <p>Ongoing</p> <p>Ongoing</p> <p>Oct 16</p>	NA	NA	NA	NA	D3(A) Likelihood: Low, Impact: Significant
C2	Control	<p>Staff E-learning is being developed.</p> <p>Users to be made aware, as part of both the IT and corporate induction process, that they should not transfer data to personal webmail from the corporate network</p>	Jun-16	D2(A) Likelihood: Low Impact: critical	D2(A) Likelihood: Low Impact: critical	D2(A) Likelihood: Low Impact: critical	D2(A) Likelihood: Low Impact: critical	D2(A) Likelihood: Low Impact: critical
C3	Control	Review and update guidance.	Jul-16	D2(A) Likelihood: Low, Impact: Critical	D2(A) Likelihood: Low, Impact: Critical	D2(A) Likelihood: Low, Impact: Critical	D2(A) Likelihood: Low, Impact: Critical	D2(A) Likelihood: Low, Impact: Critical
C4	Control	<p>Secure Counsel to defend Council position.</p> <p>Review local plan timetable if local plan is successfully challenged in whole or in part.</p>	Ongoing	NA	NA	NA	NA	D3(A) Likelihood: Low, Impact: Significant

**TEST VALLEY BOROUGH COUNCIL
CORPORATE RISK REGISTER**

ANNEX 1

Risk No	Corporate plan link	Type of Risk	Risk Owner	Risk	Date risk identified	Factors	Consequences
C5	Work/Enjoy	Physical	S Ellis	Council unable to manage assets effectively.	Nov-11	Backlog of repairs. Limited resources being used for significant projects including office move.	In breach of legal obligations, physical harm to a person due to poor repair, financial penalties, lost rental income on investment properties. Impact on budgets due to costs of major repairs.
C6	All	Legislative	M white/ All HoS	Failure of service and corporate business continuity plans in the event of a serious incident	pre June 2011	Lack of awareness of corporate priorities, critical services, contents of service and corporate BCPs and how to respond.	The Council would not be able to get its vital services up and running to meet the immediate needs of the community. The Council would be in breach of the Civil Contingencies Act. Bad publicity / loss of reputation/ loss of public confidence/financial consequences, potential hardship.
C7	All	Partnership/ Contractual	W Fullbrook	The Public Procurement Regulations 2006 may not be consistently applied across all services within the Council. Goods, works and services are poorly procured and do not achieve best value. Contacts may be poorly managed post procurement.	pre June 2011	Lack of awareness and understanding of Procurement Regulations, Procurement Strategy and Contract Standing Orders.	Legal challenges from potential suppliers. Loss of reputation / bad publicity for the Council. Financial consequences (e.g. compensation claims, penalties etc.). Poor value for money achieved.
C8	All	Managerial / Professional	B Lynds	Inappropriate comment/behaviour/actions from Staff.	pre June 2011	Levels of staff awareness of expectations regarding conduct. Efficiency pressures, stretched resources. Staff expectations. Nature of Political environment.	Loss of reputation / bad publicity for the Council. Financial consequences (e.g. compensation claims, penalties etc.)

