

## Notice of Meeting

# Overview & Scrutiny Committee

**Date:** Monday, 26 June 2017

**Time:** 17:30

**Venue:** Conference Room 1, (Beech Hurst), Beech Hurst, Weyhill Road,  
Andover, Hampshire, SP10 3AJ

**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

### MEMBER

Councillor C Lynn

Councillor I Jeffrey

Councillor D Baverstock

Councillor P Boulton

Councillor J Cockaday

Councillor C Dowden

Councillor B Few Brown

Councillor A Finlay

Councillor K Hamilton

Councillor I Hibberd

Councillor P Hurst

Councillor J Lovell

Councillor J Neal

Councillor P Mutton

Councillor B Page

Councillor T Preston

Councillor I Richards

Councillor C Thom

Chairman

Vice-Chairman

### WARD

Winton

Dun Valley

Cupernham

Broughton and Stockbridge

St Mary's

North Baddesley

Amport

Chilworth, Nursling and  
Rownhams

Harroway

Romsey Extra

Tadburn

Winton

Millway

Penton Bellinger

Harroway

Alamein

Abbey

Valley Park

# Overview & Scrutiny Committee

Monday, 26 June 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 24 May 2017
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 Away Day (15 minutes)
- 9 **PR and News Release in Test Valley Scoping** 5 - 7  
To consider the scoping document for the PR and News Releases within Test Valley and consider what lessons can be learnt about the way we communicate about procurement exercises arising from the experiences of the recent award of the Leisure Management Contract (20 mins).
- 10 **Call-In Referral** 8 - 20  
To consider any proposals arising from Cabinet's consideration of the Council's Call In procedure rules (20 mins)
- 11 **Work Programme** 21 - 34  
To enable Members to keep the Committee's future work programme under review (15 mins)

## **Briefing Notes - Previously Circulated**

- Car Park Management and Enforcement Policy
- Supporting (Troubled) Families Programme
- Key Business Risks
- Test Valley Partnership's Community Safety Priorities 2014/17

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 9 PR and News Release within Test Valley Scoping

Report of the Leader Member: (Portfolio: Leader)

**Recommended that the PR and News Release within Test Valley scoping template to be approved.**

**SUMMARY:**

- The Committee is requested to consider the draft scoping template for the PR and News Release within Test Valley Task and Finish Panel and comment thereon.

Background Papers (Local Government Act 1972 Section 100D)

Confidentiality

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

No of Annexes: one

Author: Councillor Cockaday Ext: 8014

File Ref:

Report to: OSCOM Date: 26 June 2017

**Annex**

**Test Valley Borough Council Overview & Scrutiny Committee  
Panel and Lead Member Reviews - Scoping Template**

1	<b>Corporate Priority/Service Area (may be more than one)</b>  Communications and Procurement
2	<b>Lead Member(s)/Chairman of Panel</b>  Councillor John Cockaday
3	<b>Portfolio Holder(s)</b>  Councillor P North
4	<b>Topic for Review</b>  To consider what lessons can be learnt about the way we communicate about procurement exercises arising from the experiences of the recent award of the Leisure Management Contract.
-	<b>Key Areas of Focus</b>  <ol style="list-style-type: none"> <li>1. Pre-procurement communication.</li> <li>2. What the legal constraints of the procurement process will allow in terms of communications.</li> <li>3. Communication to Borough Councillors and specifically what communication/opportunities for involvement occurred.</li> </ol>
6	<b>What will be developed or reviewed?</b>  Our approach to communication in the context of procurement exercises.
7	<b>Rationale – Why now/why at all?</b>  To ensure that the matter is considered whilst the Leisure Management procurement exercise is still fresh in people’s minds.
8	<b>Anticipated Benefits</b>  Opportunity to consider whether communication in the context of procurement exercises can be improved.
9	<b>Resource Implications</b>  Officer and member time to undertake the review.

