

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

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>2017</b>				
<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>	Look at what is being proposed, how this is going to work and costings. What more do we expect to do during the next 12 months.
Complaints Handling	2	Committee	To look at the trends within the complaints to TVBC, ascertain whether complaints are increasing or decreasing if so why and to detail the areas of largest complaints and why <b>(Complaints and Communications Officer) (20 mins)</b>	Make sure TVBC is working within the set boundaries for complaints and make sure that complaints are kept to a minimum.
<b>25 OCTOBER (ANDOVER)</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) (20 mins)</b>	Ensure the new CIL scheme is working properly and ascertain any problems that are there unforeseen or otherwise.

\* 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 – 20 September 2017

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Communications and Procurement Panel	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>(Lead Member Cllr Cockaday) (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>				
Waste Strategy	3	Committee	A general update on waste and recycling in the Borough, <b>(Head of Environmental Services)</b>	To consider performance and initiatives and ask questions and make comments.
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

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<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.
<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.

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Test Valley Borough Council – Overview and Scrutiny Committee – 20 September 2017

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<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 (20 mins)	To comment and make recommendations

**BRIEFING NOTES**

2016		Date Circulated
<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

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<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 25 July 2017
<b>July</b>	Andover Magistrates Court (Corporate Director) Community Toilet Scheme (Corporate Director) The role of Licensing in Test Valley (Licensing Manager)	25 July 2017
<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)	
<b>March</b>	Affordable Housing Update (Head of Housing and Environmental Health)	
<b>April</b>	Glass Recycling (Head of Environmental Services)	
<b>June</b>	Test Valley Partnership Annual Review Risk Management (Principal Auditor)	
<b>July</b>	Complaints Handling (Complaints and Improvements Officer)	
<b>Date to be agreed</b>		
	Hampshire County Waste Strategy	

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