Risk No	Existing Risk Controls	Mar 2015 Risk Score	June 2015 risk Score	Sept 2015 risk Score	Dec 2015 risk Score	Mar 2016 risk Score	Reason for reduction in risk score (i.e. change in risk and impact (consequence))	Further Action (Y/N)
C5	Additional Temporary Maintenance Staff recruited to assist in the delivery of the Asset Management and Maintenance Plans. Resource Plan in place for the delivery of these plans, along with Site Condition Survey Date for each premise and weekly delivery / planning review meetings commenced. Site Condition Surveys completed for all assets. Output from surveys collated into a new draft 5 year programme for delivery and funding (2016-2021). Funding for 2016/17 agreed, plan in place for delivery.	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	NA	Y
C6	Internal Audit review of all BCP's completed and outcomes and Action Plan discussed with all Services.	E1(A) Likelihood: Very low; Impact: Catastrophic	E1(A) Likelihood: Very low; Impact: Catastrophic	E1(A) Likelihood: Very low; Impact: Catastrophic	E1(A) Likelihood: Very low; Impact: Catastrophic	E1(A) Likelihood: Very low; Impact: Catastrophic	NA	Y
C7	Procurement Officer provides advice in line with the Public Procurement Rules and is involved in significant procurements and has conducted training for middle managers. Guidance documents are available on the intranet. Procurement Strategy approved by Cabinet. Contract Standing Orders and Financial Procedure Rules were updated and approved by Full Council on 7th Nov, 2012. Communicated to all staff via the staff information bulletin. Procurement work plan for 2015/16 agreed by OMT and fulfilled with the exception of training on revised procurement regulations which is pending revision of Contract Standing Orders.	D3(A) Likelihood: Low Impact: Significant	D3(A) Likelihood: Low Impact: Significant	D3(A) Likelihood: Low Impact: Significant	D3(A) Likelihood: Low Impact: Significant	D3(A) Likelihood: Low Impact: Significant	NA	Y
C8	Customer Experience Training for relevant staff. Induction programme incorporates Values which are embedded in the Corporate Plan. Complaints monitored at Performance Boards. Enhanced role being developed for Complaints and Improvement Officer to enable Services to learn from issues highlighted by complaints and media monitoring. Appreciative and behavioural based appraisal rolled out for all staff. Appropriate staff behaviour also addressed in Use of IT & Social Media policy and within in-house equalities training.	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	NA	Y

Risk No	Action type - Accept, Terminate, Control, Transfer	Required Action	Action Target Date	Mar 2015 Target Score	June 2015 Target Score	Sept 2015 Target Score	Dec 2015 Target Score	Mar 2016 Target Score
C5	Control	Delivery of 2016/17 Asset Management Plan	Mar-17	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant
C6	Control	Completion and circulation to Heads of Service of the accommodation and IT Business Continuity Plan which will influence the re-write of the Service BCPs. Service BCPs to be revised and updated.	Sept 16	E1(A) Likelihood: Very low; Impact: Catastrophic	E1(A) Likelihood: Very low; Impact: Catastrophic	E1(A) Likelihood: Very low; Impact: Catastrophic	E1(A) Likelihood: Very low; Impact: Catastrophic	E1(A) Likelihood: Very low; Impact: Catastrophic
C7	Control	Spend analysis to be undertaken and will determine the 2016/17 procurement work programme. Provision of training to MMF, Heads of Service and Contracting Officers on the revised Public Procurement Regulations to be undertaken following revision of Contract Standing Orders.	Sep-16	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant
C8	Control	Employee code of conduct to be reviewed and updated to tie in with New Member Code of Conduct to be introduced following Borough Council elections. It will then be communicated to all staff.	Jun-16	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant

TEST VALLEY BOROUGH COUNCIL
CORPORATE RISK REGISTER

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Risk No	Corporate plan link	Type of Risk	Risk Owner	Risk	Date risk identified	Factors	Consequences
C9	Live/Contribute	Social and economic	B Cowcher/J Broomfield	<p>TVBC is unable to predict the scale of the impact of the introduction of Welfare Reforms including Universal Credit and the resource impact this will have on the Council in assisting our most vulnerable residents.</p> <p><i>(NB This risk combines previous risks C13 (Rise in Homelessness) and C14 with a rise in homelessness now treated as a risk consequence rather than a risk in itself)</i></p>	Mar-16	Introduction of Universal Credit. Pension Reform. Immigration. Housing and Planning Bill Implications. EU referendum. July Budget introduced a lower Benefit Cap	Rise in homelessness and financial hardship. Resource impact on the Council in delivering assistance.
C10	All	Financial	W Fullbrook	Medium Term Financial Strategy (including Reserves Policy) does not meet the needs of the Council	Mar-16	EU referendum, Use of contingency on defending poor decisions/third party challenges. Bad investments/poor management. Redistribution of wealth, Interest rates. Change of priorities to one of spend rather than save. Political change. Changes in grants - new homes bonus. Change in national/local policy. Asset Management funding. Devolution.	Reduction in quality and scope of services provided due to funding pressures.

