

Notice of Meeting

Overview & Scrutiny Committee

Date: Wednesday, 26 April 2017

Time: 17:30

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

For further information or enquiries please contact:

Caroline Lovelock - **01264 368014**

email clovelock@testvalley.gov.uk

Legal and Democratic Service

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

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

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
Vacancy		
Vacancy		

Overview & Scrutiny Committee

Wednesday, 26 April 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 March 2017
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 **Project Enterprise Update** 5 - 11
To consider the background to Project Enterprise and provide a summary of the investment activities carried out by it so far (20 minutes)
- 9 **Overview and Scrutiny Annual Briefing** 12 - 15
To consider the draft Chairman's Annual Briefing (15 minutes)
- 10 **Work Programme Report** 16 - 26
To enable Members to keep the Committee's future work programme under review (15 minutes)

Briefing Notes - Previously Circulated

- Ways in which the vibrancy of the Town Centre can be measured.
- Use of the Rendezvous

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 Senior Democratic Services Officer on the front of the agenda.

ITEM 8 **Project Enterprise Update**

Report of the Head of Acting Head of Revenues (Local Taxation & Project Enterprise) (Portfolio: Economic)

Recommended:

That the Overview & Scrutiny Committee considers the work undertaken to date on Project Enterprise.

SUMMARY:

- Project Enterprise was established in 2014 to increase the income generated by the Council from its investments and reduce its reliance on government revenue support grant.
- Total expenditure on completed projects by 31 March 2017 was £18.745M with a further £10.140M approved in the Capital Programme for further projects.

1 Introduction

- 1.1 Project Enterprise (PE) was established in 2014 to increase the income generated by the Council from its investments and reduce its reliance on Government Revenue Support Grant.
- 1.2 This was formalised in the 2015/16 Medium Term Financial Strategy (November 2014), as below, and has been reiterated in more recent strategy updates.

It [the Council] will do this by taking a more entrepreneurial approach and looking at the feasibility of creating arm's-length companies to facilitate property investment and acquisition, development of housing, and green energy.
Extract from para 4.6.12 of Medium Term Financial Strategy 2015-18.

- 1.3 PE was established with three main focus areas:
- Investment in commercial property
 - Investment in housing
 - Investment in renewable energy / energy efficiency measures

2 Background

Project Board

- 2.1 The PE Board is chaired by the Chief Executive. The board also includes the Corporate Directors; Heads of Finance; Legal; and Estates.
- 2.2 Support to the Board comes from the Heads of Housing & EH; Planning & Building; Acting Head of Revenues (Local Taxation and PE); and a Project Manager.

Investment Strategy

- 2.3 Council recently approved an update to the Investment Strategy (January 2017) that was established to guide decision making for PE investments.
- 2.4 This strategy (see Annex) sets out a two-stage gateway process that investments should meet to be considered appropriate for PE.
- 2.5 The first stage of the gateway process assesses the Council's powers to invest and the appropriateness of the investment; the second stage develops the business case for each project.

Member Panel for Investment Approval

- 2.6 In recognition of the fast pace of the local property markets, a process has been established to enable property acquisitions to be approved where the normal approval process would impair the Council's ability to pursue an acquisition (Cabinet 30 September 2015, Council 11 November 2015).
- 2.7 This process is by way of a delegated authority to the Head of Estates to purchase property investments after consulting a cross-party Member panel established for that purpose.
- 2.8 One of the controls in place to support this delegation is the requirement to retrospectively report the details of each purchase approved by the Panel to a following meeting of the Council.
- 2.9 A budget of £3M is allocated in the Capital Programme for purchases approved under this delegated authority.

3 Commercial Property Investments

- 3.1 Six commercial property investments had been completed by PE up to the end of March 2017, with total capital expenditure amounting to £18.58M. The investment strategy allows for investment properties to be purchased outside the borough boundaries. Three of the six completed investments have been purchased outside of Test Valley – two in Southampton and one in Newbury.
- 3.2 In addition to the completed investments, two further projects (both in Test Valley) have been approved and are included in the Capital Programme with a combined capital budget of £9.11M.
- 3.3 A summary of the return on investments is given in section 6, Resource Implications.
- 3.4 More information on the actual income generated from PE investments will be reported to Cabinet in June 2017 along with other financial outturn reports.

4 Valley Housing Ltd

- 4.1 In November 2015 Council approved the creation of a wholly-owned housing development and management company, to be called Valley Housing Ltd (VHL). The company was incorporated at Companies House on 30 April 2016.

