

## Notice of Meeting

# Overview & Scrutiny Committee

**Date:** Wednesday, 22 March 2017

**Time:** 17:30

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

**For further information or enquiries please contact:**

Caroline Lovelock - **01264 368014**  
email [clovelock@testvalley.gov.uk](mailto:clovelock@testvalley.gov.uk)

**Legal and Democratic Service**

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

[www.testvalley.gov.uk](http://www.testvalley.gov.uk)

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

**PUBLIC PARTICIPATION SCHEME**

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

## Membership of Overview & Scrutiny Committee

<b>MEMBER</b>		<b>WARD</b>
Councillor C Lynn	Chairman	Winton
Councillor 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, 22 March 2017

## 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 22 February 2017.
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 Exclusion of the Public 5 - 5  
The following item is confidential.
- 9 Options in respect of the provision of a temporary swimming facility for Andover  
  
Verbal presentation by Robin Thompson, RTL Consultancy (45 minutes)
- 10 Overview of Planning and Building Portfolio  
  
Verbal presentation by Councillor Bundy (30 minutes)
- 11 Review of Call In Process 6 - 11  
To consider and review the Call In process (20minutes)



## **ITEM 8**

## **Exclusion of the Public**

### **Recommended:**

**That under Section 100(A) of the Local Government Act 1972 the public be excluded from the meeting during consideration of the following report on the grounds that it involves the likely disclosure of exempt information as defined in the Paragraphs of Part 1 of Schedule 12A of the Act, as amended. The public interest in maintaining the exemption outweighs the Public interest in disclosing the information for the reason:**

**Options in respect of the provision of a temporary swimming facility for Andover –**

**Paragraph 3**

It is considered that this report contains exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended. It is further considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because the information relates to the financial or business affairs of the Council and third parties who are necessarily identified, which information is commercially sensitive and which by its disclosure would have an adverse effect upon the interests of those third parties and the Council as they seek to settle agreed terms of business.

## ITEM 11

## Review of Call In Process

Report of the Call In Panel Lead Member, Councillor C Dowden.

### Recommended:

1. **That the Chairman and/or the Vice Chairman of Overview and Scrutiny Committee attend all Cabinet meetings and report back to the Committee as required or delegate attendance to a member of the Committee.**
2. **That Cabinet allow Overview and Scrutiny members to speak to agenda items to help Committee members to understand information/discussion resulting in Cabinet decisions and to avoid unnecessary call-in.**
3. **To amend the Call In threshold and criteria as set out in the report.**
4. **To approve the Call In form as set out in the Annex to the report.**

### SUMMARY:

- To review the Call In process.

## 1 Introduction

- 1.1 Sections 21(2)(a) and (3) of the Local Government Act 2000 mean that a Local Authority's executive arrangements must ensure that Overview and Scrutiny Committees have specific powers in respect of functions which are the responsibility of the executive, to recommend that a decision made but not yet implemented be reconsidered by the person who made the decision or to recommend that the full Council consider whether that person should reconsider the decision.
- 1.2 Following implementation of the Local Government Act 2000, Local Authorities were required to make provision in their executive arrangements and standing orders, for procedures by which members of the Local Authority can request that a meeting of an Overview and Scrutiny Committee be held to consider whether or not to use these powers in respect of a decision made but not yet implemented (a so called call-in procedure).
- 1.3 These provisions should ensure that there is an appropriate balance between effectively holding the executive to account, being able to question decisions before they are implemented and allowing effective and efficient decision making by the executive within the policy framework and budget agreed by the full council. The provisions should ensure that a decision maker could only be asked to reconsider a decision once. Day-to-day management and operational decisions taken by officers should not be subject to any call-in procedure.

- 1.4 Test Valley's Call In procedure rules were originally agreed at Council on 25 February 2000 and amended to the current arrangements on 30 January 2001. They have not been reviewed since that date.

