

Notice of Meeting

Overview & Scrutiny Committee

Date: Wednesday, 07 December 2016

Time: 17:30

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

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		WARD
Councillor C Lynn	Chairman	Winton
Councillor I Jeffrey	Vice-Chairman	Dun Valley
Councillor N Adams-King		Blackwater
Councillor D Baverstock		Cupernham
Councillor J Cockaday		St Mary's
Councillor D Drew		Harewood
Councillor C Dowden		North Baddesley
Councillor B Few Brown		Amport
Councillor A Finlay		Chilworth, Nursling and Rownhams
Councillor P Hurst		Tadburn
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, 07 December 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 12 October 2016.**
- 6 **Call in Items**
- 7 **Urgent decisions taken since last meeting**
- 8 **Medium Term Financial Strategy 2017-20** **5 - 7**

This report advises members of the outcome of the Budget Panel's review of the 'Council's Medium Term Financial Strategy 2017-2020 (15 minutes)
- 9 **Andover Economic Update** **8 - 11**

Update on the state of Andover's economy (20 minutes)
- 10 **Romsey Future Action Plan** **12 - 25**

This report outlines progress made on the development of a delivery plan for Romsey Future (20 minutes)
- 11 **Council Tax Support** **26 - 34**

To consider options made by a Member Panel in respect of the Council Tax Support scheme 2017/18 (20 minutes)

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

Briefing Notes - previously circulated

- Briefing on Cemetery Rules and Regulations Review - circulated on 24 October 2016.
- Briefing on Andover Levy - circulated on 27 October 2016.

Briefing Notes and Update Papers are short papers that quickly and effectively inform the Committee members about an issue or topic, outside of the formal Overview and Scrutiny Committee meeting.

Should the Committee wish to consider any of the matters in more detail they can request for it to be put on a future agenda. These documents are available to the public and can be viewed online at the bottom of the agenda under meeting documents or by contacting the Democratic Services Officer on the front of the agenda.

ITEM 8 Medium Term Financial Strategy 2017 - 2020

Report of the Budget Panel Lead Member (Portfolio: Economic)

Recommended:

That the Overview and Scrutiny Committee accepts the report of the Budget Panel on the Medium Term Financial Strategy and endorses a recommendation to Cabinet that the strategy be approved.

SUMMARY:

- The Medium Term Financial Strategy (MTFS) sets out the framework within which the 2017/18 budget will be prepared.
- It also sets out the Medium Term Financial Forecast for the General Fund Revenue Budget together with details of Revenue savings options, which will form the basis of the 2017/18 budget.

1 Introduction

- 1.1 This report advises members of the outcome of the Budget Panel's review of the Council's MTFS and recommends that it be approved.

2 Background

- 2.1 On 14th November, 2016, the Budget Panel met to review and consider the Council's MTFS. The Head of Finance guided Members through the strategy and annexes highlighting the main points.
- 2.2 The Medium Term Financial Strategy (MTFS) complements the Council's Corporate Plan and sets out a clear framework for financial decision making. It has been produced at a challenging time for the Council's finances. The Council has a balanced budget and reserves are at a safe level – but there is little room for manoeuvre and savings will be required in future to maintain financial stability.
- 2.3 The Council's financial aims for the period covering the next three years were set out as follows:
- (a) To maintain a low Council Tax whilst delivering high quality frontline services.
 - (b) To ensure that the efficiency culture is embedded within the Council, systematically challenging and securing Value for Money.
 - (c) To ensure that the Council's resources are focussed on meeting the Council's Vision for Test Valley and achieving its aims and priorities.
 - (d) To ensure that the Council's infrastructure is fit for purpose and that new capital needs are identified and met.

- (e) To ensure that the Council's core ongoing financial position remains stable and continues to support the Council's key aims.
- (f) To ensure that the Council is not dependent on Government Revenue Support Grant.
- (g) To continue to seek out new investment opportunities through Project Enterprise, making better use of cash resources to enhance revenue returns.

2.4 Key budgetary issues for the Council relating to external factors were:

- The uncertainty about future levels of government funding and how severe any future reductions in Revenue Support Grant and specific grants will be;
- Uncertainties introduced by ongoing and proposed changes in the localisation of Business Rates – levels of business rate income, tariffs and levies, appeals and revaluations and new equalisation mechanisms;
- Fluctuations caused by the Business Rates Revaluation 2017 and transitional arrangements;
- The proposed changes announced for the New Homes Bonus Grant;
- The impact of major central government policy changes, particularly the implementation of Universal Credit;
- The length of the Government's austerity programme and its impact on increasing demands for services;
- The timing of the recovery of interest rates and the consequent increase in investment returns;
- The impact of Brexit on public finances and
- The impact of Combined Authority proposals.

2.5 The Council started the financial year projecting a budget gap of £680,000 for 2017/18 rising to £1.76m in 2019/20. The corporate challenge process has identified significant savings and additional income of £557,750, and the proposed use of New Homes Bonus to offset cuts in Government Grant has reduced the current budget gap for next year to £177,600 rising to £1.13m by 2019/20. Work will continue to refine the budget forecast as more details become available and an update will be taken to Cabinet on 18th January, 2017.

3 Budget Panel Review

3.1 The Budget Panel scrutinised some of the key points in the MTFs:

- (a) The Test Valley element of Council Tax rising at £5 per annum over the next 3 years;
- (b) Forecasts of the New Homes Bonus levelling out in 2017/18 and then decreasing;
- (c) In 2017/18 the expected draw from the New Homes Bonus Reserve in respect of the reduction in Government Revenue Support Grant to be £1.93m;
- (d) The Government's consultation on reforms to the New Homes Bonus given that the current scheme is unsustainable.

- 3.2 Members asked for further information regarding:
- (a) The level and detail of the Council’s earmarked reserves and
 - (b) An update on the HCC Rural Broadband initiative;
- This information was provided to Members after the meeting.
- 3.3 Members also asked for a number of presentational changes to clarify the options being considered in the annexes. The Head of Finance made all of the suggested changes and these were shown in the report to Cabinet on 30th November, 2016.