10	<b>Are there any Partner Organisations involved in the Project?</b>  Reference may be made to the role of potential contractors in the communication process.
11	<b>Does the Project require Public Involvement?</b>  Reference will be made to feedback received from the public.
12	<b>Expected Outcomes: In 3 months (Progress or Full Report)</b>  Full report.
13	<b>How will the Project assist the achievement of a Corporate Priority or Priorities?</b>  n/a
14	<b>What do you want OSCOM to do now?</b>  Approve the scope of the review.

## ITEM 10

## Review of Call in Process

Report of the Corporate Director

### Recommended:

**To consider any proposals arising from Cabinet’s consideration of the attached report on the Council’s Call In procedure rules.**

#### SUMMARY:

- On 21 June 2017 Cabinet meet to consider OSCOM’s recommendations on the Council’s Call In procedure rules. The report of the Corporate Portfolio Holder is attached for information.

### 1 Introduction

- 1.1 OSCOM at its meeting on 22 March considered the recommendations from the task and finish group which met to review the Council’s Call in procedure rules (Annexes 2 and 3).
- 1.2 Cabinet will consider a response to the recommendations at its meeting on 21 June 2017.

### 2 Resource Implications

- 2.1 There are no resource implications arising from the recommendations in this report.

### 3 Legal Implications

- 3.1 The proposals contained within this report accord with the provisions of the Local Government Act 2000.

### 4 Conclusion

- 4.1 OSCOM are now requested to consider the proposals from Cabinet prior to onward submission to Council as necessary.



<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:	3		
Author:	Andy Ferrier	Ext:	
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	26 June 2017

## **Review of Call in Process - OSCOM Recommendations**

Report of the Corporate Portfolio Holder

### **Recommended that:**

**The proposals contained in the table in paragraph 2.3 of this report be referred to OSCOM for consideration.**

#### **SUMMARY**

- **An OSCOM task and finish group has met to review the Council's Call in procedure rules, contained within the Constitution. OSCOM, at its meeting in March 2017, endorsed the group's recommendations and referred them to Cabinet for consideration.**

### **1 Introduction**

- 1.1 A task and finish panel of OSCOM has carried out a review of the Council's Call in procedure rules, contained within the Constitution. Cabinet, at its meeting in April, asked that consideration of the proposals be made and a report be submitted to its June meeting.
- 1.2 The report that was presented to OSCOM is appended to this report for information.

### **2 OSCOM's Recommendations**

- 2.1 The Recommendations of OSCOM are as follows:
  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.

2.2 I am very grateful to OSCOM for undertaking the review of the Council's Call-in criteria. Having carefully considered the recommendations I feel able to propose the adoption of OSCOM's recommendations subject to amendments to Recommendations 2 and 3. I have outlined my views below, adjacent to the individual OSCOM recommendations:

2.3

<b>OSCOM recommendation</b>	<b>Portfolio Holder's comments</b>
<p>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.</p>	<p>I am fully supportive of this proposal.</p>
<p>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.</p>	<p>I consider that the participation of OSCOM members at Cabinet meetings is to be welcomed. Convention currently allows for any member of the Council to address Cabinet, at the invitation of the Chairman. It is standard practice that the Chairman's permission is sought prior to the commencement of the meeting. In the normal course of events non-Cabinet members are invited to address Cabinet at the beginning of consideration of the item in question. As a result, I suggest that OSCOM is advised that the current arrangements already allow for Overview and Scrutiny members to speak to agenda items and that these provisions remain satisfactory, in Cabinet's view.</p>