## 2 Background

- 2.1 In July 2016 members of Overview and Scrutiny Committee (OSCOM) held an Away Day in the Andover Guildhall where the day focused on reviewing current practices and looking at how OSCOM could operate in the future.
- 2.2 From the action plan six groups were identified to research and explore options to take the Overview and Scrutiny function forward, one of these groups was established to review our Call In arrangements.
- 2.3 The group met to discuss the current Call In process (as set out in Annex 2) and felt that to help the members of OSCOM having a clearer understanding of Cabinet business and decisions, the Chairman and/or Vice Chairman or other nominated OSCOM member should attend all Cabinet meetings. It was felt this will help OSCOM with their work programme and encourage a greater degree of co-operative working between OSCOM and Cabinet.
- 2.4 The group also felt that to help OSCOM members to get a better understanding of the information/discussion resulting in Cabinet decisions and to avoid unnecessary Call in Cabinet should in turn allow the OSCOM representative to address Cabinet on Cabinet agenda items.
- 2.5 In addition, in order to make the process of Call In simpler and more straight forward the group recommends changes to the Threshold and Criteria in Part 4 of the Constitution – Overview and Scrutiny Procedure Rules, as follows:

### 15. Call-in

#### (a) 'Call-in' by whom

~~An individual Member may, with the support of another Member who is a member of the Overview and Scrutiny Committee, and with the agreement of the Chairman and Vice-Chairman of the Overview and Scrutiny Committee, call-in a decision of the Cabinet.~~

~~Alternatively,~~ a At least 3 Members acting together may call-in a decision not specifically ward-related or an individual Member may call-in a decision ~~of the Cabinet~~ if it directly concerns his/her ward, provided the call-in request meets the criteria under (c) below.

#### (b) 'Call-in' to whom

A request for a decision of the Cabinet to be "called-in" will be made in the first instance to the Democratic Services Manager who will notify the Monitoring Officer who will decide whether a request falls within the criteria. No judgement on the merits, or otherwise, of the request will be made.

Where a call-in request is to be rejected, the Chairman of the relevant Overview and Scrutiny Committee shall be consulted before a final decision is reached.

(c) **'Call-in' Criteria**

A Cabinet decision will be called-in if the Member(s) calling it satisfies the Monitoring Officer that one of more of the following conditions apply:

- (i) the decision has been made without compliance to Standing Orders;
- (ii) the decision is outside the Terms of Reference of ~~the Cabinet;~~ the delegated authority of the decision maker.
- (iii) the decision is in conflict with existing policy or the Corporate Plan;
- (iv) there is no budget, or insufficient budget provision to implement the decision;
- ~~(v) that information contained within the report, and/or considered by the Cabinet, which would have been likely to have affected the decision was incomplete or inaccurate.~~
- (v) That the information contained within the report and/or the process leading to the decision, was incomplete or inaccurate.

In all cases the Member(s) must provide reasons to support the belief which has given rise to the call-in request, or, if the belief is that the information was inaccurate or incomplete, must provide details of the alleged inaccuracies or missing information.

It will not be possible normally to call-in a decision simply because a Member or Members do not agree with it.

However, a decision may be called-in for this reason, or any other reason, if the request for call-in is made by one-half Members collectively. Decisions called in on this basis will be referred to full Council and not to an Overview and Scrutiny Committee.

- 2.6 To establish a simple format for all members to use for the process of Call In the Panel suggest that the Committee agree the Call In form as set out in the annex to the report.

### **3 Legal Implications**

- 3.1 Any changes to the Constitution will require a Council decision.

### **4 Conclusion**

- 4.1 In order to simplify the call in process the Committee are requested to consider and agree the recommendations as set out above.
- 4.2 Officers having had consideration to the amendments conclude that the proposed changes are within the legislation. As Centre for Public Scrutiny have advised, call-in should, be regarded as a measure that is only needed in exceptional circumstances, rather than day-to-day. It sits in the context of a range of other tools at scrutiny's disposal to influence decision-making.

- 4.3 Whilst it is proposed to retain the criteria whereby half of all Members can call in a decision for any reason, Members are asked to consider whether this contradicts the essence of the new criteria. Call-in should not be a blocker on decisions for the sake of it nor should it be prevented from being implemented where genuine concerns exist.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1		
Author:	Councillor C Dowden	Ext:	8014
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	22 March 2017

**Overview and Scrutiny Call In Request**

Title of Report	
Date Decision Made	
Decision made by: (Cabinet/Officer)	

The following signatories request that the above decision be called in:

*At least 3 Members acting together may call-in a decision not specifically ward-related or an individual Member may call-in a decision if it directly concerns his/her ward, provided the call-in request meets the criteria.*

	Name	Signature
1.		
2.		
3.		