4 Conclusion

- 4.1 Given the range of issues set out in the MTFS and discussed at the Budget Panel meeting, the next three year period will be extremely challenging for the Council. However, Test Valley Borough Council has consistently shown that it can manage its overall finances in a robust manner and with limited resources. It is therefore recommended that the MTFS be approved.

<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:	0		
Author:	Cllr I Jeffrey	Ext:	
File Ref:			
Report to:	OSCOM	Date:	7 December, 2016

ITEM 9

Andover Economic Update

Report of the Head of Estates & Economic Development (Portfolio: Economic)

Recommended:

That OSCOM endorse the Council's approach to supporting all aspects of Andover's economy.

SUMMARY:

- Andover's economy has grown significantly in recent years and continues to do so. It comprises several distinct elements including: the provision of new jobs, the state of the labour market and housing markets, the economic health of the town centre and delivery of infrastructure.
- Andover's economy will face future challenges. Council support, described in a new long term economic strategy and a revitalised Andover Vision will help ensure sustainable growth for the benefit of residents and business.

1 Introduction

- 1.1 This report updates previous summaries, presented to Overview and Scrutiny Committee, on the state of Andover's economy.

2 Background

- 2.1 The Overview and Scrutiny Committee (OSCOM) have received regular updates on the state of local economic conditions in Andover and Southern Test Valley over recent years. In 2015 OSCOM considered a Corporate Economic Portfolio Review in 2015 which has resulted in the preparation of a new Test Valley Economic Development Strategy. This report is, therefore, a timely bench-mark for that forthcoming strategy.

- 2.2 Andover's economy is made up of several elements, including:

- the provision of new jobs;
- the state of the labour supply and housing markets;
- the economic vitality of the town centre; and
- delivery of infrastructure, necessary to support growth.

- 2.3 Like any town, Andover is not completely self-contained or a separate economy. Instead, it is part of the regional, south east economy and contributes to the national economy. Andover therefore demonstrates national economic trends and features at a local level.

- 2.4 Andover’s relationship with the regional economy is illustrated by 5% of its out-commuters working in London (2011 Census) - hence the demand for the recent car parking improvements to add additional spaces at Andover Railway Station.
- 2.5 At the same time, Andover has an independent character: Despite the reduction in the number of Travel to Work Areas (TTWAs) used in Government statistics from 308 in 1991 to 228 in 2011(as more people commute longer distances to work) Andover still retains its own TTWA.

Population and new homes

- 2.6 The Council’s long term planning framework is resulting in the three major new residential communities: Augusta Park, Picket Twenty and Picket Piece. The Revised Test Valley Local Plan requires 7,092 new homes in Nothern Test Valley (2011 – 2029) of which 6,444 (358 dwellings p.a.) in Andover.
- 2.7 As the result Andover’s population is forecast to grow from 47,275 in 2016 to 53,180 in 2022. However, the number of new homes allocated in the Test Valley Local Plan Review to 2029 means that Andover’s population will continue to grow beyond the 2022 population forecast towards 60,000 by the end of the plan period.
- 2.8 It is noteworthy that more homes have been allocated since the 2006 Test Valley Local Plan, and are being built today, than were built under the Town Development Agreement or “London Overspill”, which has been such an influence on Andover’s character from 1960s to 1970s.

Commercial Property Market

- 2.9 Andover’s commercial property market is performing well. Vacancy rates are relatively low and levels of investor confidence has resulted in several major speculative developments including Angle 340 on Andover Business Park and Evolution 50 on Walworth Business Park. Occupancy rates (based on Business Rates - units):

West Portway 95%

East Portway 100%

Walworth 96%.

Vacant sites & premises

- 2.10 Looking forward there are several major employment allocations that will generate additional jobs in the future.

Available Sites:

Plot 90 “Logistics City” Walworth Business Park (extension)	371,715 sq. m
Plot 35 “Blueprints” Walworth Business Park	5,576 sq. m
Plot 5 Andover Business Park	47,752 sq. m

Available Premises:

Plot 50 “Evolution 50” Walworth Business Park	4,797 sq. m
Unit 16, 17 Stephenson Close, East Portway Business Park	19,585 sq. m
Plot 2 Andover Business Park “Angle 340”	31,522 sq. m

Employment

- 2.11 Andover has significantly out-performed the national economy in the generation of new jobs. Between 2010-15 Andover’s employment grew by 5,600 jobs or 25%, contributing a disproportionate 61% of Test Valley’s increase (given that it contains only 49% of its jobs).

The key growth sectors were:

Business/Admin./Support	1,805 (32%)
Wholesale	721 (13%)
Transport/Storage	711 (13%)
Health	664 (12%)
Public Admin./Support	597 (11%)
Professional/Scientific/Technical	482 (9%)
Education	386 (7%)
Finance/Insurance	362 (6%)

Manufacturing lost 650 jobs.

Unemployment

- 2.12 At September 2016 260 persons were claiming Job Seeker’s Allowance (JSA), down by 22 from September 2 years ago and down by 323 6 years ago (September 2010) as the recession took effect. The rate of unemployment for Andover’s wards ranges from 0.5% to 1.2% and is about 0.8% overall for the town. This compares to 0.6% for the Borough, 0.9% for Hampshire and 1.8% for GB.
- 2.13 The fall in the JSA rate is welcome. It contrasts with the more stubborn statistic on the broader level of worklessness. In September 2010 the number of persons claiming out-of-work benefits overall, including Income Support and Employment and Support Allowance (ESA), in Test Valley was 4,760 (3,500 excluding JSA). By September 2016, the number claiming ESA had only fallen slightly and out-of-work benefit claimants still stood at 3,490 (or 3,150 excluding JSA).

