

Notice of Meeting

Overview & Scrutiny Committee

Date: Wednesday, 20 December 2017

Time: 17:30

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

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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

Wednesday, 20 December 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 November 2017
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 **Waste Strategy Report** 5 - 25
To introduce the Waste Strategy 2018-2023 and invite comment and endorsement before final approval by Cabinet in January 2018 (20 minutes)
- 9 **CTS Scheme Report** 26 - 34
Review of Council Tax Support Scheme for 2019/20 (20 minutes)
- 10 **Work Programme Report** 35 - 49
To enable Members to keep the Committee's future work programme under review (10 minutes)

Briefing Notes - Previously Circulated

- Flytipping Discussion
- Housing Discussion

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

Waste Strategy 2018 - 2023

Report of the Head of Environmental Services (Portfolio: Environmental)

Recommended:

That the committee review and endorse the Waste Strategy 2018 - 2023.

SUMMARY:

The following report introduces the Waste Strategy 2018 – 2023 and invites comment and endorsement before final approval by Cabinet in January 2018

1 Introduction

- 1.1 The Council's Corporate Plan 2015-19 states within its key priority 'Enjoy: the natural and built environment' that over the next four years and beyond, it will invest in 'increasing recycling and reducing the amount of household waste'. Furthermore the plan specifically states 'We will undertake a full review of our Waste Strategy, which will consider all the options and costs for how we could increase current levels of recycling.'
- 1.2 The purpose of this report is to introduce the Waste Strategy 2018 – 2023 and invite comment and endorsement before final approval by Cabinet in January 2018.

2 Background

- 2.1 Whilst there is no requirement to have a strategy for waste it is helpful to demonstrate to those interested that we have a route map and a desire to improve the services we offer to residents.
- 2.2 Developing the strategy also provides a platform for explaining the journey of waste within Test Valley over the years, highlighting to the reader that dimension and scale of the provision of services is an evolution over a considerable period of time and not something that appears overnight.

3 Consultations

- 3.1 In preparing the strategy a range of consultation has been carried out with stakeholders. Initially during 2013 and again in 2015, community consultations were conducted, originally as part of the launch of Recycling Stars and latterly, as part of WasteWise – a project led by ResearchBods. Residents were given the opportunity to share their opinions on a variety of waste related topics.

- 3.2 In addition to the borough specific consultation detailed above, during 2015/16, IPSOS MORI also carried out a satisfaction survey on behalf of Hampshire County Council.
- 3.3 A Management Team (OMT) workshop was held during October 2016 where views and ideas were sought. A similar session was held for Councillors during November 2016.

4 Hampshire Waste Partnership Review

- 4.1 In tandem with developing the strategy has been a higher level Hampshire-wide review of waste and recycling, now commonly referred to as the Hampshire Waste Partnership (HWP). It is the outcome of this review that has added some delay in bringing our own strategy forward.
- 4.2 The primary outcome of the HWP review has recently been approved by council leaders and Chief Executives and this extends to the development of a detailed business case for a building a 'Super' Materials Recovery Facility that will have the ability to sort mixed plastics (pots, tubs and trays). The plan is to replace two existing facilities with one facility.
- 4.3 A further outcome of the HWP review, being funded by HCC, is the development of a Behaviour Insights project aimed at engaging with residents in order to minimise waste, increase recycling, and reduce contamination.

5 The Waste Strategy

- 5.1 The intended audience for the strategy is broad and applies to anyone who has an interest in waste collection and recycling in Test Valley. This broad audience has been very much taken into account during the preparation of the strategy where the final document is deliberately not technical.
- 5.2 The strategy and the subsequent action plan are mindful of the quality of service that residents currently enjoy within Test Valley and takes into account the financial constraints the council has to significantly develop, change or introduce new services.
- 5.3 The strategy itself takes on a natural flow through setting the local and national context; highlighting the borough's waste journey over time; giving an insight into service performance; culminating into a section that considers the ideas and suggestions that were raised during consultations.
- 5.4 For each idea and suggestion the strategy either carefully dismisses the suggestion, with reason, or indicates that if this is something worth further consideration.
- 5.5 The final section is a concise action plan with realistic and deliverable projects. In the main, the largest area of influence is within behavioural change arena where we will look to engage with residents in order to improve what they do in terms of waste minimisation, increased recycling and reduced contamination.

5.6 Currently there are no costs associated with the action plan. The level of activity will determine business cases for which further approval will be sought – if indeed required.

6 Conclusion

6.1 The Waste Strategy is fully supportable. It describes the waste journey and highlights significant areas of service change and improvement over time and set outs ways that the service can be improved in terms of increased recycling and waste minimisation. The document itself does not commit the council to any additional expenditure.

<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	File Ref:	
(Portfolio: Environmental) Councillor Stallard			
Officer:	Paul Wykes	Ext:	8351
Report to:	OSCOM	Date:	20 December 2017

WASTE STRATEGY 2018-2023



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FOREWORD BY COUNCILLOR GRAHAM STALLARD, ENVIRONMENTAL PORTFOLIO HOLDER

The Council's waste collection service is rightly applauded by many of our residents and our members. More than 53,500 properties are visited weekly, nearly 3 million visits a year, with a very low percentage of missed bins. Costs have been contained, despite a substantial house building programme in Test Valley, by the effective reorganisation of rounds. The Council's home grown "Recycling Stars" initiative has high visibility, with particularly successful banner design competitions for Primary Schools. It has been my privilege to meet the winners of these competitions personally.

As a partner in Project Integra, we also share the success of Hampshire's low landfill percentage – one of the leading authorities in the UK in 2017, with only 6.14% of our waste going to landfill.

However, residents and members rightly ask tough questions about performance – what more could we do to increase our 33.1% recycling percentage, particularly with regard to the collection of recyclable material currently being put into black bins? It is because of these questions that we recognise that providing continuous improvement in respect of waste minimisation, reuse, recycling and composting is an important issue and a key priority for both residents and members.

The Council's Corporate Plan 2015-19 states within its key priority 'Enjoy: the natural and built environment' that over the next four years and beyond, it will invest in 'increasing recycling and reducing the amount of household waste'. Furthermore the plan specifically states 'We will undertake a full review of our Waste Strategy, which will consider all the options and costs for how we could increase current levels of recycling.'