To be filled out by lead signatory

Why is the Decision being called in? (Continue on another page if necessary)

Which Officers/Cabinet Members do you wish to attend the Overview and Scrutiny meeting to answer the call-in and why?

To be filled out by the Overview and Scrutiny Officer

<b>For office use only</b>			
Received by (Signature of Overview and Scrutiny Officer)			
Date		Time	
Call in reported to		on	

In accordance with the following criteria		
(i)	the decision has been made without compliance to Standing Orders;	
(ii)	the decision is outside the Terms of Reference of the Cabinet;	
(iii)	the decision is in conflict with existing policy or the Corporate Plan;	
(iv)	there is no budget, or insufficient budget provision to implement the decision;	
(v)	That the information contained within the report and/or the process leading to the decision, was incomplete or inaccurate.	
Does not meet criteria		

## ITEM 12

## Member Development

Report of the Head of Legal and Democratic Services

### Recommended:

**To note the Member Development activity in 2016/17 and to consider options going forward for 2017/18.**

#### SUMMARY:

- Members requested an update on the 2016/17 Member Development programme on 24 January 2017.
- This report sets out the delivered programme to date, with costs and clarifies the process for agreeing development.
- Members are also asked to consider options for 2017/18.

### 1 Introduction

- 1.1 A request for an update on the 2017/18 Member Development Programme was made by Overview and Scrutiny Committee (OSCOM) at their meeting on 24 January 2017. This report highlights the activities undertaken to date with costs.
- 1.2 It should be noted that the annual budget to support the Member Development Programme is £10k. This covers provision for all member development activity.

### 2 Background

- 2.1 The Member and Community Development Group is a cross party group chaired by the Leader. It has been in place for over seven years and was established to help develop the role of the Councillor in the Community. Its work has resulted in a number of initiatives including the introduction of Ward grants, the Community Asset Fund, Ward Profiles, the Councillor Induction Programme and the development of the Community Team. Additionally, the group has a role in overseeing Members' training and development. It has championed the all member development questionnaire, the results of which help guide the Democratic Services Manager in the creation of the annual development programme and the allocation of the Members' training budget.

For 2017/18 the following activity has been undertaken:

<b>Activity</b>	<b>Provider</b>
Questioning skills	CfPS
Councillor Commission	De Montfort University
CIL Information session x 2	Internal
OSCOM awayday	Centre for Public Scrutiny (CFPS)
Licensing Training	External via Basingstoke & Deane Borough Council
Public Speaking Workshop	South East Employers
Taxi Driver CSE Presentation	Hampshire Constabulary
OSCOM Regional Seminar	Stephen Quigley
Planning x 4	Trevor Roberts Associates
Media Course for Councillors	Soundright Media Training & Consultancy
Introduction to LG Finance	Local Government Information Unit (LGIU)
Effective use of evidence and data in scrutiny	CfPS
Waste Strategy Session	Internal
Equalities & Diversity Workshop	Internal
Market Place	Internal
LGA Conference	LGA
Rural Housing conference	National Housing Federation
Annual Licensing Conference	LGA
<b>Total spend</b>	£12261.17

- 2.2 In addition to the above, a session is being arranged for Members on Return for Investment, which will be provided by the Institute of Local Government Studies (INLOGOV). This will be held before OSCOM on 22 March. The cost of the session is £825. An internal session on Enforcement is currently being arranged.

### **3 Consultations/Communications**

- 3.1 As part of the review of scrutiny a member sub-group helpfully identified potential training for Scrutiny Members. This included the request for support on Return on Investment, as highlighted above in paragraph 2.4. Enforcement sessions are currently being arranged. The additional recommended sessions are listed below:

- Time and information management (for all members)
- Chairmanship (for all members)

- Effective scrutiny – probing and questioning techniques (OSCOM)
- Performance monitoring (OSCOM)

#### 4 Options

- 4.1 Whilst OSCOM is asked to consider development options for 2017/18, Members need to be mindful that the £10k annual budget allocation for member development covers all training not just scrutiny. In identifying training, it would be helpful if Members could prioritise from the list set out above as well as consider other activities. Alternative providers will help keep costs to a minimum as might sharing sessions with other authorities. The provision of internal support, where that support exists, will also provide some financial flexibility.
- 4.2 In identifying options, Members are asked to be mindful of the new Councillor Role Definition as approved by Council on 25 January 2017.