Andover Town Centre

- 2.14 Andover’s retail vacancy rate in the Primary Shopping Area at October 2016 was 10.3%. This compares to 4.7% for Romsey and 12.4% nationally and is a change from 9.4% in May 2016.
- 2.15 Newbury Street and Chantry Street have recently been enhanced as the latest phase to improve the town centre’s accessibility and public realm, and the façade of the Chantry Centre have been refaced, together with new entrance signage. The Andover Archways Artwork project is progressing, with the first arch for George Yard installed. Better wayfinding is also being planned, to follow the course of the River Anton.

Infrastructure

- 2.16 There has been considerable investment in both physical infrastructure such as highways, cycleways, Andover Rail and Bus Stations – and now broadband for Portway and Walworth - as well as essential social infrastructure.
- 2.17 In the town centre, the creation of the Odeon Cinema, The Lights theatre and major investment at Andover College (including The Technology & Future Skills Centre) have all happened in recent years.
- 2.18 In the new communities, Endeavour School and Pilgrims Cross schools, together with community centres and other local facilities are fundamental to the successful creation of the new communities of Augusta Park and Picket Twenty respectively and similar provision will accompany Andover’s third new community at Picket Piece.

3 Conclusion

- 3.1 In conclusion, the Andover economy is in good shape. However, it will face uncertainty over the next few years and challenge as will the national economy. Therefore the Council working with the partner organisation’s will continue to support business as part of its corporate priority to ensure Test Valley is a great place to do business.

<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:			
Author:	David Gleave	Ext:	8309
File Ref:			
Report to:	OSCOM	Date:	7 December 2016

ITEM 10

Update on Romsey Future

Report of the Deputy Leader

Recommended:

That OSCOM endorse the progress made in the development of a delivery plan that underpins the Romsey Future vision document.

SUMMARY:

- This report outlines progress made on the development of a delivery plan for Romsey Future.

1 Introduction

- 1.1 At its meeting in September 2016 OSCOM endorsed the direction of travel of the Romsey Future process. The Committee also asked that the emerging delivery plan be brought back to its December meeting.

2 Background

- 2.1 Romsey Future is a process, established by the Council and its partners, to create a long term vision for the town. It is providing an ongoing process that brings people together to help influence and shape the town for many years to come.
- 2.2 The town has many groups and organisations that are active within the community. One of the aims of the Romsey Future process has been to provide a mechanism for these groups to together in order to agree on shared priorities. It was agreed at the outset that Romsey Future would be a partnership project made up of the voluntary, business and statutory sectors..

3. Progress

- 3.1 At the OSCOM meeting in September it was explained that the Council has now formally signed up to the Vision document along with a number of other key organisations working in the town.
- 3.2 Councillor Hatley, TVBC's lead on Romsey Future, established a Co-ordinating Group in 2014 to help build up the vision and main strategic aims. The Co-ordinating Group is made of representatives from organisations from across Romsey. Following the development of the vision document, the Co-ordinating Group has taken on the role of Programme Board. Its main role will be to co-ordinate the development of a delivery plan to underpin the vision document. It will then oversee progress against the plan.

- 3.3 The areas of the delivery plan, based on the large scale community involvement exercises within the town, have previously been agreed. The Co-ordinating Group has now appointed an individual as lead for each work stream of the emerging plan. The lead individuals come from across the Romsey Future partnership and represent a diverse range of organisations.
- 3.4 Each lead has been asked to develop an initial feasibility study on the projects identified by the public. Specifically they have been asked to use a ‘logic model’ technique developed by the Department of Local Government and Communities to undertake a rigorous assessment of the project ideas. The model helps identify whether or not the project ideas remain viable and/or whether they will deliver on Romsey Future’s ambitions. Project scoping documents, based on this work, are currently being completed and actions plans developed, to underpin them. In order to assist in this complex process, Romsey Future now has a project manager allocated to it from TVBC.
- 3.5 Due to the breadth of the delivery plan’s scope, the Co-ordinating Group has agreed that its component parts will develop at different rates. The emerging plan is attached at Annex 1. It is an organic document that will develop and change over time.

4.0 **Conclusions**

- 4.1 Romsey Future has made a significant impact in bringing together the various organisations and communities within Romsey and Romsey Extra to agree on a single vision for the town.
- 4.2 The work of Romsey Future has now moved onto its next phase and the attached delivery plan will now help create a develop framework to manage the Romsey Future programme. It must be remembered that the development of the delivery plan is somewhat more complex than a single organisational plan due to the extent of the partner and community involvement.

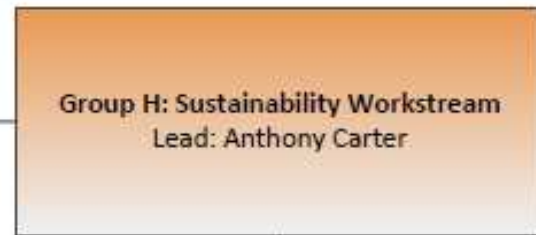
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<u>Confidentiality</u>			
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No of Annexes:	1		
Author:	Andy Ferrier	Ext:	8121
File Ref:			
Report to:	OSCOM	Date:	7 December 2016