This Waste Strategy therefore focuses on waste services within Test Valley and reviews the options available to develop the services offered even further.



INTRODUCTION

About Test Valley

Test Valley covers 62,758 hectares on the western-side of Hampshire. The borough contains more than 53,500 properties in a mixture of urban, semi-urban and rural areas. A large proportion of residents live in either Andover or Romsey. The population of the borough is estimated to be 123, 162.

The Environmental Service

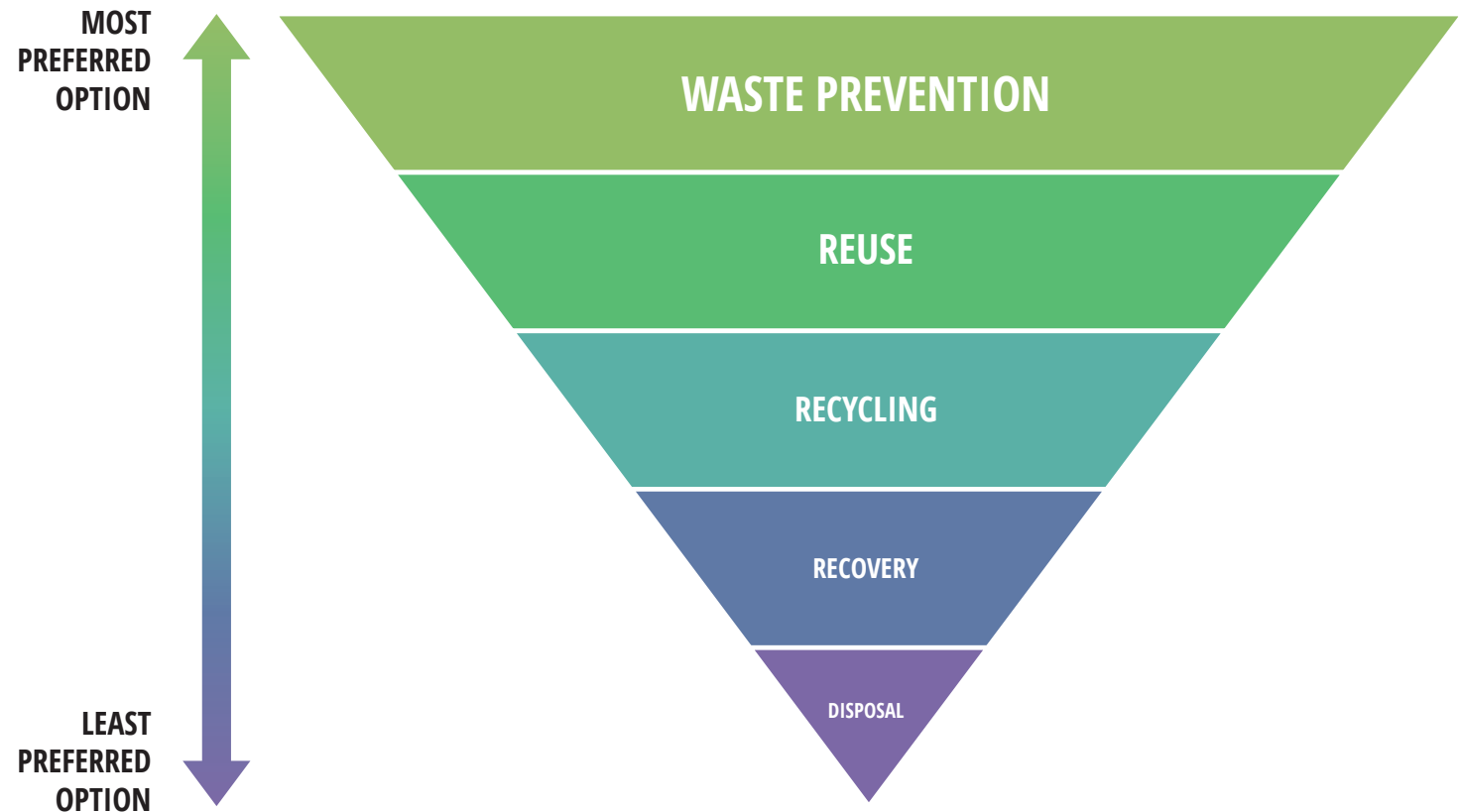
Located at Portway Depot, Andover and Bourne House Depot, Romsey, the Environmental Service is an in-house team providing the following direct frontline services:

- Waste and Recycling Collection
- Garden Waste Collection
- Street Cleansing
- Grounds Maintenance
- Transport Services

Being an 'in-house' service means we offer a reliable, high quality, and efficient service for the borough's residents. We are flexible, adaptable and we are in direct control of our operations.

WASTE HIERARCHY

The 'waste hierarchy' ranks waste management options according to what is best for the environment. It gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for re-use, then recycling, then recovery, and last of all disposal (e.g. landfill). The different options (in order of preference) are illustrated to the right:



THE WASTE HIERARCHY

WITHIN TEST VALLEY



In addition to the brown recycling bins and network of Local Recycling Centres, the Council also works with a range of partners in order to prevent, reduce and recycle waste before it gets to the recovery and disposal stages of the hierarchy.

These include Andover Day Services (aluminium foil recycling) and Salvation Army, Oxfam, Traid, Bag It Up and Byronswell (textiles, bric-a-brac, books and other media).

The Council also supports other community projects such as Andover Mind's Ugly Duckling which is a not for profit, furniture recycling and renovation project and the RDS Scrapbox in Andover.

WE LISTEN

We often get positive feedback, whether it be from daily feedback or through deliberate consultations. We know residents value the service they receive.

Customer Compliments

“Very impressed with the garden waste service and the guys that operate it. Very polite, helpful and pleasant.”

“Thank you for an excellent fun filled, fact finding evening, cubs and leaders learnt many new ways to recycle.”

“Excellent helpful service from start to finish.”

“Thank you very much for bringing Recycling Stars to the summer fete on Friday. The children really loved your stall it was so much fun and very informative!”

“I would like to thank you for the efficient bin collection service you run, I think your bin staff do a good job and are always helpful and polite. I also like your website - I always forget when is a brown/black/green bin day so a quick look on the website puts me right.”