#### 5 Resource Implications

The annual budget allocation for member development is £10k. There is sufficient provision to cover the additional expenditure for 2016/17.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:			
Author:	Dave Burn	Ext:	8001
File Ref:			
Report to:	OSCOM	Date:	22 March 2017

**ITEM 13**

**Programme of Work for the  
Overview & Scrutiny Committee**

Report of Head of Legal and Democratic Services

**Recommended:**

**The Committee is requested to:**

- 1. Review the outcomes on the work programme and recommendations update.**
- 2. Approve the future work programme.**

**SUMMARY:**

- The purpose of this report is to enable members to keep the Committee’s future work programme and recommendations update under review.

**1. Background**

- 1.1 The OSCOM Work Programme is presented at Annex 1 for review and approval.
- 1.2 The OSCOM Recommendations Update is presented at Annex 2 for the Committee’s review and comments.
- 1.3 The Cabinet Work Programme is attached at Annex 3 for the Committee to consider.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:

3

Author:

Caroline Lovelock

Ext:

8014

File Ref:

Report to:

Overview and Scrutiny  
Committee

Date:

22 March 2017

**OVERVIEW & SCRUTINY WORK PROGRAMME 2016/17**

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>2017</b>				
<b>22 MARCH (ROMSEY)</b>				
Overview of Planning and Building Portfolio	1	Committee	To receive a presentation on the Planning and Building Portfolio <b>(Cllr Bundy) (30 mins)</b>	To comment on the presentation
Call In Criteria	3	Committee	To review the Call In Criteria and process <b>(Cllr Dowden) (20 mins)</b>	To consider and make recommendations as appropriate
Member Development	2	Committee	To discuss and review Member Development in relation to Overview and Scrutiny <b>(Democratic Services Manager) (20 minutes)</b>	To comment and make recommendations as appropriate
<b>26 APRIL (ANDOVER)</b>				
Round table discussion on cost of postage and printing within the Council	2	Committee	To look at whether there is a more cost effective way of dealing with the problem of agenda size and costs	
OSCOM Annual draft Briefing	2	Committee	To consider the OSCOM Annual Briefing <b>(Chairman) (10 mins)</b>	To consider and make recommendations as appropriate
Project Enterprise and Valley Housing	2	Committee	To consider a report on the financial implications of the TVBC property business portfolio <b>(Acting Head of Revenues – Local Taxation and Project Enterprise)</b>	To comment and make recommendations as appropriate
<b>24 MAY (ANDOVER)</b>				
Round table discussion Web Strategy	2	Committee	To discuss and consider the web strategy <b>(Head of Communications)</b>	To consider the web strategy
OSCOM Annual Briefing	2	Committee	Report of the Chairman <b>(Chairman) (10 mins)</b>	To comment on the draft report

\* 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 – 22 March 2017

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>26 JUNE (ANDOVER)</b>				
<b>26 JULY (ROMSEY)</b>				
CIL	2	Committee	To look at the new CIL arrangements and how its working <b>(Planning Policy Manager)</b>	To comment and make recommendations as appropriate
Garden Waste Collection Service	2	Committee	To consider the Garden Waste Collection Service <b>(Head of Environmental Health) (20 mins)</b>	To consider and make recommendations as appropriate
<b>20 SEPTEMBER (ANDOVER)</b>				
Annual Review of Corporate Action Plan	2	Committee	To receive an update on the Key Performance Indicators <b>(Policy Manager) (20 mins)</b>	To consider and make recommendations as appropriate
<b>25 OCTOBER (ANDOVER)</b>				
Round table discussion review on Waste and Recycling in Test Valley	3	Committee	A general update on waste and recycling in the Borough, <b>(Head of Environment and Health)</b>	To consider performance and initiatives and ask questions and make comments.
Leisure Centre Contract lessons learnt	3	Committee	To consider lessons learnt from the Leisure Centre Contract process <b>(Head of Community and Leisure)</b>	To comment and make recommendations as appropriate.
Annual Audit Report	2	Committee	To receive the report <b>(Head of Finance/Auditor Manager) (20 mins)</b>	To comment and make recommendations as appropriate
Draft Budget Fees and Charges	4	Committee	To consider the draft Budget Panel report <b>(Vice Chairman) (20 mins)</b>	Comment and make recommendations as appropriate.
<b>22 NOVEMBER (ROMSEY)</b>				
Budget Panel Report Draft Budget	4	Committee	To consider the draft Budget Panel report <b>(Vice Chairman) (20 mins)</b>	Comment and make recommendations as appropriate.
<b>20 DECEMBER (ROMSEY)</b>				
Update on the Council Tax Support Scheme	3	Committee	To receive an update on the Council Tax Support Scheme <b>(Acting Head of Revenues, Benefits and Customer Services) (20 mins)</b>	To comment and make recommendations