<p>3. To amend the Call In threshold and criteria as follows:</p> <p>(a) <b>'Call-in' by whom</b></p> <p><b>It is proposed to delete the following text:</b></p> <p>“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.”</p>	<p>I am fully supportive of the proposal to delete this paragraph from the Constitution in order to simplify the Call-in arrangements.</p>
<p>4. (continued)</p> <p>To amend the Call In threshold and criteria by adding in the following text highlighted in red italics:</p> <p>c) <b>'Call-in' Criteria</b>  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:</p> <ul style="list-style-type: none"> <li>(i) the decision has been made without compliance to Standing Orders;</li> <li>(ii) the decision is outside the Terms of Reference of <i>the Cabinet or the delegated authority of the decision maker</i>.</li> <li>(iii) the decision is in conflict with existing policy or the Corporate Plan;</li> <li>(iv) there is no budget, or insufficient budget provision to implement <i>the decision</i>;</li> </ul>	<p>I am supportive of these proposed textual amendments. They seek to highlight that in addition to Cabinet, Portfolio Holders and officers may from time to time also make “executive decisions” which are subject to Call-in under legislative provisions.</p> <p>Other references (in Paragraph 15 of the threshold and criteria chapter in Part 4 of the Constitution) which currently only refer to Cabinet will also require amendment to take into account that Portfolio Holders and officers may also make “executive decisions”. Specifically these are in the first line of paragraph 15 (b) and the first line of paragraph 15 (c).</p>

<p>5. (continued) To amend the Call In threshold and criteria as follows:</p> <p>Delete the following:</p> <p><i>“(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.”</i></p> <p>Replace with the following</p> <p><i>“(v) That the information contained within the report and/or the process leading to the decision, was incomplete or inaccurate.”</i></p>	<p>It is the responsibility of the Monitoring Officer to decide whether a request falls within the Call-in criteria. I consider that the additional words proposed by OSCOM, namely that the “...process leading to the decision was incomplete or inaccurate” would make it very difficult for the Monitoring Officer to decide whether a request falls within the Call-in criteria or not as they do not provide a framework for decision. As a result I suggest, as an alternative, the inclusion of the following:</p> <p><b><i>“(v) That the information contained within the report leading to the decision was incomplete or inaccurate or that the process leading to the decision did not comply with the relevant legal requirements.”</i></b></p> <p>The advantage of my proposed amendment to OSCOM’s wording is that the Monitoring Officer will be able to decide whether the process leading to a decision was satisfactory by considering it in the context of the relevant legislative framework.</p>
<p>4. To approve the Call In form as set out in the Annex to the report.</p>	<p>I am supportive of this proposal.</p>

### Resource Implications

- 2.4 There are no resource implications arising from the recommendations in this report.

### 3 Legal Implications

- 3.1 The proposals contained within this report accord with the provisions of Local Government Act 2000.

#### 4 Conclusions

- 4.1 I have now had the opportunity to consider OSCOM's proposals in respect of the Council's Call-in procedure rules. As a result of this consideration, I have formulated the recommendations contained in this report as a proposed Cabinet response to OSCOM. I commend them to Cabinet for endorsement and suggest that they are referred to OSCOM in the first instance, prior to onward submission to Council as necessary.

<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:	1	File Ref:	
(Portfolio: Corporate) Councillor Flood			
Officer:	Andrew Ferrier	Ext:	8121
Report to:	Cabinet	Date:	21 June 2017

## 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 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 the information contained within the report and/or the process leading to the decision, was incomplete or inaccurate.	
Does not meet criteria		

