

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

|   | *Scrutiny Indicator | Requested by | Purpose of Report<br>(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

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|---|---------------------|--------------|--|---|
| <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,<br><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.<br><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<br><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<br><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<br><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<br><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<br><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.             |

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| <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  |

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**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)<br>Andover Levy (Accountancy Manager)   | 24 October 2016<br>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)<br>Affordable Housing Update (Head of Housing)  | 18 May 2017<br>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)<br>Equalities Scheme (Corporate Director)<br>Art Strategy including Public Art Commissions (Head of Community and Leisure)  | 12 June 2017                       |
| <b>July</b>       | Complaints Handling (Complaints and Improvements Officer)<br>Andover Magistrates Court (Corporate Director)<br>Community Toilet Scheme (Corporate Director)<br>The role of Licensing in Test Valley (Licensing Manager) |                                    |
| <b>August</b>     | Supporting families update (Community Manager)<br>Crime and Disorder update (Community Engagement Manager – Community Safety)   | 12 June 2017<br>13 June 2017       |
| <b>October</b>    | Shared Services Update (Corporate Director)<br>Community Engagement (Community Engagement Manager)  |                                    |
| <b>2018</b>       |   |                                    |
| <b>January</b>    | Accommodation Review (Corporate Director)<br>Recycling (Head of Environmental Services)   |                                    |

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|                          |  |  |
|--------------------------|--|--|
| <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<br>Community Infrastructure Levy     |  |

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