Risk No	Existing Risk Controls	Mar 2015 Risk Score	June 2015 risk Score	Sept 2015 risk Score	Dec 2015 risk Score	Mar 2016 risk Score	Reason for reduction in risk score (i.e. change in risk and impact (consequence))	Further Action (Y/N)
C9	<p>Employment and Skills Zone Partnership established with Jobcentre Plus, registered housing providers and relevant local voluntary organisations.</p> <p>Welfare Reform Event held in January 2014.</p> <p>Areas of partnership working identified by TVP and DWP in preparation for the introduction of Universal Credit.- IT access and support available across the borough and e claim (HB & Council Tax Support) introduced.</p> <p>The Discretionary Housing Payments budget to be maintained.</p> <p>Working with partners to direct people/sign post vulnerable groups.</p> <p>Public Sector Landlords Forum - ongoing dialogue and information exchange.</p> <p>Close monitoring of trends in quarterly basis to detect significant changes as soon as possible. Priority given to homeless applicants living in temporary private sector leased accommodation through the Housing Register.</p> <p>Monthly checks of new cases where benefit restricted and advice given on housing options accordingly.</p>	NA	NA	NA	NA	B3 (R) Likelihood High, Impact Significant		Y
C10	<p>Investment strategy specifies the spreading of investments over different types of property/cash/land etc. and different vehicles e.g. Valley Housing.</p> <p>All investment officers have been trained in best practice.</p> <p>Contingency provision has been made for poor decisions and 3rd party challenges.</p>	NA	NA	NA	NA	D3(A) Likelihood: Low, Impact: Significant	NA	Y

Risk No	Action type - Accept, Terminate, Control, Transfer	Required Action	Action Target Date	Mar 2015 Target Score	June 2015 Target Score	Sept 2015 Target Score	Dec 2015 Target Score	Mar 2016 Target Score
C9	Control	<p>Economic Development Strategy - S106 Contributions to be sought for skills training etc.</p> <p>Housing Strategy including supplementary planning document for affordable housing to include measures to address e.g. build smaller units</p> <p>Review concessionary rates on fees and charges.</p> <p>Maintain investment in Council Tax Support Scheme. 2017/18 subject to Cabinet approval.</p> <p>Consideration of further benefit e forms to encourage job-seekers to interact on line in preparation for Universal Credit.</p> <p>Decision required regarding who will provide budgeting support to customers referred to TVBC by DWP</p> <p>Work with Astor to maintain support of temporary accommodation.</p>	<p>Mar 17</p> <p>Nov 17</p> <p>Mar 17</p> <p>Jul 16</p> <p>Mar 17</p>	NA	NA	NA	NA	D3(A) Likelihood: Low, Impact: Significant
C10	Control	<p>Respond to Summer consultation on New Homes Bonus, Assessment of Needs and Business Rates Retention. Agreement by Cabinet.</p> <p>Prepare Efficiencies Plan to secure 4 year funding settlement from Government.</p> <p>Ensure capacity is provided to fund Asset Management Plan.</p> <p>Review reserves policy as part of Medium Term Financial Strategy.</p>	<p>Sept 16</p> <p>Oct 16</p> <p>Feb 17</p> <p>Feb 17</p>	NA	NA	NA	NA	D3(A) Likelihood: Low, Impact: Significant

TEST VALLEY BOROUGH COUNCIL
CORPORATE RISK REGISTER

ANNEX 1

Risk No	Corporate plan link	Type of Risk	Risk Owner	Risk	Date risk identified	Factors	Consequences
C11	All	Political	R Tetstall	Continuity of Council services adversely affected by Devolution agenda and possible reorganisation.	Mar-16	Government agenda. Other Local Authorities ambitions	Council reorganisation. Reduction in/sustainability of quality of services provided to Test Valley Residents. Lessening of democratic accountability.
C12	All	Managerial / Professional	A Rowland	Inability to recruit appropriately skilled staff.	Mar-16	Uncertainty of long term future of organisations in the public sector. Public sector organisations frequently receiving negative press coverage.Public sector not necessarily regarded as a career path of choice.	Reduced productivity and quality of Service. Capacity pressure points within Services. Expensive agency staff required to cover key roles.
C13	All	Managerial / Professional	A Rowland	Inability to retain appropriately skilled staff.	Mar-16	TVBC has strong track record of investing in and developing employees with all the benefits that flow from this whilst these employees remain with the Council. Inevitably due to the size of the Council there are limited opportunities at more senior levels for career development and so people move on.	Reduced productivity and quality of Service. Capacity pressure points within Services. Expensive agency staff required to cover key roles.
C14	All	Legislative	A Ferrier	Breach of Equality Act 2010.	Sep-11	Staff and Members unaware of Equalities legislation and its application. Nature of Political environment. Amendments to Equality Act	Council decisions are not properly assessed for their equality impact and as an employer doesn't take into account equalities legislation. Possible Judicial Review of Council decisions and costs awarded against the Council.