**ITEM 11**

**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 June 2017

**OVERVIEW & SCRUTINY WORK PROGRAMME 2017/18**

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>2017</b>				
<b>26 JUNE (ANDOVER)</b>				
Round table discussion on cost of postage and printing within the Council	2	Committee	Look at the costs of postage and printing within the Council ( <b>Interim Democratic Services Manager</b> )	Ascertain whether there is a more cost effective way of dealing with the problem of agenda size and costs.
<b>26 JULY (ROMSEY)</b>				
Round table discussion Web Strategy	2	Committee	Look at the TVBC Web site and look at the strategy that is being applied to the site, decide if the web site is up to date and if it is fit for purpose and consider any other ideas that could be incorporated within the Web site ( <b>Head of Communications</b> )	Check the Web Site is fit for purpose, is offering the public a meaningful method of accessing the information required and look at the various other ideas that could come forward to help enhance the web site.
CIL	2	Committee	To look at the new CIL arrangements and how its working ( <b>Planning Policy Manager</b> ) (20 mins)	Ensure the new CIL scheme is working properly and ascertain any problems that are there unforeseen or otherwise.
Garden Waste Collection Service	2	Committee	Look at the performance of the garden waste collection scheme. Make sure it is fit for purpose and numbers are not dropping. Look at Recycling rate for garden waste etc ( <b>Head of Environmental Health</b> ) (20 mins)	Make sure garden waste system is working to desired criteria. Ensure numbers are kept up and profitable.
<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</b> ) (20 mins)	Look at what is being proposed, how this is going to work and costings. What more do we expect to do during the next 12months.

\* Scrutiny Indicator Key:

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

Test Valley Borough Council – Overview and Scrutiny Committee – 26 June 2017

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<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. To look at the way the contract was allocated with a view to localism and finances etc. <b>(Head of Community and Leisure) (20 mins)</b>	Make sure the contract was allocated professionally with the best outcome for Test Valley and staff of the Leisure Centres.
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
<b>2018</b>				
<b>22 JANUARY (ROMSEY)</b>				
Budget Strategy Update	1	Committee	To check the results of the Budget Panel chaired by the Vice Chairman and make sure all is satisfactory <b>(Vice-Chairman) (20 mins)</b>	Make sure the budget is fit for purpose and no large increases unless justified
<b>21 FEBRUARY (ANDOVER)</b>				
Round table discussion Romsey Future update				
<b>21 MARCH (ROMSEY)</b>				
Presentation on Local Policing	5	Committee	Chief Inspector to attend to discuss progress with local policing in Test Valley.	Look at figures for crime and disorder within Test Valley and look for any change in percentages and if so why.

\* Scrutiny Indicator Key:

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

Test Valley Borough Council – Overview and Scrutiny Committee – 26 June 2017

<b>25 APRIL (ANDOVER)</b>				
Chairman's Draft Annual Briefing	2	Committee	To consider the Chairman's draft Annual Briefing prior to being submitted to Council <b>(Cllr Lynn) (15 mins)</b>	Check the draft letter from the Chairman is detailing the actions of the Committee and the outcomes.
<b>23 MAY (ANDOVER)</b>				
Safeguarding Children & Vulnerable Adults	3	Committee	To look at the policy of safeguarding adults and children <b>(Head of Community and Leisure) (20 mins)</b>	Check on the progress that the policy is having in the borough and look at any shortfalls etc.
Chairman's Final Annual Briefing	2	Committee	To consider the Chairman's final Annual Briefing prior to being submitted to Council. <b>(Cllr Lynn) (15 mins)</b>	Finalise and agree the Chairman's Annual Briefing.
Andover Vision	3	Committee	Look at the Andover Vision and how far it has developed. <b>(Chief Executive) (20 mins)</b>	What impact will the Vision have on Andover and it's economy and finances and how will it affect the public of the town.
<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) (20 mins)</b>	To comment and make recommendations
Briefing on Devolution (full report)	5	Committee	Presentation on Devolution <b>(20 mins)</b>	To comment and make recommendations

\* Scrutiny Indicator Key:

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



**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)	6 April 2017
<b>March</b>	Car Park Management (Engineering and Transport Manager) Affordable Housing Update (Head of Housing)	18 May 2017 3 March 2017
<b>April</b>	Ways in which the vibrancy of the Town Centre can be measured (Economic Development Manager)	31 March 2017
<b>June</b>	Risk Management (Principal Auditor) Equalities Scheme (Corporate Director) Art Strategy including Public Art Commissions (Head of Community and Leisure)	12 June 2017
<b>July</b>	Complaints Handling (Complaints and Improvements Officer) Andover Magistrates Court (Corporate Director) Community Toilet Scheme (Corporate Director) The role of Licensing in Test Valley (Licensing Manager)	
<b>August</b>	Supporting families update (Community Manager) Crime and Disorder update (Community Engagement Manager – Community Safety)	12 June 2017 13 June 2017
<b>October</b>	Shared Services Update (Corporate Director) Community Engagement (Community Engagement Manager)	
<b>2018</b>		
<b>January</b>	Accommodation Review (Corporate Director) Recycling (Head of Environmental Services)	