- 4.2 The directors of the company are the Heads of Estates; Community & Leisure; and Housing & Environmental Health. The Acting Head of Revenues (Local Taxation & Project Enterprise) is the company secretary. The Economic Portfolio Holder is the Council’s shareholder representative on the board of directors.
- 4.3 There is an Operational Agreement between the Council and VHL that sets out the level of independence the company can have without specific authority of the Council.
- 4.4 The annual business plan for VHL was presented as a confidential item to Cabinet on 21 December 2016.
- 4.5 The first property purchase for VHL was completed in late 2016 and the company completed the letting of this property in March 2017.
- 4.6 VHL also expects to take on leases for two properties that are being constructed in Andover (completion expected in the summer of 2017) and further houses for which the purchases are currently being negotiated.

5 Renewable Energy Projects

- 5.1 Two potential renewable energy projects have been considered but not progressed because the business case was not strong enough to support the required capital investment.
- 5.2 These projects would have seen the Council constructing solar power arrays with a view to selling the electricity generated to nearby commercial customers. The main reason for not being able to proceed with these projects was the significant reduction in feed-in-tariff levels in January 2016.
- 5.3 To date, the only renewable energy project that has been approved is for a solar array to be constructed on the Council’s Portway depot. The installation is expected to take place this summer.

6 Resource Implications

Investment Summary and Return on Investment

- 6.1 The table below shows the Council’s actual expenditure and approved budgets for PE investments.

	Investment Property £'000	Housing £'000	Renewable Energy £'000	Total £'000
Completed before 1 st April 2016	11,968	0	0	11,968
Completed during 2016/17	6,612	165	0	6,777
Total – Completed Projects	18,580	165	0	18,745
Approved projects	9,114	964	62	10,140
Total	27,694	1,129	62	28,885

- 6.2 It is estimated that the ongoing additional annual income from completed investments will be £1.465M. This represents a return of 7.8% on the total investment of £18.745M.

- 6.3 By comparison, the income from the management of the Council’s cash investments is expected to be around 0.7% in 2016/17.

Budget Strategy

- 6.4 One of the objectives in the Budget Strategy is “to ensure that the Council is not dependent on Government Revenue Support Grant by 2020/21”.
- 6.5 The Council has already sustained significant reductions in government support in recent years and the Revenue Support Grant is expected to be lost entirely by 2019/20.
- 6.6 The agreed approach to managing these cuts is to take a draw from the New Homes Bonus reserve each year to offset the reduction in government grant. Whilst this provides a medium-term solution, it is not sustainable to continually draw from reserves. The extra income generated by PE projects will be used to reduce the draw from the New Homes Bonus Reserve and provide longer term certainty to the budget setting process.

7 Risk Management

- 7.1 The risks of each project are considered as part of the development of the business case and can vary depending on the type of investment being proposed.
- 7.2 Examples of the risks that are considered where commercial properties are being purchased include:
- The tenant’s financial stability
 - The length of the existing leases and any restrictive covenants
 - The likely ability of the Council to find new tenants, if necessary.
 - Any additional costs the Council might incur if a property became vacant, e.g. business rates.
- 7.3 The potential implications arising from void periods are reported to Councillors as part of the approval process for each project.

8 Conclusion

- 8.1 Project Enterprise was established to increase the returns generated by the Council’s cash balances.
- 8.2 The report shows that over the past three years over £18M has been spend on completed investments and that approval is in place for a further £10M of investments in future years.

<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:	2		
Author:	Acting Head of Revenues (Local Taxation & Project Enterprise)	Ext:	8540
File Ref:			
Report to:	OSCOM	Date:	26 April 2017

STAGE 1 GATEWAY

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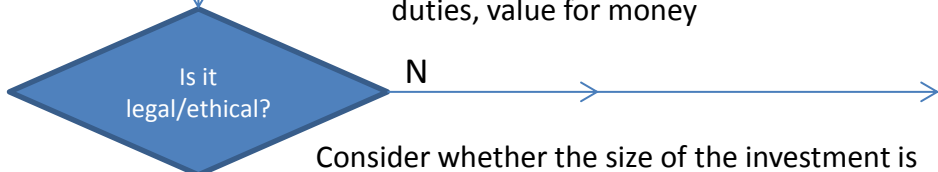
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IDENTIFY OPPORTUNITY