Co-ordinating Delivery Plan

Programme: **Romsey Future**



Workstream Groups



Workstream	Walking, Cycling and Public/Community Transport																																																																																																																							
Working Group A	Cycling Groups/Walking Groups/Three Rivers Rail Partnership/TVBC/HCC																																																																																																																							
Objectives	Enhance Romsey's walking and cycling infrastructure Deliver schemes that emerge as part of the Romsey Town Access Plan and the Test Valley Access Plan Improve access to and information about public and community transport																																																																																																																							
Delivery Plan	<table border="1"> <thead> <tr> <th>Outcome</th> <th>Target Date</th> <th>Comments</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>Complete Logic Model</td> <td>12/8/2016</td> <td>Complete</td> <td></td> </tr> <tr> <td>'Getting Around' working group meeting</td> <td>9/11/2016</td> <td>Complete</td> <td></td> </tr> <tr> <td>Delivery Plan complete</td> <td>30/11/2016</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Walking and Cycling leaflets/maps</td> </tr> <tr> <td>Identify / update routes and design of leaflet</td> <td>Mar 2017</td> <td></td> <td></td> </tr> <tr> <td>'Tour de Romsey' cycle route</td> <td>Mar 2017</td> <td></td> <td></td> </tr> <tr> <td>Design leaflets</td> <td>May 2017</td> <td></td> <td></td> </tr> <tr> <td>Promote and distribute</td> <td>June 2017</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Create a 'Walking Vision'</td> </tr> <tr> <td>Communicate planned works and schemes identified in Town Access Plan</td> <td>Feb 2017</td> <td></td> <td></td> </tr> <tr> <td>Further consultation on gaps / what's needed</td> <td>April 2017</td> <td></td> <td></td> </tr> <tr> <td>Produce vision and Identify priorities to HCC</td> <td>June 2017</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Cycle parking</td> </tr> <tr> <td>Identify locations</td> <td>Feb 2017</td> <td></td> <td></td> </tr> <tr> <td>Implement</td> <td>2017</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Cycling routes</td> </tr> <tr> <td>Communicate planned works and schemes identified in Town Access Plan</td> <td>Feb 2017</td> <td></td> <td></td> </tr> <tr> <td>Further consultation on gaps / what's needed</td> <td>April 2017</td> <td></td> <td></td> </tr> <tr> <td>Identify priorities to HCC</td> <td>June 2017</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Cycling hub</td> </tr> <tr> <td>Working group to do feasibility</td> <td>Feb 2017</td> <td></td> <td></td> </tr> <tr> <td>Establish events etc. already taking place</td> <td>Feb 2017</td> <td></td> <td></td> </tr> <tr> <td>Establish new events</td> <td>May 2017</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Bus routes / information</td> </tr> <tr> <td>Identify what's already happening</td> <td>Feb 2017</td> <td></td> <td></td> </tr> <tr> <td>Engage with bus companies / HCC</td> <td>June 2017</td> <td></td> <td></td> </tr> <tr> <td>Dial-a-ride – more volunteers needed</td> <td>Mar 2017</td> <td></td> <td></td> </tr> <tr> <td>Rail station – links to and from the town</td> <td>2017</td> <td></td> <td></td> </tr> </tbody> </table>				Outcome	Target Date	Comments	Achieved	Complete Logic Model	12/8/2016	Complete		'Getting Around' working group meeting	9/11/2016	Complete		Delivery Plan complete	30/11/2016			Walking and Cycling leaflets/maps				Identify / update routes and design of leaflet	Mar 2017			'Tour de Romsey' cycle route	Mar 2017			Design leaflets	May 2017			Promote and distribute	June 2017			Create a 'Walking Vision'				Communicate planned works and schemes identified in Town Access Plan	Feb 2017			Further consultation on gaps / what's needed	April 2017			Produce vision and Identify priorities to HCC	June 2017			Cycle parking				Identify locations	Feb 2017			Implement	2017			Cycling routes				Communicate planned works and schemes identified in Town Access Plan	Feb 2017			Further consultation on gaps / what's needed	April 2017			Identify priorities to HCC	June 2017			Cycling hub				Working group to do feasibility	Feb 2017			Establish events etc. already taking place	Feb 2017			Establish new events	May 2017			Bus routes / information				Identify what's already happening	Feb 2017			Engage with bus companies / HCC	June 2017			Dial-a-ride – more volunteers needed	Mar 2017			Rail station – links to and from the town	2017		
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Work Programme	Living Well in Romsey																																																																							
Working Group F	Anne Meader / Test Valley South Locality Health Forum / Romsey Community Network / Youth in Romsey																																																																							
Objectives	<p>Update and deliver new community services that meet the future needs of the town.</p> <p>Build upon the strong sense of community action in Romsey so that local people and local community organisations can work together to meet the future needs of the community.</p> <p>Increase wellbeing within the community to enable people to live well for as long as possible by ensuring there is good access to the right support and services within the community.</p> <p>Support the delivery of sport and recreation priorities.</p>																																																																							
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Workstream	Local Plan / Neighbourhood Plan																																																															
Working Group G	John Parker / Neighbourhood Plan Group (NPG) / TVBC																																																															
Objectives	<p>Use the Local Plan and Neighbourhood Plan processes to protect Romsey and its surrounding countryside.</p> <p>Develop a shared evidence base and approach to inform and lead the future provision of homes that reflects local needs.</p> <p>Develop a strategic approach to securing the resources that support the integration of new and existing communities within Romsey as the town develops.</p> <p>Use the Local Plan and Neighbourhood Plan processes to shape and influence the future retail offer in the town to ensure it supports Romsey's sustainability as a market town.</p> <p>Introduce more public art as the town develops.</p>																																																															
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Work Programme	Tourism			
Working Group B	Tim Sledge / Visit Romsey / Tourist Information Centre / Attractions in and around Romsey			
Objectives	Establish Romsey as a renowned tourist destination through the development and delivery of a comprehensive Tourism Strategy and investment in attractions and facilities			
Delivery Plan	Outcome	Target Date	Comments	Achieved
	Logic Model	21/6/2016	complete	
	PID/Workstream Delivery Plan	Sept 2016	complete	
	PID approved by working group	01/9/2016	complete	
	Learning from existing visitors (survey), other similar towns and from consultant	Mar 2017		
	Attractions group setup	Mar 2017		
	Marketing and communications plan <ul style="list-style-type: none"> • Definition of Romsey's 'offer' • Online presence • Print media 	Apr 2017		
	Delivery of marketing and communications activities	Ongoing / as per plan		