Community Consultations

In 2013 and 2015, we carried out formal community consultations. Firstly as part of the launch of Recycling Stars and latterly, as part of Waste Wise – a project led by ResearchBods. Residents were given the opportunity to share their opinions on a variety of waste related topics.

In 2015/16, IPSOS MORI also carried out a satisfaction survey on behalf of Hampshire County Council. They found that with regards to the range of materials recycled, Hampshire residents were less satisfied (66.1%) than the national average (76.1%). They also found that Hampshire residents were less satisfied (64.6%) regarding the information on what can and can't be recycled, compared to the national average (70.3%). However, Hampshire residents were more satisfied with their collection (79.3%) compared to the national average (77.2%).

STRATEGIC CONTEXT

Local Context

Test Valley Borough Council is a Waste Collection Authority (WCA) with a statutory duty under the provisions of the Environmental Protection Act 1990 (as amended) to arrange for the collection of household waste in its area. The statutory duty does not prescribe the method of collection of household waste. The Council can consider options, therefore, in terms of the type and frequency of collections that are made available in the Borough.

Responsibility for waste management in England and Wales is split between the Environment Agency, as waste regulator, and local authorities in their roles as WCA and the Waste Disposal Authority (WDA). For Test Valley Borough Council, Hampshire County Council is the WDA and is responsible for ensuring provision for the disposal of all waste collected in their area by WCAs, providing facilities for householders to deposit their own waste and arranging for the disposal of this waste. Central Government has overall responsibility for setting waste management policy.

Since the formation of Project Integra (PI) in the 1990s, there has been a consistent mix of dry recyclables collected and sorted by Hampshire's WCAs and WDAs. PI has also worked to expand other recycling services and there is currently a fairly consistent waste collection service across Hampshire. Most authorities (9 out of 13) collect residual waste fortnightly in bins, and one of the two of the authorities that collect weekly, use sacks. Eight authorities collect glass at the kerbside (five do not) and all authorities collect garden waste fortnightly, and all except two charge for these collections.

National Context

Currently, the UK's recycling rate is 43% (2015/16). EU states currently have a target (set in the revised Waste Framework Directive) of achieving 50% recycling rates by 2020. The rate at which the recycling is currently increasing will not enable the UK to meet this target and this could lead to fines for the UK Government. Under the terms of Section 48 of the Localism Act, these fines could be passed to LAs, although Defra have not confirmed that this will be the case and there is no clear mechanism for how this would work in practice. Furthermore, a new legislative package on waste may also come into force before the UK's departure from the EU. A new common EU target is being proposed - recycling 65% of municipal waste by 2030.

PROJECT INTEGRA

We are a partner in Project Integra (PI). PI is the partnership of:

- the 11 district/borough authorities in Hampshire
- Hampshire County Council
- the unitary authorities of Portsmouth and Southampton
- Veolia Environmental Services (VES), the integrated waste management contractor

All partners work together to provide an integrated solution to Hampshire's municipal waste. Project Integra has won many awards and commendations for its work in the field of refuse and recycling. In 2000, it was awarded Beacon Council status for 'Working in Partnership'.

INFRASTRUCTURE

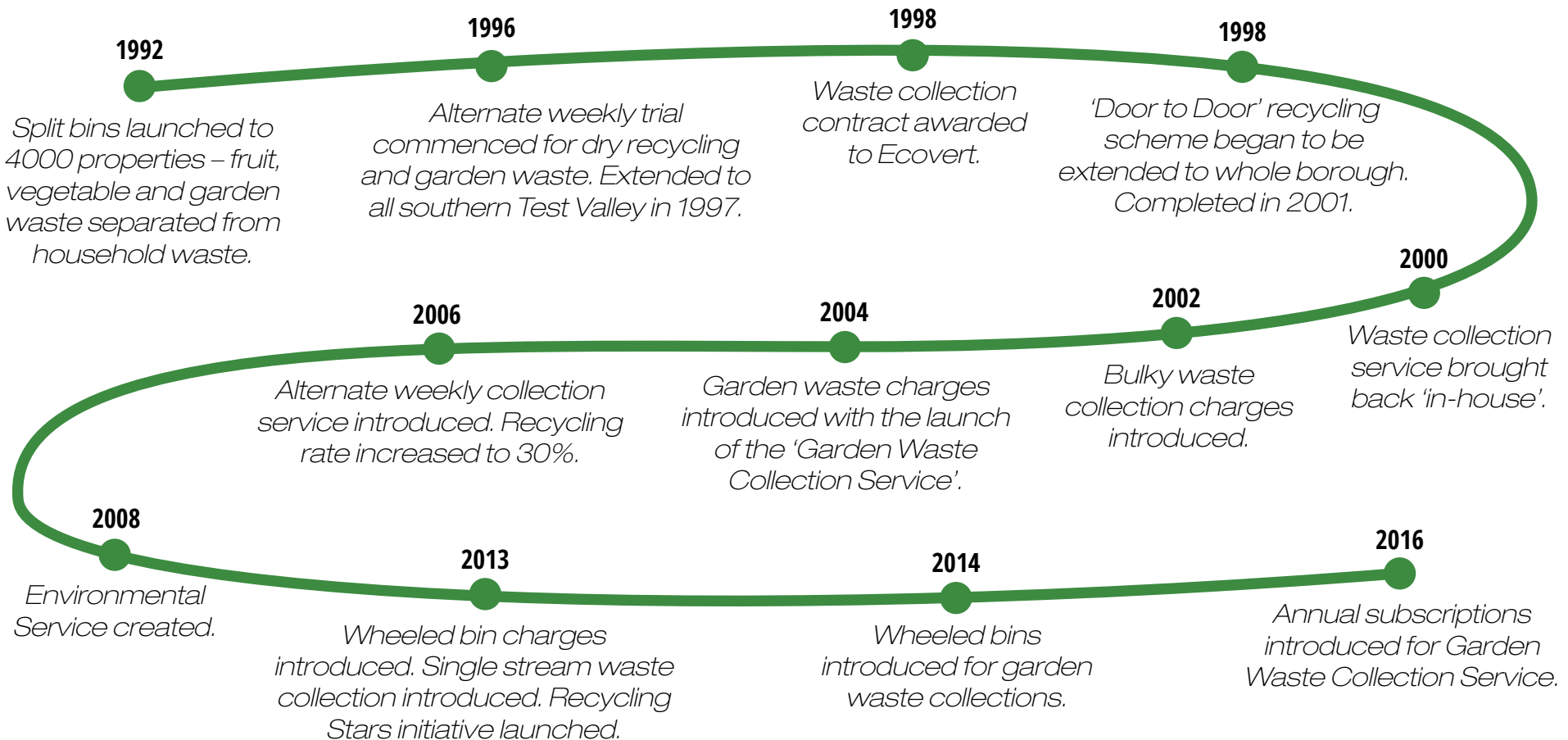
- 8 transfer stations. The sites at Harewood and Otterbourne are used by Test Valley Borough Council.
- 2 Materials Recovery Facilities located in Portsmouth and Alton. These are where recyclable materials are sorted before they are sent for reprocessing.
- 2 composting sites which process garden waste into Pro-Grow soil conditioner.
- 3 Energy Recovery Facilities located in Chineham, Portsmouth and Southampton.
- 26 Household Waste Recycling Centres.