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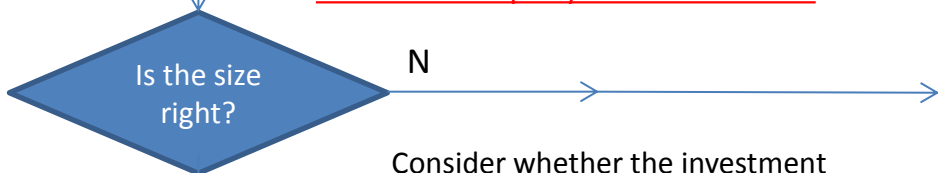
- Powers, reasonableness, fiduciary duties, value for money



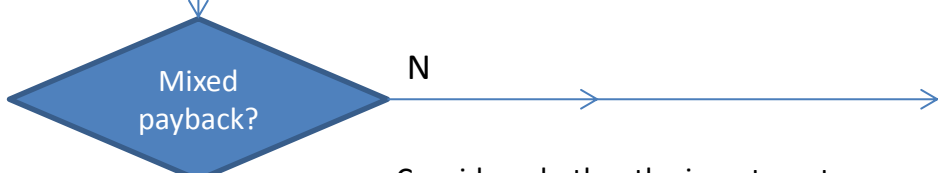
Consider whether the size of the investment is sufficient to benefit the Council .

Commercial Property - £250k minimum

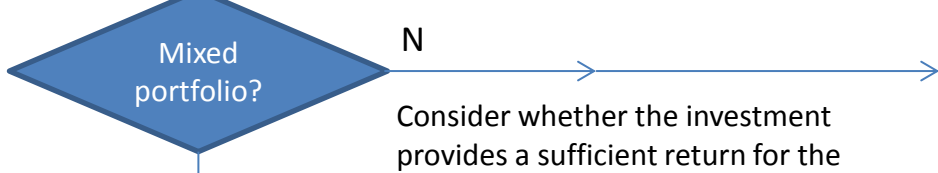
Residential Property - £100k minimum



Consider whether the investment provides a balanced payback over the short, medium and long term



Consider whether the investment provides a balanced portfolio: e.g. 25%-50% property, 25% - 50% Energy, 25%-50% TVBC Trading

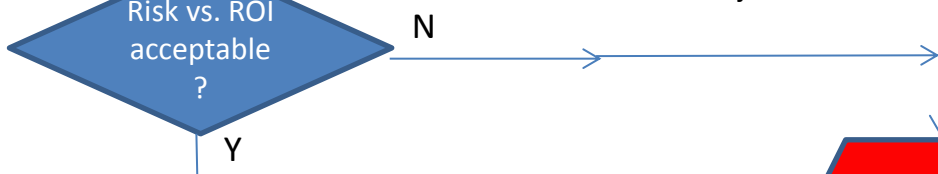


Consider whether the investment provides a sufficient return for the level of risk e.g.

Commercial Property High Risk = >10% ROI, Low risk = >4%

Residential Property > 3%

If less than 4% ROI then reject



Gateway 1 complete

Terminate option/stop progress

STAGE 2 GATEWAY

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From Gateway 1

Is it applicable?

The Strategic Case:
Describe how this investment is compatible with the Council's overarching aims and objectives.

Y

The Economic Case:
Prepare a cost / benefit analysis and shortlist the preferred options.

Is it appropriate ?

The Commercial Case:
Describe the procurement and commercial aspects with a detailed risk analysis.

Y

Is it attractive?

The Financial Case:
Describe whether the Council can afford it: Revenue & Capital Budget, cashflow and funding arrangements.

Y

Is it affordable?

The Management Case:
Describe the Council's ability to undertake the investment – Project Management, Team, Resources.

Y

Is it achievable?

N.B. The Cabinet report will consider whether it would be more advantageous to invest directly by the Council or through a company.

Prepare Report for Approval

Terminate option/stop progress

ITEM 9 Overview and Scrutiny Annual Briefing

Report of Councillor Lynn, Chairman (Portfolio: Corporate)

Recommended:

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

SUMMARY:

- The Annual Briefing covers the work of the Committee for the period May 2016 to May 2017.
- The Committee are asked to agree the Briefing prior to its submission to full Council on 28 June 2017.