Risk No	Existing Risk Controls	Mar 2015 Risk Score	June 2015 risk Score	Sept 2015 risk Score	Dec 2015 risk Score	Mar 2016 risk Score	Reason for reduction in risk score (i.e. change in risk and impact (consequence))	Further Action (Y/N)
C11		NA	NA	NA	NA	C3 (A) Likelihood: Significant, Impact: significant	NA	Y
C12	Monitor and evaluate recruitment campaigns for early warning signs of potential difficulties. Regularly share and compare recruitment landscape with HR colleagues at neighbouring Councils to identify potential shortages in specific skill areas.	NA	NA	NA	NA	C3 (A) Likelihood: Significant, Impact: significant		Y
C13	Ensure TVBC employment policies remain attractive and competitive when compared to other local Councils as this is the main job marketplace to which we lose staff. Conduct regular staff surveys to understand what makes TVBC a good place to work and ensure we keep doing those things (and where practical address any areas that employees identify as requiring change/improvement).	NA	NA	NA	NA	C3 (A) Likelihood: Significant, Impact: significant		Y
C14	(1) Equalities training undertaken for all TVBC staff in 2010/11. (2) Equality impact assessment process in place for all decisions made by Cabinet (3) Equal opportunities policy in place. (4) Equalities training to be undertaken by all new recruits	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	D3(A) Likelihood: Low, Impact: Significant	NA	Y

Risk No	Action type - Accept, Terminate, Control, Transfer	Required Action	Action Target Date	Mar 2015 Target Score	June 2015 Target Score	Sept 2015 Target Score	Dec 2015 Target Score	Mar 2016 Target Score
C11	Control	Ongoing engagement regarding devolution proposals between HCC, district councils, other partners and Government to secure the best outcome for residents of Test Valley. Responding to HCC proposals on the unitarisation of Councils.	Oct-16	NA	NA	NA	NA	C3 (A) Likelihood: Significant, Impact: significant
C12	Control	Review recruitment processes. Consider investing more in professional development and recruit "raw" talent and layer on professional skills via graduate trainees, day release development, career grades and apprenticeships. Promote Council image to attract new recruits (e.g. small and friendly environment, flexible working arrangements, strong track record in career development and enhancement)	Nov-16	NA	NA	NA	NA	C3 (A) Likelihood: Significant, Impact: significant
C13	Control	Identify jobs that are difficult to fill in the current market and review succession planning arrangements for these jobs. Keep this list under regular (6 monthly) review and update as necessary. Prepare a workforce plan.	Nov-16	NA	NA	NA	NA	C3 (A) Likelihood: Significant, Impact: significant
C14	Control	Equalities training was included as part of the induction programme and undertaken by Councillors. Not all councillors could attend so a further event is planned later in the year.	Dec-16	E3(G) Likelihood: Very Low, Impact: Significant	E3(G) Likelihood: Very Low, Impact: Significant	E3(G) Likelihood: Very Low, Impact: Significant	E3(G) Likelihood: Very Low, Impact: Significant	E3(G) Likelihood: Very Low, Impact: Significant

Risk No	Service	Type of Risk	Risk	Date risk identified	Factors	Consequences	Existing Risk Controls
ES23	Env.Services	Financial	Collapse of income streams - especially recycling	N/A	National/global markets - fluctuation. Decrease in demand for materials. Reduced value of materials.	Significant impact on revenue budgets.	Disposal contractor has long term contracts in place to mitigate short term market fluctuations in value.