Workstream	Opportunities to Improve Town Centre Facilities and Infrastructure																																							
Working Group C	Cllr Martin Hatley / TVBC / HCC																																							
Objectives	<p>Provide car parking that meets the needs of the town and the people who visit.</p> <p>Work with infrastructure providers to help meet future need identified through the Local Plan and Neighbourhood Plan process.</p> <p>Develop a strategic vision for the redevelopment of the south side of the town centre.</p> <p>Deliver new recreational spaces (support the Sport and Recreation Strategy to deliver its priorities).</p>																																							
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Work Programme	Environmental Enhancements			
Working Group D	Cllr Clive Collier / HCC / RDS / TVBC			
Objectives	<p>Develop a strategic design brief for the town centre to ensure consistency across schemes.</p> <p>Deliver enhancements to appropriate areas of the town centre which are compatible with the historic character and which make the town more accessible and attractive.</p>			
Delivery Plan	Outcome	Target Date	Comments	Achieved
	Delivery Plan complete	14/10/2016	Scoping meeting 27/9/2016	
	Deliver the level space Church Street enhancements	2015	Complete	
	Extend level space enhancements to Bell Street	April 2017	Works scheduled to take place Feb-April 2017	
	Market Place consultation	Dec 2016		
	Market Place works	2018		
	Investigate options to deter parking at front of FMC	Mar 2017		
	Extend enhancements to other areas of the town		To be scoped	
	Contribute to a review of the Romsey Town Design Statement 'Look at Romsey' (led by the Local Plan / Neighbourhood Plan workstream)	2017		
	Document future aspirations for environmental enhancements to the town	Mar 2017		
	Investigate options for use of open space in the town	Mar 2017		

Workstream	Natural Environment			
Working Group E	Environment Agency / HCC / TVBC			
Objectives	Address potential environmental risks such as flooding, as well as ensuring sensitive and proper management of our waterways, wildlife and heritage across Romsey.			
Delivery Plan	Outcome	Target Date	Comments	Achieved
	Business Case for proposed flood alleviation works	Jan/Feb 2017		
	Setup workstream team to scope further projects	Mar 2017		

Work Programme	Sustainability																							
Working Group H	Anthony Carter / TVBC																							
Objectives	<p>Take a lead in lobbying government to change legislation and encouraging developers to deliver low-energy homes and reduce CO2 emissions</p> <ul style="list-style-type: none"> • Promote partnerships for renewable energy and promote sustainable development as part of the planning process • Lobby Government to change National Planning Policy Framework to encourage carbon neutral developments • Lobby Government to change national building regulations to enforce the use of the latest technologies in house building that will assist in the reduction of resource use and carbon emissions • Lobby Government for changes to national legislation to make local energy generation more viable by enabling locally produced energy to be used in the area. When complete, lobby agencies such as the Environment Agency and Southern Water to invest in appropriate infrastructure <p>Lobby the Solent Local Enterprise Partnership as to the benefits of a greater focus on Romsey</p> <ul style="list-style-type: none"> • Lobby Government for a fairer business rates system that benefits small businesses 																							
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Workstream	Employment and Business			
Working Group I	Mark Edgerley / Chamber of Commerce (TBC)			
Objectives	<p>Secure a range of opportunities that will provide different routes into employment for young people in Romsey.</p> <p>Work and engage with existing and emerging businesses to shape our approach.</p> <p>Setup a regional development bank to help new businesses.</p>			
Delivery Plan	Outcome			
	Project scoping	31/01/2017	Underway, businesses engaged	
	Delivery Plan complete	15/02/2017		
	Addressing barriers to recruitment in particular sectors			
	Job fairs	2017		
	Electronic job vacancies hub	2017		
	Employment workshops	2017		

Cross-Cutting and Ongoing Projects	Contact	Comments	Status
Deliver Schemes that emerge as part of the Romsey Town Access Plan and the Test Valley Access Plan	Steve Raw (TVBC)	Abbey enhancement scheme completed. HCC working on detailed design for Bell Street – work scheduled to begin Feb 2017.	
Deliver a new facility for Youth in Romsey, establish a quarterly youth practitioners forum, and maintain, update and publish mapping of youth provision.	Youth in Romsey / Marianne Piggin (TVBC)	New building formally opened 24 th June.	
Deliver a programme of public engagement regarding the future of Fishlake Meadows. When complete, develop a management plan for Fishlake Meadows.	Dave Tasker / Kevin Harrington (TVBC)	Management plan agreed 23 rd June.	

ITEM 11 **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 decide whether to commence a review of the Council Tax Support scheme for 2018/19.**

SUMMARY:

- The Overview & Scrutiny Committee considered options made by a Member Panel in respect of the Council Tax Support scheme for 2017/18.
- This report updates the financial information, caseload and the proposed implementation of Universal Credit to enable the Committee to decide whether to commence a review of the Council Tax Support scheme for 2018/19.

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 Member Panel undertook an extensive review and their findings were considered by the Overview & Scrutiny Committee on 2 December 2015 and on 13 April 2016.

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. The options considered by the Member Panel are shown at Annex 1.
- 2.2 The Committee resolved the following:
- 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 Council Tax Support caseload figures previously provided to the Committee 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
12/05/16	2635	570	1134	504	719	5562
11/08/16	2588	570	1175	480	695	5508
Current	2566	556	1210	490	669	5491

- 2.4 On 16 November 2016, the Council received notice from the Department for Work and Pensions that the roll out of the Universal Credit live service for Jobcentres affecting Test Valley residents will be:
- February 2017 Southampton
 - June 2017 Salisbury
 - July 2017 Eastleigh
 - April 2018 Andover & Winchester

- 2.5 This means that until April 2018 a large number of residents will still be making joint claims for Housing Benefit and Council Tax Support.
- 2.6 Given the size and scope of the Universal Credit project and previous slippages in the implementation timetable there is no guarantee that the date will be met. The Department for Work and Pensions have an ambitious timetable to deliver the new Universal Credit Live Service into 50 Jobcentres per month from October 2017.
- 2.7 Assuming the timetable is met, the Council can expect to see a steady reduction in joint claims for Housing Benefit and Council Tax Support during 2018/19 as claims move to Universal Credit. In subsequent years there will be scope to simplify the calculation of Council Tax Support linking to Universal Credit assessments once a separate Housing Benefit calculation will not need to be made.
- 2.8 Currently the majority of assessments are undertaken for Housing Benefit and Council Tax Support within the same calculation because the rules align for these two benefits. There will be a large administrative cost if the Council amends the Council Tax Support scheme rules to become significantly different to the Housing Benefit rules. This would require two separate calculations and would not be cost effective until a large number of Housing Benefit claims have moved over to Universal Credit and the Council is then only calculating Council Tax Support for these residents.