\* Scrutiny Indicator Key:

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Test Valley Borough Council – Overview and Scrutiny Committee – 22 March 2017

<b>DATE TO BE AGREED</b>				
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 ( <b>Head of Housing and Environmental Health</b> ) (20 mins)	To comment and make recommendations
Briefing on Devolution (full report)	5	Committee	Presentation on Devolution ( <b>20 mins</b> )	To comment and make recommendations

**BRIEFING NOTES**

<b>2016</b>		<b>Date Circulated</b>
<b>12 October</b>	Outcomes of the Hampshire Safeguarding Children Board Audit (Community Engagement Manager)	22 September 2016
<b>8 November</b>	Cemetery Rules and Regulations Review (Head of Community and Leisure) Andover Levy (Accountancy Manager)	24 October 2016 27 October 2016
<b>2017</b>		
	The use of the Rendezvous in Andover (Head of Estates)	
<b>February</b>	Community Engagement (Community Engagement Manager)	
<b>March</b>	Car Park Management (Engineering and Transport Manager) Affordable Housing Update (Head of Housing)	3 March 2017
<b>April</b>	Performance Management Arrangements (Policy Manager) Ways in which the vibrancy of the Town Centre can be measured (Economic Development Manager)	
<b>June</b>	Risk Management (Principal Auditor) Equalities Scheme (Corporate Director) Art Strategy including Public Art Commissions (Head of Community and Leisure)	

\* Scrutiny Indicator Key:

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Test Valley Borough Council – Overview and Scrutiny Committee – 22 March 2017

2017		Date Circulated
July	Complaints Handling (Complaints and Improvements Officer) Andover Magistrates Court (Corporate Director) Community Toilet Scheme (Corporate Director)	
October	Shared Services Update (Corporate Director)	
<b>Date to be agreed</b>		
	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><b>OSCOM Corporate Priority Review (2011-15): A Competitive Local Economy</b></p>	<p>2 December 2015</p>	<p>David Gleave</p>	<p>Recommended to Cabinet:</p> <ol style="list-style-type: none"> <li>1. To consider the inclusion of the ideas derived through the OSCOM review, including those raised at the round table discussion and additional forms of Member Communications, and that these ideas are taken forward through the formulation of the economic development strategy.</li> <li>2. To work closer with schools and employers.</li> <li>3. To review the training fund to achieve a more sustainable way of funding apprentices.</li> <li>4. To review the Business Incentive Fund budget and the amount of individual grants.</li> </ol>	<p>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"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>

<p><b>2016/17 Budget Update</b></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 <b>Resolved:</b> <b>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.</b></p>
<p><b>Councillor Role Definition</b></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 <b>Resolved:</b> 1. <b>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.</b> 2. <b>That all Councillors be requested to read and sign the document.</b> 3. <b>That the Councillor Role Descriptions for all other areas be reviewed and updated where appropriate.</b></p>
<p><b>Fees and Charges 2017-18</b></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 <b>Resolved:</b> <b>That the proposed fees and charges for 2017/18, as set out in the annexes to the report, be reviewed and endorsed.</b></p>
<p><b>Plans and Planning Process Panel</b></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 <b>Resolved:</b> <b>That Overview and Scrutiny Committee's recommendations be noted a response issued in due course.</b></p>

		<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. Meetings of the new Plans Panel will be open to any member who wishes to attend.</li> <li>5. Meetings should feature on the corporate calendar and agendas and notes (marked CONFIDENTIAL) should be circulated to all members.</li> </ol> <p>In relation to the Area Committees it is recommended that:</p> <ol style="list-style-type: none"> <li>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.</li> </ol>		
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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>		
					<p>Reported to Cabinet on 21 December 2016</p> <p><b><u>Resolved:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>That the Planning Advisory Panel should retain its current name and responsibility for advising on the development of planning policy documents; it should be recognised as an advisory panel of the Council.</b></li> <li>2. <b>As Cabinet's changes to the membership and style of the Planning Advisory Panel had yet to be implemented OSCOM's recommendation 2 was noted at this point; a review of the new arrangements would be undertaken once they have been in place for a year.</b></li> </ol>