Risk No	Dec 2014 Risk Score	Further Action (Y/N)	Action type - Accept, Terminate, Control, Transfer	Required Action	Risk Owner	Action Target Date	Target score	Corporate plan link
ES23	C2 (R)	N	Accept		Head of Service & Waste and Recycling Manager	N/A	C2 (R)	Environment

ITEM 12

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:	8 June 2016

Annex 1

OVERVIEW & SCRUTINY WORK PROGRAMME 2016/17

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2016				
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
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

* 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 – 8 June 2016

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
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
Community Safety Panel Phase 2 final report (full report)	3	Committee	To receive the final report (Cllr Baverstock) (20 mins)	To comment 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.
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
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

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Test Valley Borough Council – Overview and Scrutiny Committee – 8 June 2016

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
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
Valley Leisure Limited Annual Report (full report)	1	Committee	To receive the report (Head of Community and Leisure) (20 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
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

* 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 – 8 June 2016

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
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
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 (Planning Policy Manager) (5 mins)	To comment and make recommendations
22 MARCH (ROMSEY)				
Car Park Strategy and Management (briefing note)	2	Committee	To receive an update on car park strategy and management (Planning Policy Manager) (5 mins)	To comment and make recommendations
Affordable Housing Update (briefing note)	3	Committee	To receive an update on progress (Head of Housing) (5 mins)	To comment and make recommendations as appropriate
OSCOM Annual draft Briefing (briefing note)	2	Committee	To consider the OSCOM Annual Briefing (Cllr Lynn) (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 – 8 June 2016

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
26 APRIL (ANDOVER)				
Performance Management Arrangements (briefing note)	2	Committee	To receive an update on Performance Management (Policy Manager) (5 mins)	To comment 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
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
Review of Council Tax Support Scheme	3	Committee	To receive an update on progress (Head of Revenues) (20 mins)	To comment and make recommendations as appropriate.

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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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 Phase 2 final report in July	6 July 2016
Planning Advisory, Process and Planning Control Panel	Councillor Adams-King	Report on PAP and PCC Awaiting date for meeting with Planning Advisory Service post their review of Planning Department and Procedures. Lead Member chasing as a matter of urgency.	
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	Recommended to Cabinet that OSCOM having received the draft Corporate Plan proposed for 2015 – 19 referred it back to Cabinet with the following points for consideration: 1. The word “availability” to be substituted for “deliverability” in the Housing section. 2. The Ganger Farm site – the Local Plan Inspector had questioned its deliverability. 3. The Andover Encounters project should be taken out of the text as it was not an ongoing initiative.	100%	Reported to Cabinet on 8 April 2015
Amending the Code of Conduct	18 March 2015	Bill Lynds	Recommended to Cabinet: That the revised Code of Conduct and arrangements for dealing with complaints and particularly the text highlighted in yellow at Annex 1 of the report, including the suggested amendments mentioned in the report, be approved.	100%	Reported to Cabinet on 8 April 2015
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.

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 <u>Resolved:</u> 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
1 Jun 16 (A)	Electronic Storing of Planning Files	Yes	Cabinet	No	Report of the Planning and Building Portfolio Holder	Head of Planning and Building
1 Jun 16 (A)	Member Involvement in Preparation of Planning Policy	No	Cabinet	No	Report of the Planning Policy and Transport Portfolio Holder	Corporate Director
1 Jun 16 (A)	Barton Stacey Village Design Statement Supplementary Planning Document	No	Council	No	Report of the Planning Policy and Transport Portfolio Holder	Corporate Director
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 – 8 June 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
22 Jun 16 (A)	Fishlake Meadows Management Plan	No	Council	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
27 Jul 16 (R)	East Anton Public Art – Next Stage	No	Council	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
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

Test Valley Borough Council – Overview and Scrutiny Committee – 8 June 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)	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
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

Test Valley Borough Council – Overview and Scrutiny Committee – 8 June 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
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
1 Jun 16	East Anton Public Art – Next Stage	Moved to 27 Jul 16	Awaiting further information	Head of Community and Leisure	17 May 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.