“What happens to the collected materials is what interests me”

OUR WASTE JOURNEY IN TEST VALLEY

Waste service provision is normally a case of evolution over a period time and not something that happens overnight. Changes in service provision can come about primarily as a result of changes in legislation and funding.

Here is a brief history of waste in Test Valley:



WHAT DO WE DO

We operate thirteen waste collection rounds collecting household waste and recyclable materials, alternating each week.

In 2016/17 we collected nearly 24,500 tonnes of household waste from the black bins and nearly 8000 tonnes of recyclable material from the brown bins. Once this material had been sorted at the Materials Recovery Facility, over 1000 tonnes was rejected. This rejected material (a mixture of household waste and items we cannot recycle) had to be disposed of in a landfill site or burnt at one of the county's Energy from Waste facilities instead. Recycling bin contamination is becoming an increasing issue throughout Hampshire. Within Test Valley we have put measures in place to try and reduce this and we are closely monitoring our levels of contamination.

We also provide garden waste; bulky waste and clinical waste collections. The Garden Waste Collection Service is a popular service with more than 12,500 households subscribing annually, contributing over 7% to the borough's 33.1% recycling rate (2016/17).

We maintain a network of over 100 local recycling centres which collect a variety of materials: glass bottles and jars, textiles, media and books, cartons, aluminium foil. In 2016/17, we collected more than 2,500 tonnes of glass for recycling.

We also clean the borough's streets and the material we collect (litter, detritus, leaves etc.) all negatively counts within our recycling rate calculations. In 2016/17, nearly 2,500 tonnes of street cleansing material was included in the calculation.

“It's good that you can have two recycling bins emptied each time”





BEHAVIOURAL CHANGE

The Recycling Stars initiative was launched in 2013. It was initially led by a project team consisting of officers from a variety of services including representatives from Customer Services; the Chief Executive's Policy Team and Communications Team and the Environmental Service. The team was also joined by the OSCOM lead on the Environment and the Portfolio Holder for the Environment.

The aim of the project team was to work together to review the council's approach to recycling awareness and to revise the approach, where necessary, in order to bring about improvement in performance. The overall aims of the project were to:

- Increase awareness
- Increase participation
- Minimise waste
- Decrease contamination
- Increase recycling rate

The Recycling Stars initiative, which is now led by the Environmental Service, focusses on promoting our current services. It does not deal with increasing recycling through the introduction of further collection services or materials.

Changing recycling behaviours is key to Recycling Stars' success. We are achieving this in a number of ways such as providing informative bin stickers, hangers, tags and postcards. A comprehensive recycling guide has also been created and the team attend a number of events during the year ensuring the initiative remains high profile. Engaging with and supporting local groups, organisations, businesses and schools is also key to our success. Recycling Stars also maintains a high profile on social media with its own Facebook page, with over 1000 likes. Recycling Stars also has its own supporters network, with over fifty parish councils, schools, community groups and businesses participating – spreading the recycling messages further afield.

HOW ARE WE DOING?

We monitor our recycling rate on a quarterly basis, and our figure is published annually.

The recycling rate is the percentage of household waste arisings which have been sent by the authority for reuse, recycling, composting or anaerobic digestion. It is important to note that the indicator is calculated using all of our collected waste and therefore includes both domestic and street cleansing waste (excluding fly tipped waste). Consequently, the more street cleansing waste that is collected, the more our recycling rate is negatively affected.

This chart shows the most recent recycling rates of local authorities in Hampshire.

Improving our recycling rate

Our waste collection teams regularly check the brown recycling bins to make sure they are free from non-recyclable items, known as contaminants. These can include general household waste, glass, plastic food packaging and plastic carrier bags etc. Within Project Integra, the average contamination

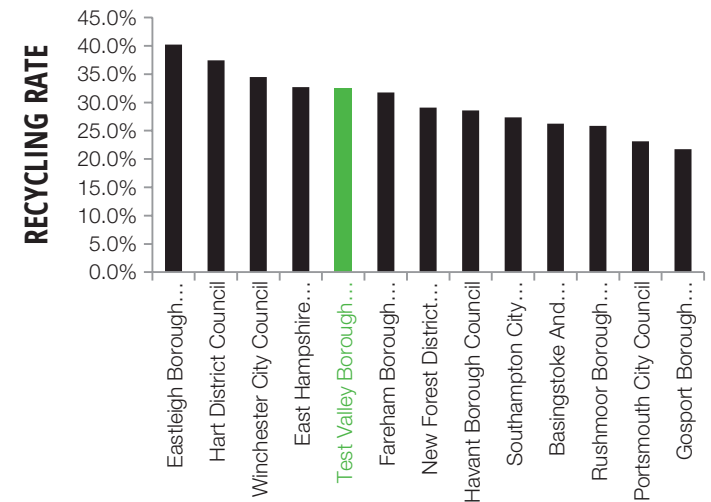
rate is currently 12.89% (April to August 2017) and Test Valley's rate is 11.95%. Unfortunately the rate is increasing, which has implications on the quality and value of the material collected. Disposal costs also increase – in fact dealing with contamination costs Hampshire County Council £1.2 million each year.