1 Introduction

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

1.2 The Annual Briefing is attached at Annex 1.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

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

No of Annexes:

1

Author:

Councillor Lynn

Ext:

8014

File Ref:

Report to:

Overview and Scrutiny
Committee

Date:

26 April 2017

**OSCOM CHAIRMAN'S ANNUAL BRIEFING
2016/17**

Well another year has flown by and OSCOM have been exceptionally busy this year. We decided it was time to go back to the beginning and look at how we work and how we could do better. So, we had an away day on 7 July 16 in the Guildhall, Andover

Crossing the River-

- This was a very useful day, facilitated by Laura Murphy from the Centre of Public Scrutiny where we put on sticky notes all the items we did within OSCOM both good and bad.
- We then stuck them on the board on the river bank. The next task was to take across the river those items we felt were important and leave behind those that were felt unnecessary.
- Once we had crossed the river we needed to prioritise the various items.
- This gave us a list of over 100 items of which many were already being done by the committee
- We then had a second event looking at prioritising, this produced a shorter list that fell into six areas.
- The following tasks were allocated
 - The Chairman was looking at the new work allocation form, when Dorothy Baverstock took over and looked at how to get items on the agenda, scoping and keeping track throughout the process. This gave us a far better overall form encompassing all the above but also reporting on our progress.
 - Vice Chairman was tasked with updating the handbook.
 - Celia Dowden looked at the call-in process with a view to updating if required, full agenda item coming to OSCOM soon.
 - Alison Finlay looked at Training within OSCOM and came up with a list of items requiring training.
 - David Drew was already looking at public participation

The new handbook has been completed and I am delighted to say the new form for putting any item on to the Agenda is now available to any Councillor or member of the Public. This is then considered by the Chairman and Vice Chairman and brought to the committee for approval.

This has been a large amount of work and I would like to thank all the members of the six groups for their work and coming up with such good results.

The next stage was to update the FOUR YEAR plan. This has nearly been completed and comprises a full year's list of items that need to be phased in over the coming four years. These items are looked at every one to four years depending on their value or need.

We have also increased the number of ‘briefing notes’ that we ask for on items that do not require a full agenda item. We do need to make sure the various items are being considered and where necessary being implemented.

As I said this has been a busy year and one of our new innovations is to give up having ‘Lead Members’ but instead we are going to have more panels lead by more members of the committee. Everyone should have the chance to run a panel and this will give them valuable experience in both the running of the committee and the various Council areas.

The Committee had met 11 times during the year and considered 37 reports covering Communications, Andover Vision, Safeguarding Children and Vulnerable Adults, Business Risks, Complaints, Andover Economic Update, Romsey Future, Council Tax Support and Review of procurement process for the tendering of the Leisure Centre Management Contract

Councillor Role Definition – Overview and Scrutiny considered the revisions to The Councillor Role Definition which was updated to more accurately reflect this diverse role with particular reference to the work being undertaken by Councillors within their communities.

Presentations

The Committee continued to invite Portfolio Holders in to give an overview of their Portfolio's and Councillor Stallard, Portfolio Holder for Environmental Services and Councillor Bundy, Portfolio Holder for Planning and Building attended to give a presentation on their Portfolios.

Presentations were also held on a number of issues including Heather Hauschild, Chief Officer of the West Hampshire Clinical Commission Group on the Commissions’s position on the Hampshire Hospitals NHS Foundation Trust’s proposals for a critical treatment hospital and Mary Edwards, Chief Executive Hampshire Hospitals NHS Foundation Trust on the Minor Injuries Unit at Andover War Memorial Hospital.

The Andover Town Centre Manager, Chris Gregory attended in February 2017 to update the Committee on the achievements and successes of the Town Centre Partnership since its inception 2 ½ years ago.

Task and Finish Panels

Community Safety Panel lead by Councillor Baverstock which reviewed the effectiveness of the Council’s Community Safety responsibilities and in particular the role of Neighbourhood Wardens. 5 Recommendations were considered by Cabinet and agreed without change.

Plans and Process Panel led by Councillor Adams King which reviewed the Plans Panel, the Area Planning Committees and the Planning Control Committee and also considered continuing its work to enable the Planning Advisory Service to undertake a review of the various options for how the Area Planning Committees might operate in future. 10 Recommendations were considered by Cabinet and 3 Recommendations were recommended to Council which were agreed.

The Public Participation Panel led by Councillor Drew is ongoing and will also revolve around the role of the Councillor in the Community.