				<p>3. That the Planning Advisory Panel did not have any delegated authority and was advisory in nature. Accordingly, it was not open to the public; this was currently the position and Cabinet endorsed OSCOM’s views that no change was necessary.</p> <p>4. That OSCOM’s Recommendation 4 as set out in the report, be endorsed.</p> <p>5. That OSCOM’s Recommendation 5, as set out in the report, be approved.</p> <p>6. That the spirit of OSCOM’s Recommendation 6 be endorsed but as “minor” could be difficult to define the Council’s previous decision in this regard, be supported.</p> <p>7. That the proposal contained in OSCOM’s Recommendation 10, as previously supported by Portfolio Holders, be endorsed.</p> <p><b><u>Resolved and recommended to Council:</u></b></p> <p>8. That Cabinet recommends to Council that the Local Code for Officers and Councillors Dealing with Planning Matters be amended to be consistent with the position described in both the Officers’ Code of Conduct and the Member and Officer Interests Protocol in respect of planning applications by Council Officers.</p> <p>9. That the proposal contained in OSCOM’s Recommendation 8 be supported and recommended to Council for approval and the Scheme of Delegation be amended accordingly.</p> <p>10. That the proposal contained in OSCOM’s Recommendation 9 be supported and recommended to Council for approval.</p>
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<p><b>Medium Term Financial Strategy 2017-20</b></p>	<p>7 December 2016</p>	<p>Councillor I Jeffrey</p>	<p><b><u>Recommended:</u></b> <b>That the strategy be approved.</b></p>	<p>Reported to Cabinet on 21 December 2016</p> <p><b><u>Resolved:</u></b> <b>That the support and comments of Overview and Scrutiny Committee be noted.</b></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](mailto:admin@testvalley.gov.uk).
5. Please note that additional documents relevant to those matters mentioned in the Work Programme may be submitted to the decision maker.
6. 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 cash flow, investments and borrowings.   | NO THRESHOLD  | NOT KEY DECISION |
| c. Decisions for spending or savings outside the budget, or included in the annual budget with reservations. | 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 – 22 March 2017

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)	Over Wallop Parish Council – Section 106 release for play area	No	Cabinet	Yes	Report of the Planning and Building Portfolio Holder	Head of Planning and Building	21 Feb 2017
19 Apr 17 (A)	Carry Forward of Unspent Revenue Budget	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance	2 Feb 2017
19 Apr 17 (A)	Ampfield Parish Council – Section 106 release for Pavilion	Yes	Cabinet	Yes	Report of the Planning and Building Portfolio Holder	Head of Planning and Building	21 Feb 2017
17 May 17 (A)	Corporate Action Plan Year 3	Yes	Cabinet	No	Report of the Corporate Portfolio Holder	Corporate Director	2 Feb 2017
21 Jun 17 (A)	Capital Outturn	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance	7 March 2017

Test Valley Borough Council – Overview and Scrutiny Committee – 22 March 2017

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 Jun 17 (A)	Revenue Outturn	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance	7 March 2017
21 Jun 17 (A)	Treasury Management Review	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance	7 March 2017

\* 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**

<b>Original Date Of Decision</b>	<b>Item</b>	<b>Moved/Deleted</b>	<b>Reason For Move/Deletion</b>	<b>Informed By</b>	<b>Date Informed</b>
15 Mar 17 (R)	Test Valley Electoral Review Ward Pattern Submission	Deleted	Will be reported straight to Full Council	Chief Executive	31 January 2017
15 Mar 17 (R)	Valley Housing Matters	Deleted	No items for business	Acting Head of Revenues (Local Taxation and Project Enterprise)	20 February 2017
15 Mar 17 (R)	Write-off of Uncollectable Debts	Deleted	No items for business	Acting Head of Revenues (Local Taxation and Project Enterprise)	24 February 2017
tbc	Devolution for the People of Hampshire and Isle of Wight	Deleted	No items for business	Chief Executive	28 February 2017