Hampshire County Council has been lobbying the Government to change the recycling rate performance indicator to include Incinerator Bottom Ash (IBA) Aggregate. This material, which is a by-product as a result of burning waste using ERFs, would increase recycling rates by around 10% if it could be included.

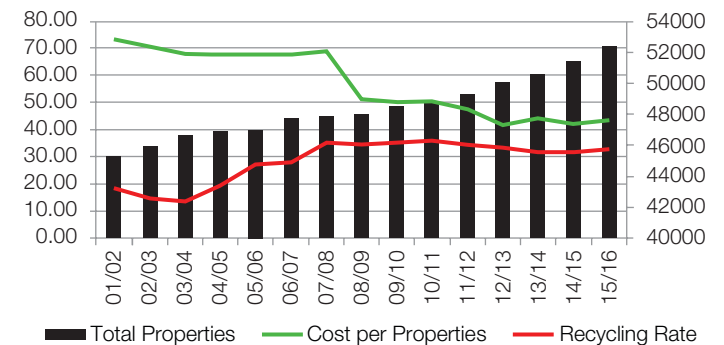
Improved overall performance

This chart clearly demonstrates the improved performance in terms of cost and how we have absorbed an extraordinary increase in housing numbers over recent years at the same time as significantly reducing costs. It also shows how the recycling rate, which increased until 2007/08, has since plateaued.

HAMPSHIRE AUTHORITIES RECYCLING RATE 2015-16



WASTE PERFORMANCE OVER TIME



THE CHALLENGE

In recent years, our recycling rate has remained fairly constant and our contamination rate is increasing. Residents are asking for an improvement in the materials that are collected and nationally, other authorities are achieving better results. The challenge for Test Valley Borough Council and its partners is to increase the capture rate of materials at the same time as reducing the level of contamination.

In addition to the challenges we face around increasing the quality and the amount that that is recycled, we have the added pressure of delivering high quality services to an ever increasing population. Over the last four years 4,000 properties have been built within the borough and this rate of increase is set to continue for years to come.

NEXT STEPS

In 2015, the Project Integra partnership identified a need to look at potential changes to the waste collection and treatment infrastructure to increase efficiency and to capture and manage the additional recyclable material that goes to the Energy Recovery Facilities (ERFs). In 2016, the partnership then determined that the following should be considered:

- Revisions of the MRFs to include pots, tubs, trays and cartons;
- A joint communications and behavioural change campaign and
- The development of a framework for improved glass collection.

In 2017, the partnership supported the business case for a new single Super Material Recycling Facility (SMRF) with an expanded range of recyclables to include pots, tubs, trays and cartons. In addition, Hampshire County Council appointed a behavioural insights agency to commence working on a communications and behavioural change campaign and it was agreed that countywide glass collections will be a long-term aim.

The partnership has also implemented a refreshed Waste Prevention Plan for the period 2017-19. The aim of the plan is to further reduce waste generation levels within Hampshire, to be in line with the England average and to reduce expenditure and increase income regarding the management of waste.

THE WASTE STRATEGY - DEVELOPING OUR FUTURE OPTIONS

When developing future options there are three broad areas to consider:

- Service Change
- Behavioural Change
- Policy Change

Service change broadly means changes to the material mix or collection systems. The outcome of the recent Project Integra review has broadly dealt with this aspect.

Behavioural change refers to the transformation of a person's conduct and activities. In this context it centres on what we can do with residents to improve their understanding and approach to recycling.

With regards to policy change, the council has a range of waste related policies that have been developed over time. The policies relate to collection frequency, bin sizes, charges, restrictions and concessions. For example, extra bin capacity and assisted collections and these could be reconsidered.

Following consultation with, the public (Recycling Stars survey and focus groups, Waste Wise online community and Hampshire County Council's IPSOS MORI survey), staff and councillors, looking at what our neighbours and similar local authorities do, and taking account of best practice a number of options and ideas have been produced.





THE OPTIONS

We could consider introducing an Incentive or Rewards Programme. Research suggests a simple incentive scheme, similar to that run by neighbouring authorities, would be easy to introduce and could result in an immediate effect with positive stories and improved participation and quality of materials. Careful consideration would need to be given to the types of prizes issued each time.

Our consultations suggested that a Kerbside Food Waste Collection Service could be introduced. However, introducing such a service borough wide would have significant capital and revenue cost implications, and is therefore beyond any existing budget. Consideration should also be given to the sustainability of the yield as such schemes are known to produce diminishing returns as households reduce the food waste they produce.

A gap analysis has been carried out to identify new locations for our network of Local Recycling Centres. Gaps were identified in two village locations. We will aim to identify locations for LRCs in these villages, and in particular for glass banks. Our consultations also proposed the use

of Mobile Local Recycling Centres, however our gap analysis revealed that there is sufficient coverage and these would not be of any benefit.

An innovative idea proposed by our consultations was to provide Free Storage / Sorting Options for Homes. Options could include bags or small bins to help householders sort their waste within the home. Consideration would need to be given as to the style of container offered and whether it would be offered free or subsidised.

On a similar theme, our consultations suggested we review Home Composting. The Council currently offers compost bins at a discounted rate through a Hampshire partnership with getcomposting.com. We could consider further promotions of these discounted bins, or organise big sales with compost bin manufacturers.

Garden waste was also considered with a view of providing a Free Collection of Garden Waste. In doing so, we would increase our recycling rate to an estimated 40%, however, we would lose all of our income and there would be extra capital and revenue cost implications for the council. Furthermore, within Hampshire, a high quality

material is collected and Pro-Grow, an organic soil conditioner is produced. It is important to note that our collected material could have increased contamination if such a scheme were to be introduced.

We could consider the introduction of Swap Shops but due to the popularity of online selling sites, they will derive little benefit for us. Such activities could be run on a small scale by communities as part of bigger events.

Our consultations proposed a Review of Collection Frequency (Three Weekly) but reduced frequencies would mean food waste and nappy waste collections would have to be arranged on a weekly basis with associated additional costs.