3 Options

- 3.1 The Committee is now being asked to consider how it wishes to proceed in terms of any review and recommendations to Cabinet in respect of the scheme for 2018/19. This is because if any changes are to be considered to come into effect from 1 April 2018, the work to evaluate any options will need to begin soon in order that all the necessary consultation and approvals can be completed on time. The options to consider include:
- Continue with the current level of support for 2018/19 and review the scheme in 12 months time once progress against the Universal Credit implementation timetable is known (recommended option).
 - Consult on proposed changes to the 2018/19 scheme for example, to apply a cap of 5%, 10% or 15% making everyone responsible for paying an element of Council Tax.
- 3.2 The options available to the Council and their implications on residents and Council budgets are largely unchanged from the reports presented to OSCOM in December 2015 and April 2016.
- 3.3 An extract from the December 2015 report is attached as an annex which shows the options that could be considered together with officer comments and those of the panel.

4 Risk Management

- 4.1 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.

5 Resource Implications

- 5.1 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.
- 5.2 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%.
- 5.3 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 this financial year and this will offset the additional expenditure raised at the start of 2016/17.
- 5.4 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 2015 and the Council Tax charges prevailing at that time.
- 5.5 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.
- 5.6 The Council's share of the additional cost is estimated to be around £30,000.
- 5.7 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.
- 5.8 Expenditure as at 15 November 2016 has fallen to £4.759M, in line with the expectation that the current trend in reducing caseload will continue throughout the year. This is expected to bring the actual amount payable for the year back to around the level the budget was set at.
- 5.9 It is not expected that the continuation of the existing scheme in 2017/18 will have an adverse effect on the Council's budget.

6 Corporate Objectives and Priorities

- 6.1 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.

7 Consultation

- 7.1 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.

8 Legal Issues

- 8.1 The Council must approve the scheme for 2018/19 by 31 January 2018. The Council may, at the same time, approve the scheme for future years.
- 8.2 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.

9 Equality Issues

- 9.1 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.

10 Conclusion and reasons for recommendation

- 10.1 This report gives Overview and Scrutiny Committee the opportunity to decide whether to commence a review of the Council Tax Support scheme for 2018/19 considering the timetable for the rollout of Universal Credit and the financial impact of the 2016/17 scheme.

<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:			
Author:	Janice Broomfield	Ext:	8563
File Ref:			
Report to:	OSCOM	Date:	7 December 2016

Annex

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>

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.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	3		
Author:	Caroline Lovelock	Ext:	8014
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	7 December 2016

OVERVIEW & SCRUTINY WORK PROGRAMME 2016/17

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2016				
7 DECEMBER (ROMSEY)				
Budget Panel Report Draft Budget	4	Committee	To consider the draft Budget Panel report (Vice Chairman) (20 mins)	Comment and make recommendations as appropriate.
Update on the Council Tax Support Scheme	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	2	Committee	To receive an update on the Andover Economy (Economic Development Officer) (20 mins)	To comment and make recommendations
Progress on Romsey Future Action Plan	4	Committee	To receive the Romsey Future Action Plan (Policy Manager)	To comment and make recommendations
2017				
24 JANUARY (ROMSEY)				
Round table discussion Web Strategy	2	Committee	To discuss and consider the web strategy (Head of Communications)	To consider the web strategy
Outcomes from the actions following the Away Day	3	Committee	To consider and discuss the outcomes from the actions following the Away Day	To agree the outcomes
22 FEBRUARY (ANDOVER)				
Update by Andover Town Centre Manager	5	Committee	Update on the last 12 months (Andover Town Centre Manager) (30 mins)	To comment on the presentation
Romsey Future Update (round table discussion)	4	Committee	To receive an update on progress (Corporate Director)	To consider progress to date

* 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 – 7 December 2016

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
22 MARCH (ROMSEY)				
OSCOM Annual draft Briefing	2	Committee	To consider the OSCOM Annual Briefing (Chairman) (10 mins)	To consider and make recommendations as appropriate
26 APRIL (ANDOVER)				
OSCOM Annual Briefing	2	Committee	Report of the Chairman (Chairman) (10 mins)	To comment on the draft report
24 MAY (ANDOVER)				
26 JUNE (ANDOVER)				
26 JULY (ROMSEY)				
Garden Waste Collection Service	2	Committee	To consider the Garden Waste Collection Service	To consider and make recommendations as appropriate
20 SEPTEMBER (ANDOVER)				
Annual Review of Corporate Action Plan	2	Committee	To receive an update on the Key Performance Indicators (Policy Manager) (20 mins)	To consider and make recommendations as appropriate
DATE TO BE AGREED				
Round table discussion on Tourism	3	Committee	To explore opportunities and ideas for increasing tourism	To consider ideas and opportunities
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

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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BRIEFING NOTES