Budget and Audit panels have continued to be held regularly with a number of items discussed including Audit Charter and Strategy, Internal Audit Annual Reports, Annual Governance Statements, Audit Panel Self Assessments, Internal Audit Progress Reports, External Audit Reports, Annual Audit and Certification Fees, External Audit Annual Audit letter, External Audit Plan, Fees and Charges, Medium Term Financial Strategy as well as the management and forward planning of their work programmes.

I would like to take this opportunity to thank everyone on the committee for their lively debate, interest in the various items and most of all for usually reading the agenda before coming to the meeting.

I believe we are getting to the area where we can now take items from all areas, make sure they are suitable (New form) make sure they are scoped correctly and are small enough to delve deeper and not too large to cause a scatter gun approach.

The Chairman of the committee is decided by all members and if possible I would like another year to make sure all our new ideas are working well and our aim of being a scrutiny committee and a critical friend is working well.

Thank you

ITEM 10

**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 Task and Finish Panels 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:

26 April 2017

OVERVIEW & SCRUTINY WORK PROGRAMME 2017/18

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2017				
26 APRIL (ANDOVER)				
OSCOM Annual draft Briefing	2	Committee	To consider the OSCOM Annual Briefing (Chairman) (10 mins)	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 (Acting Head of Revenues – Local Taxation and Project Enterprise) (20 mins)	To comment and make recommendations as appropriate
24 MAY (ANDOVER)				
Round table discussion Web Strategy	2	Committee	To discuss and consider the web strategy (Head of Communications)	To consider the web strategy
OSCOM Annual Briefing	2	Committee	Report of the Chairman (Chairman) (10 mins)	To comment on the draft report
26 JUNE (ANDOVER)				
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	
26 JULY (ROMSEY)				
CIL	2	Committee	To look at the new CIL arrangements and how its working (Planning Policy Manager)	To comment and make recommendations as appropriate
Garden Waste Collection Service	2	Committee	To consider the Garden Waste Collection Service (Head of Environmental Health) (20 mins)	To consider and make recommendations as appropriate

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 26 April 2017

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
25 OCTOBER (ANDOVER)				
Round table discussion review on Waste and Recycling in Test Valley	3	Committee	A general update on waste and recycling in the Borough, (Head of Environment and Health)	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 (Head of Community and Leisure)	To comment and make recommendations as appropriate.
Annual Audit Report	2	Committee	To receive the report (Head of Finance/Auditor Manager) (20 mins)	To comment and make recommendations as appropriate
Draft Budget Fees and Charges	4	Committee	To consider the draft Budget Panel report (Vice Chairman) (20 mins)	Comment and make recommendations as appropriate.
22 NOVEMBER (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.
20 DECEMBER (ROMSEY)				
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
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		
	The use of the Rendezvous in Andover (Head of Estates)	6 April 2017
March	Car Park Management (Engineering and Transport Manager) Affordable Housing Update (Head of Housing)	3 March 2017
April	Ways in which the vibrancy of the Town Centre can be measured (Economic Development Manager)	31 March 2017
May	Performance Management Arrangements (James Moody)	
June	Risk Management (Principal Auditor) Equalities Scheme (Corporate Director) Art Strategy including Public Art Commissions (Head of Community and Leisure)	
July	Complaints Handling (Complaints and Improvements Officer) Andover Magistrates Court (Corporate Director) Community Toilet Scheme (Corporate Director)	
October	Shared Services Update (Corporate Director) Community Engagement (Community Engagement Manager)	
Date to be agreed		
	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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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	Looking to start Phase 2 after Annual Council, when we will know if there are any changes to Cabinet responsibilities and the progress/purpose of the review can be discussed with the portfolio holder and leader.	
Public Involvement Panel	Councillor Drew	Meeting to be arranged	24 January 2016
Review of Call In Process	Councillor C Dowden	Recommendations to Cabinet on 19 April 2017	22 March 2017



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 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.

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
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)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 March 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)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 March 2017
17 May 17 (A)	Corporate Action Plan Year 3	Yes	Cabinet	No	Report of the Corporate Portfolio Holder	Corporate Director	2 Feb 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
17 May 17 (A)	Draft Calendar of Meetings 2019	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services	8 Mar 2017
21 Jun 17 (A)	Fishlake Meadows Land Management Contract	No	Cabinet	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure	16 Mar 2017
21 Jun 17 (A)	Capital Outturn	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance	7 March 2017
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

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)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 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

Original Date Of Decision	Item	Moved/Deleted	Reason For Move/Deletion	Informed By	Date Informed
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