Our consultations also proposed a Review of Bin Sizes and Bin Charges. For alternate weekly collections, research suggests that a 240 litre capacity bin is usually the standard size. This is the standard bin size for Test Valley. Within Hampshire, only Eastleigh BC provides smaller bins at 180 litres, but they provide weekly food waste collections, thus reducing the amount of waste that needs to go in their household waste bins. We have made recent changes to differentiate the costs between household waste and recycling bins and compared to the rest of Hampshire our bin charges are fair.

To improve our communications, we could consider Targeted Behaviour Change Campaigns using a customer insight tool such as Acorn. This would mean we could produce tailor made campaigns with the aim of increasing participation and improving the quality of the recycling we collect.

Our consultations touched on proposals considered by the Project Integra review such as a Kerbside Collection of Mixed Plastics (Pots, Tubs and Trays) and a Communications Campaign. As the outcome of the Project Integra review is known, we will work with our partners to progress these proposals to implementation. Our consultations also suggested Kerbside Glass Collections which has also been considered by the Project Integra review and will form a future project.

Finally, our consultations suggested a Kerbside Collection of Other Materials (WEEE, Textiles, Batteries). Such collections are carried out by other local authorities. For such a scheme to be a success within Test Valley, our collection vehicles would need to be reviewed to identify whether they can safely carry containers to hold these materials.



WASTE STRATEGY – THE ACTION PLAN

This Action Plan contains all of the viable options and ideas put forward through the consultations. We will consider and develop each of these ideas where possible and where they may also involve a cost, a separate business case will be created for necessary approval.

IDEA	BRIEF PLAN	EXPECTED OUTCOMES	MEASUREMENT OF SUCCESS	POTENTIAL TIMESCALE
Incentive / Rewards Programme	Design a Recycling Stars reward programme with monthly prizes.	Improved participation Greater brand awareness Improved recycling rate Improved contamination rate	Recycling Rate Contamination Rate MAF analysis	Can commence within a few months. Would be managed by the Waste and Recycling Officer.
Targeted Behaviour Change Campaigns	Create tailor made campaigns using Acorn customer insight tool	Improved localised participation and recycling rate Improved contamination rate	Recycling Rate Contamination Rate MAF analysis Customer satisfaction	Can commence within a few months. Would be managed by a project team including the Waste and Recycling Team and Policy Team.
Free Storage / Sorting Options for Homes	Launch a Recycling Stars branded initiative for subsidised bins/free sorting bags	Improved participation Improved recycling rate	Recycling Rate Number of units distributed/ used. MAF analysis	A service project for the next financial year. Would be managed by the Waste and Recycling Manager.
Offer discounted home composting units	Promote discounted units and/ or big sales	Less garden waste/food waste collected at the kerbside	Recycling Rate Number of units distributed/ used. MAF analysis	Discounted units can be promoted at anytime. A big sale would be a service project for the next financial year. Would be managed by the Waste and Recycling Officer.
Kerbside Collection of Other Materials (WEEE, Textiles, Batteries)	Consider offering kerbside collections for these materials, using existing fleet of collection vehicles, adapted accordingly.	Increased recycling rate	Recycling Rate MAF analysis Customer satisfaction	A service project for the next financial year. Would be managed by the Waste and Recycling Manager and Transport Manager.

ITEM 9 Review of Council Tax Support Scheme for 2019/20

Report of the Acting Head of Revenues (Benefits & Customer Services) (Portfolio: Finance)

Recommended:

- 1. That Overview and Scrutiny Committee consider the information presented in this report.**
- 2. That the Committee decide how to review the Council Tax Support scheme for 2019/20.**

SUMMARY:

- The Overview & Scrutiny Committee considered options made by a Member Panel in respect of the Council Tax Support scheme for 2017/18.
- This report updates the financial information, caseload and the proposed implementation of Universal Credit to enable the Committee to decide how to review the Council Tax Support scheme for 2019/20.

1 Introduction

- 1.1 The Council Tax Support scheme replaced Council Tax Benefit from 1 April 2013 and the Government reduced the funding for this scheme by 10%. The Council had the option of absorbing this burden or making up this shortfall by reducing the level of support for working age claims. There is no discretion to amend the pensioner claims other than allow a higher disregard for war pensions.
- 1.2 The Council undertook extensive consultation in 2012 to develop a scheme and the options considered were to restrict support for higher banded properties and make everyone pay at least 10% of their Council Tax. At the same time higher charges would be levied on empty properties.
- 1.3 Following the consultation and considering the findings of the Equality Impact Assessment, Members decided to leave the Council Tax Support scheme unchanged from the previous scheme but to offset the extra cost of this with the higher charges for empty properties.
- 1.4 In April 2016 Cabinet recommended keeping the existing scheme for 2016/17 but to review the scheme for 2017/18 in light of the welfare reforms and in particular the introduction of Universal Credit.
- 1.5 The Overview & Scrutiny Committee appointed a Member Panel to review the current scheme and make recommendations for options to consult on changes to the Council Tax Support scheme for 2017/18.

- 1.6 The Member Panel undertook an extensive review and their findings were considered by the Overview & Scrutiny Committee on 2 December 2015, 13 April 2016 and on 7 December 2016.

2 Background

- 2.1 The Overview & Scrutiny Committee reviewed the findings of the Member Panel in respect of the Council Tax Support scheme for 2017/18. The options considered by the Member Panel are shown at Annex 1.

- 2.2 The Committee resolved the following:

That the current level of support for 2018/19 continue and reviewed in 12 months time once progress against the Universal Credit implementation timetable is known.

- 2.3 The Council Tax Support caseload figures previously provided to the Committee have now been updated as follows:

Date	State Pension Credit age claimants	Working age claimants				Total
		Children Under 5	Disability Benefits & War Pensions	Working 16 hours or more	Job Seekers or Working under 16 hours	
10/06/13	3106	765	868	588	1039	6366
08/05/14	2985	744	916	606	941	6192
19/05/15	2805	659	991	550	816	5821
12/05/16	2635	570	1134	504	719	5562
11/05/17	2494	512	1361	457	536	5360
Current	2418	502	1357	440	546	5263

- 2.4 The Department for Work and Pensions have now started the roll out of the Universal Credit full service for Jobcentres affecting Test Valley residents as follows:

- February 2017 Southampton
- June 2017 Salisbury
- July 2017 Eastleigh
- July 2018 Andover & Winchester

- 2.5 This means that until July 2018 a large number of residents will still be making joint claims for Housing Benefit and Council Tax Support.