2016		Date Circulated
12 October	Outcomes of the Hampshire Safeguarding Children Board Audit (Community Engagement Manager)	22 September 2016
8 November	Cemetery Rules and Regulations Review (Head of Community and Leisure) Andover Levy (Accountancy Manager)	24 October 2016 27 October 2016
2017		
24 January	Planning Enforcement (Planning Enforcement Officer)	
22 February	Community Engagement (Community Engagement Manager)	
22 March	Car Park Strategy and Management (Planning Policy Manager) Affordable Housing Update (Head of Housing)	
26 April	Performance Management Arrangements (Policy Manager)	
26 June	Risk Management (Principal Auditor) Equalities Scheme (Corporate Director)	
26 July	Complaints Handling (Complaints and Improvements Officer)	
Date to be agreed	Protocol on how to engage internal audit resources for Scrutiny purposes Hampshire County Waste Strategy Community Infrastructure Levy	

* 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	3 August 2016
Planning Advisory, Process and Planning Control Panel	Councillor Adams-King	Report on PAP and PCC	12 October 2016
Public Involvement Panel	Councillor Drew	Meeting to be arranged	24 January 2016

Item	Meeting Date	Officer Owner	Recommendation	Estimated Progress	Progress Update
<p>OSCOM Corporate Priority Review (2011-15): A Competitive Local Economy</p>	<p>2 December 2015</p>	<p>David Gleave</p>	<p>Recommended to Cabinet:</p> <ol style="list-style-type: none"> 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. 	<p>50%</p>	<p>Reported to Cabinet on 16 December 2015</p> <p>Development of Strategy now underway. Final Strategy expected to be submitted to Cabinet in November 2016.</p> <ol style="list-style-type: none"> 1. OSCOM Members' comments are being incorporated within a draft Test Valley Economic Development Strategy. A new strategy will be considered by OMT in the near future en route to Cabinet, possibly by the end of the year. 2. To work closer with schools and employers. David Gleave has been working with businesses and schools and, for example, encouraged a number of employers to attend the recent joint Careers Day, involving all 3 Andover Secondary Schools at JHS – which TVBC also attended as a local employer. He would like Harrow Way Community School to hold a similar event, but for parents rather than students, next February. He is also supporting the schools with their promotional magazine which is being distributed across Andover, called The Edge. 3. To review the training fund to achieve a more sustainable way of funding apprentices Cabinet recently approved the Council becoming a National Skills Academy under the Construction Industry Training Board's Client Based Approach. This means that, once accepted by the CITB, the Council can use Section 106 Agreements to require applicants for major residential schemes to provide an employment and skills plan listing the various training obligations defined in the CITB scheme. This will formalise current practice under the national CITB format. 4. To review the Business Incentive Fund budget and the amount of individual grants. Cabinet reviewed the Business Incentive Grant in February 2016 and restored its original monetary value by increasing the grant from £500 to £750 whilst retaining the total number of grants payable per year.

<p>2016/17 Budget Update</p>	<p>20 January 2016</p>	<p>Will Fullbrook</p>	<p>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.</p>	<p>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.</p>
<p>Councillor Role Definition</p>	<p>12 October 2016</p>	<p>Bill Lynds</p>	<p>Recommended to Cabinet: 1. That subject to the Member and Community Development Group considering the suggestions put forward by the Committee, the Councillor Role Definition for all Members be approved. 2. That all Councillors be sent a copy of the Councillor Role Definition for all Members, and that they be requested to read and sign the document. 3. That the Councillor Role Descriptions for all other areas be reviewed and updated where appropriate.</p>	<p>Reported to Cabinet on 2 November 2016 Resolved: 1. That subject to the Member and Community Development Group considering the suggestions put forward by the Overview and Scrutiny Committee, the Councillor Role Definition for all members be approved. 2. That all Councillors be requested to read and sign the document. 3. That the Councillor Role Descriptions for all other areas be reviewed and updated where appropriate.</p>
<p>Fees and Charges 2017-18</p>	<p>12 October 2016</p>	<p>Will Fullbrook</p>	<p><u>Recommended:</u> That the proposed fees and charges for 2017 as set out in the annexes to the report, be reviewed and endorsed.</p>	<p>Reported to Cabinet on 2 November 2016 Resolved: That the proposed fees and charges for 2017/18, as set out in the annexes to the report, be reviewed and endorsed.</p>
<p>Plans and Planning Process Panel</p>	<p>12 October 2016</p>	<p>Councillor Adams-King</p>	<p><u>Recommended:</u> That the following recommendations of the Plans and Planning Process Panel be approved for consideration by Cabinet: In relation to the Plans Panel it is recommended that</p>	<p>Reported to Cabinet on 2 November 2016 Resolved: That Overview and Scrutiny Committee's recommendations be noted a response issued in due course.</p>

		<ol style="list-style-type: none"> 1. The Plans Panel, which is currently responsible for advising on the development of the Local Plan, should become a formal panel of the Council. 2. The composition of the new Plans Panel should be calculated using a political balance formula that reflects the overall make-up of the Council and take into account geographical representation. 3. The Plans Panel does not have any delegated authority and is advisory in nature. As a result and as it is likely to be dealing, in the main, with confidential policy development matters it proposed that it is not open to the public to attend. 4. Meetings of the new Plans Panel will be open to any member who wishes to attend. 5. Meetings should feature on the corporate calendar and agendas and notes (marked CONFIDENTIAL) should be circulated to all members. <p>In relation to the Area Committees it is recommended that:</p> <ol style="list-style-type: none"> 6. An alteration to the Scheme of Delegation such that where a minor application is contrary to policy this is only brought to the Area Committee when there has been objection or adverse comment from a consultee or third party. 		
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			<p>7. An alteration to the Scheme of Delegation such that where there is an officer or member interest in an application this is only brought to the Area Committee when there has been objection or adverse comment from a consultee or third party.</p> <p>8. If a member has identified an application as one that should be called to committee upon it being initially advertised, the member should be contacted to ask if they still wish it to be heard once an officer recommendation has been agreed.</p> <p>9. When the Area Committee votes against an officer's recommendation, officers should assist members in ensuring the appropriateness of the new Motion.</p> <p>10. The Peer Review of Planning Committees offered by the Planning Advisory Service should go ahead.</p>		
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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. Whilst the majority of the Cabinet's business at the meetings listed in this Work Programme will be open to the public and media organisations to attend, this is formal notice under the above regulations that part of the Cabinet meetings listed in this Work Programme 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.
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](#)

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 | |

Arrangements for making representations to the cabinet regarding decisions contained within the work programme

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.