\* Scrutiny Indicator Key:

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

Test Valley Borough Council – Overview and Scrutiny Committee – 26 June 2017

<b>March</b>	Affordable Housing Update (Head of Housing and Environmental Health)	
<b>April</b>	Glass Recycling (Head of Environmental Services)	
<b>Date to be agreed</b>		
	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
------------------------	----------------------------	-------------------	------------------------	-----------------------

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 Panel	Councillor Hibberd	Meeting to review where the previous panel got to and discuss any other work that may be required and produce a scoping report.	Membership to be agreed on 24 May 2017
Public Involvement Panel	Councillor Baverstock	Meeting to be arranged	
Review of Call In Process	Councillor C Dowden	Recommendations to Cabinet on 19 April 2017	
What lessons can be learnt from the Leisure Centre contract	Councillor J Cockaday	<p>There are now five councillors on the panel for the leisure contract, Cllr P Hurst, Cllr T Preston, Cllr I Richards, Cllr P Mutton and myself.</p> <p>The review will consider.</p> <ol style="list-style-type: none"> <li>1 Pre-procurement communication.</li> <li>2 What the legal constraints of the procurement process will allow in terms of communications.</li> <li>3 Communication to Borough Councillors and specifically what communication/opportunities for involvement occurred.</li> </ol>	



# 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 – 26 June 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)	Sustainability Appraisal Scoping Report	No	Cabinet	No	Report of the Planning Portfolio Holder	Corporate Director	10 Apr 2017
21 Jun 17 (A)	Test Valley Local Development Scheme	Yes	Council	No	Report of the Planning Portfolio Holder	Head of Planning Policy	22 May 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)	Andover town centre Business Improvement District (BID) Ballot consultancy support	Yes	Cabinet	No	Report of the Economic Development and Tourism Portfolio Holder	Head of Estates and Economic Development	25 May 2017
21 Jun 17 (A)	Annual Governance Statement	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	22 May 2017

Test Valley Borough Council – Overview and Scrutiny Committee – 26 June 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 Finance Portfolio Holder	Head of Finance	7 March 2017
21 Jun 17 (A)	Treasury Management Review	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	7 March 2017
21 Jun 17 (A)	Capital Outturn	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	7 March 2017
21 Jun 17 (A)	Asset Management Outturn	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	22 May 2017
21 Jun 17 (A)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 March 2017

Test Valley Borough Council – Overview and Scrutiny Committee – 26 June 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)	Project Enterprise Outturn Report	No	Council	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	22 May 2017
21 Jun 17 (A)	Call-In Referral	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic	28 Apr 2017
21 Jun 17 (A)	Revised Arrangements	No	Cabinet	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic	22 May 2017
21 Jun 17 (A)	Corporate Action Plan Year 3	Yes	Cabinet	No	Report of the Corporate Portfolio Holder	Corporate Director	2 Feb 2017
19 July 17 (R)	Business Rates Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	6 June 2017



Test Valley Borough Council – Overview and Scrutiny Committee – 26 June 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
19 July 17 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	22 May 2017
18 Oct 17 (A)	Sustainability Appraisal Scoping Report	No	Cabinet	No	Report of the Planning Portfolio Holder	Head of Planning Policy	6 June 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>
17 May 17 (A)	Sustainability Appraisal Scoping Report	Moved to 21 Jun 17	To allow for additional time to source and analyse data	Planning Officer	20 April 2017
21 Jun 17 (A)	Andover Vision	Deleted	Following consultation with the Leader, this report will be presented directly to Full Council	Policy Manager	17 May 2017