- 2.6 The Department for Work and Pensions have an ambitious timetable to deliver the new Universal Credit full service into all Jobcentres by December 2018.

- 2.7 Assuming the timetable is met, the Council can expect to see a steady reduction in joint claims for Housing Benefit and Council Tax Support during 2018/19 as claims move to Universal Credit. In subsequent years there will be scope to simplify the calculation of support linking this to Universal Credit assessments once a separate Housing Benefit calculation will not need to be made. This could be as early as the 2019/20 CTS scheme and the position will need to be reviewed early in 2018.

3 Options

- 3.1 The Committee is now being asked to consider how it wishes to proceed in terms of any review and recommendations to Cabinet in respect of the scheme for 2019/20. During 2018/19 the Universal Credit Full Service should be available for all working age customers living in Test Valley and there is scope to simplify the existing CTS scheme to come into effect from 1 April 2019. The work to evaluate any options will need to begin soon in order that all the necessary consultation and approvals can be completed on time. The options to consider include:

- Apply a cap of 5%, 10% or 15% making everyone responsible for paying an element of Council Tax.
- Simplify the calculation of support linking this to Universal Credit assessments and introducing income bands.
- Protecting vulnerable groups of people from any proposed reductions in support.

- 3.2 An extract from the OSCOM panel report is attached as an annex which shows the options that were previously considered together with officer comments and those of the panel.

4 Risk Management

- 4.1 A risk assessment, in accordance with the Council's risk management process, will be carried out if changes to the current scheme are to be considered.

5 Resource Implications

- 5.1 Under the previous CTB scheme, the Council was reimbursed in full, for the amount of CTB paid out correctly. In times of economic difficulty as the amount of benefit the Council paid out increased the Council was reimbursed by the Government.
- 5.2 Under the current scheme, funding for CTS is included in the local government finance settlement. A specific amount of funding was identified in year one of the scheme, which included a 10% cut in funding. However, funding for CTS schemes is now provided through the business rates retention scheme rather than through a separate grant for all authorities. Any additional cost of the CTS scheme therefore has to be met by the Council and major precepting authorities via the Collection Fund. The Council's share of any surplus or deficit is approximately 11.4%.

- 5.3 The overall level of CTS awarded has reduced over recent years; this is due to the reduction in caseload.
- 5.4 In setting budgets for 2016/17, all the major preceptors increased their Council Tax charge by the maximum permitted amount. The effect of this was that the actual amount of Council Tax Support awarded at the start of 2016/17 was £4.883M.
- 5.5 The £4.883M above reflected the amount of support that the Council would pay if every recipients' circumstances remain the same throughout the year, that is to say it is an annual estimate based on circumstances on a given date. The final cost of the CTS scheme in 2016/17 was £4.668M; this was due to a reduction in caseload throughout the year.
- 5.6 The actual amount of CTS awarded at the start of 2017/18 was £4.883M mirroring the same level of support for the previous year despite further increases in Council Tax.
- 5.7 Looking at recent trends the caseload is expected to continue to fall throughout the year. It is not expected that the continuation of the existing scheme in 2018/19 will have an adverse effect on the Council's budget.
- 5.8 Expenditure as at 14 November 2017 has fallen to £4.801M, in line with the expectation that the current trend in reducing caseload will continue throughout the year.
- 5.9 If all major preceptors increase their Council Tax charge by the maximum permitted amount for 2018/19 the Council's share of the additional cost may be offset by the current trend in reducing caseload. Whilst it is not expected that the continuation of the existing scheme in 2018/19 will have an adverse effect on the Council's budget, the expenditure for Council Tax Support will be kept under review.

6 Corporate Objectives and Priorities

- 6.1 The matters described in this report are in response to legislative changes that have been introduced by the Government. They potentially impact the Corporate Plan aims relating to where residents live and help to support them back to work.

7 Consultation

- 7.1 If any options for change are to be considered, a 12 week consultation process would need to be carried out including consultation with the major precepting authorities.

8 Legal Issues

- 8.1 The Council must approve the scheme for 2019/20 by 31 January 2019. The Council may, at the same time, approve the scheme for future years.
- 8.2 In determining the scheme, the Council must have due regard to the requirement to consult major preceptors and other stakeholders and must carry out a robust equality impact assessment on any proposed changes.

9 Equality Issues

- 9.1 A comprehensive equality impact assessment was carried out in 2012 and the findings of that assessment have been considered in setting previous schemes. If any options for change are to be considered further a full equality impact assessment of those options will need to be carried out.

10 Conclusion

- 10.1 This report gives Overview and Scrutiny Committee the opportunity to decide whether to commence a review of the Council Tax Support scheme for 2019/20 considering the timetable for the rollout of Universal Credit and the financial impact of the 2017/18 scheme.

<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:	Janice Broomfield	Ext:	8563
File Ref:			
Report to:	OSCOM	Date:	20 December 2017

Options Previously Considered by the Council Tax Support Member Panel Review

Option 1: Continue with the current level of support for 2017/18 and review in 12 months time once more claims for Universal Credit are in payment and the impact of the April 2016 Housing Benefit and Tax Credit changes are known.

Potential Costs/Savings	Officers Comments	Panel Comments
<p>Additional cost cannot be quantified until further details have been released by central Government.</p>	<p>Will protect customers already undergoing a significant period of change with welfare reforms.</p> <p>May result in an increase in expenditure for 2017/18 as CTS will not reflect any changes to Tax Credits.</p>	<p>Panel members recommend this option which will not require any public consultation and the expense that this would incur.</p> <p>Any increase in expenditure will be for one year only as this will be reviewed again in 12 months time.</p> <p>Any increase in expenditure may be offset by a reduction in caseload if current trends continue.</p>

Option 2: Leave scheme unchanged until all working age cases have migrated to Universal Credit (expected to complete in 2020).