Test Valley Borough Council – Overview and Scrutiny Committee – 7 November 2016

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
30 Nov 16 (R)	Council's Parking Enforcement and Appeals Policy	No	Cabinet	No	Report of the Planning Policy & Transport Portfolio Holder	Corporate Director	01 Aug 2016
30 Nov 16 (R)	Community Infrastructure Levy – Revised Reg 123 list	Yes	Cabinet	No	Report of the Planning Policy & Transport Portfolio Holder	Corporate Director	20 Jun 2016
30 Nov 16 (R)	Budget Strategy	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance	12 Jan 2016
30 Nov 16 (R)	Asset Management Plan Update	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance	12 Jan 2016

Test Valley Borough Council – Overview and Scrutiny Committee – 7 November 2016

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
30 Nov 16 (R)	Capital Programme Update	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance	12 Jan 2016
30 Nov 16 (R)	Write-Off of Uncollectable Debts	No	Cabinet	No	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	30 Sep 2016
30 Nov 16 (R)	Councillor Role Definition: All Members	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services	27 Oct 2016
21 Dec 16 (R)	OSCOM Recommendations on Planning Policy Panel and Area Planning Committees	No	Cabinet	No	Report of the Planning Policy and Transport Portfolio Holder and the Planning and Building Portfolio Holder	Corporate Director	18 Nov 2016

Test Valley Borough Council – Overview and Scrutiny Committee – 7 November 2016

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
21 Dec 16 (R)	Council Tax Support Scheme 2017/18	Yes	Cabinet	No	Report of the Economic Portfolio Holder	Acting Head of Revenues (Benefits & Customer Services)	14 Nov 2016
21 Dec16 (R)	Review of Head of Estates / Member Panel delegated authority to purchase property investments	No	Cabinet	No	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	24 Oct 2016
21 Dec 16 (R)	Community Toilet Scheme	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Head of Estates and Economic Development	14 Nov 2016
21 Dec 16 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	01 Aug 2016

Test Valley Borough Council – Overview and Scrutiny Committee – 7 November 2016

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
21 Dec 16 (R)	Private Sector Housing Caseworker	Yes	Cabinet	Yes	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health	13 Oct 2016
18 Jan 17 (R)	Fees and Charges for Leisure Centres	No	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure	26 Sep 2016
18 Jan 17 (R)	Budget Forecast Update	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance	24 Oct 2016
18 Jan 17 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	18 Nov 2016

Test Valley Borough Council – Overview and Scrutiny Committee – 7 November 2016

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
15 Feb 17 (A)	Update of Contaminated Land Strategy	No	Cabinet	No	Report of the Housing and Environmental Portfolio Holder	Head of Housing and Environmental Health	14 Nov 2016
15 Feb 17 (A)	Revised CIL Reg 123 List	Yes	Council	No	Report of the Planning Policy & Transport Portfolio Holder	Corporate Director	24 Oct 2016
15 Feb 17 (A)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	18 Nov 2016
15 Mar 17 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	18 Nov 2016

Test Valley Borough Council – Overview and Scrutiny Committee – 7 November 2016

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
15 Mar 17 (R)	Test Valley Electoral Review Ward Pattern Submission	Yes	Council	No	Report of the Corporate Portfolio Holder	Corporate Director	18 Nov 2016
tbc	Devolution for the People of Hampshire and Isle of Wight	No	Cabinet	No	Leader	Chief Executive	29 Feb 2016

* 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
7 Sept 16 (R)	Tree Management Contract	Deleted	Approval has previously been agreed as part of the budget setting process	Head of Community and Leisure	17 August 2016
5 Oct 16 (A)	Council's Parking Enforcement and Appeals Policy	Moved to 2 Nov 16	Awaiting further information	Corporate Director	13 September 2016
5 Oct 16 (A)	Private Sector Housing Grants and Loans	Moved to 2 Nov 16	Awaiting further information	Head of Housing & Environmental Health	19 September 2016
5 Oct 16 (A)	Valley Housing Matters	Deleted	No items for business	Head of Legal and Democratic Services	20 September 2016
5 Oct 16 (A)	Amendments to Officer Scheme of Delegations	Moved to 2 Nov 16	Awaiting further information	Head of Legal and Democratic Services	20 September 2016
2 Nov 16 (R)	Budget Strategy	Moved to 30 Nov	Necessary officer attendance	Corporate Director	18 October 2016
2 Nov 16 (R)	Community Infrastructure Levy – Revised Reg 123 list adoption	Moved to 30 Nov 16	Additional comments received during public consultation	Planning Policy Manager	10 October 2016

Test Valley Borough Council – Overview and Scrutiny Committee – 7 November 2016

Original Date Of Decision	Item	Moved/Deleted	Reason For Move/Deletion	Informed By	Date Informed
2 Nov 16 (R)	Council's Parking Enforcement and Appeals Policy	Moved to 30 Nov 16	Awaiting further information	Corporate Director	11 October 2016
30 Nov 16 (R)	Private Sector Housing Caseworker	Moved to 21 Dec 16	Received additional information	Head of Housing and Environmental Health	2 November 2016
30 Nov 16 (R)	Review of Head of Estates / Member Panel delegated authority to purchase property investments	Moved to 21 Dec 16	Further constitution consideration required	Acting Head of Revenues (Local Taxation and Project Enterprise)	14 November 2016
21 Dec 16 (R)	Valley Housing Matters	Moved to 21 Dec 16	Update required	Acting Head of Revenues (Local Taxation and Project Enterprise)	14 November 2016