Potential Costs/Savings	Officers Comments	Panel Comments
<p>Additional cost cannot be quantified until further details have been released by central Government.</p> <p>Depending on whether caseload continues to fall, any additional cost may be absorbed by a fall in expenditure.</p>	<p>Will protect customers already undergoing a significant period of change with welfare reforms.</p> <p>May result in an increase in expenditure for 2017/18 and beyond as CTS will not reflect changes to Tax Credits.</p> <p>Will enable all working age claims to move to a more simpler CTS scheme based on Universal Credit income bands and this should achieve significant savings in administration costs.</p>	<p>Panel members do not recommend this option which will not require any public consultation and the expense that this would incur.</p> <p>There is a risk in waiting for a long time for a further review as the scheme will need to evolve to reflect other policy changes.</p>

Option 3: Consult on proposed changes to the 2017/18 scheme to reflect changes that are being made to the Housing Benefit scheme and Tax Credits under the Government’s programme of welfare reforms.

Potential Costs/Savings	Officers Comments	Panel Comments
<p>Estimated savings: Backdated benefit £28,000 (TVBC share £3,100)</p> <p>Changes to Tax Credits cannot be quantified until further details have been released by central Government.</p>	<p>Will align CTS rules to Housing Benefit rules.</p> <p>Provided the caseload does not increase this will result in reduced expenditure for 2017/18 and beyond.</p> <p>Will impact financially on customers already undergoing a significant period of change with welfare reforms.</p>	<p>Panel members do not recommend this option which will require a public consultation and the expense that this would incur.</p> <p>The Council will bear the full cost of collecting additional amounts and this could exceed any savings for TVBC.</p> <p>There is currently no information available regarding the changes to Tax Credits to enable any potential savings to be calculated.</p> <p>Will have an adverse affect on working customers already receiving a reduction in Tax Credits.</p>

Option 4: Consult on proposed changes to the 2017/18 scheme to apply a cap of 5%, 10% or 15% making everyone responsible for paying an element of Council Tax.

Potential Costs/Savings	Officers Comments	Panel Comments
<p>Estimated savings: 5% = £154,800 (TVBC £17,300) 10% = £309,800 (TVBC £34,700) 15% = £463,800 (TVBC £51,900)</p> <p>Children under 5 (631) 5% = £32,800 10% = £65,600 15% = £98,200</p> <p>Disability Benefits (1,044) 5% = £53,200 10% = £106,400 15% = £159,300</p> <p>Working 16 hours + (554) 5% = £29,800 10% = £59,700 15% = £89,400</p> <p>Jobseekers or working less than 16 hours (771) 5% = £39,000 10% = £78,100 15% = £116,900</p>	<p>Provided caseload does not increase will result in reduced expenditure for 2017/18 and beyond.</p> <p>Will impact financially on customers already undergoing a significant period of change with welfare reforms.</p> <p>The Council will have to collect small amounts from a large number of people which will increase administration costs.</p> <p>Consideration will need to be given to protect customers unable to work and increase their income in order to pay additional Council Tax.</p> <p>Impact will be greater in rural areas as these properties will usually attract a higher Council Tax Band</p>	<p>Panel members do not recommend this option which will require a public consultation and the expense that this would incur.</p> <p>The Panel members are concerned that this will have an adverse affect on customers in rural areas already facing other pressures such as housing and transport costs.</p> <p>The Panel members would recommend not going above 10% due to the amount of support customers will lose.</p> <p>Affects all customers receiving support.</p> <p>The national picture is unpredictable and this makes it very difficult to accurately forecast any potential savings.</p> <p>The Council will bear the full cost of collecting additional amounts and this could exceed any savings for TVBC.</p>

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.

<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:	3		
Author:	Caroline Lovelock	Ext:	8014
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	20 December 2017

OVERVIEW & SCRUTINY WORK PROGRAMME 2017/18

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2017				
20 DECEMBER (ROMSEY)				
Waste Strategy	3	Committee	A general update on waste and recycling in the Borough, (Head of Environmental Services)	To consider performance and initiatives and ask questions and make comments.
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
2018				
22 JANUARY (ROMSEY)				
Round table discussion on the Corporate Plan	4	Committee	To consider the appropriate level of Councillor involvement in the development of the next Corporate Plan and the annual review of the Corporate Action Plan and renewal of the Corporate Indicator Set (Corporate Director)	
Development of the Economic Development Action Plan	4	Committee	To look at the Economic Development Action Plan and make suggestions in the formulation of the Action Plan (Economic Development Officer)	To review/consider the Economic Development Action Plan
Budget Strategy Update	1	Committee	To check the results of the Budget Panel chaired by the Vice Chairman and make sure all is satisfactory (Vice-Chairman) (20 mins)	Make sure the budget is fit for purpose and no large increases unless justified

* 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 December 2017

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
21 FEBRUARY (ANDOVER)				
Round table discussion on future plans for the Andover Magistrates Court	1	Committee	To look at the ideas for the use of the Magistrate's Court in Andover and how far the process has progressed (Corporate Director)	Find a suitable use for the magistrates court building with the best outcome for both Test Valley, Andover and the Public.
21 MARCH (ROMSEY)				
Round table discussion Romsey Future update				
Public Involvement Panel	2		Report back on the Public Involvement Panel review (Cllr Baverstock)	
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.
25 APRIL (ANDOVER)				
Planning Panel	2		Report back on the Planning Panel (Cllr Hibberd)	
Chairman's Draft Annual Briefing	2	Committee	To consider the Chairman's draft Annual Briefing prior to being submitted to Council (Cllr Lynn) (15 mins)	Check the draft letter from the Chairman is detailing the actions of the Committee and the outcomes.
23 MAY (ANDOVER)				
Safeguarding Children & Vulnerable Adults	3	Committee	To look at the policy of safeguarding adults and children (Head of Community and Leisure) (20 mins)	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. (Cllr Lynn) (15 mins)	Finalise and agree the Chairman's Annual Briefing.

* 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 December 2017

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Andover Vision	3	Committee	Look at the Andover Vision and how far it has developed. (Chief Executive) (20 mins)	What impact will the Vision have on Andover and it's economy and finances and how will it affect the public of the town.

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
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)	18 May 2017 3 March 2017
April	Ways in which the vibrancy of the Town Centre can be measured (Economic Development Manager)	31 March 2017
June	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
July	Community Toilet Scheme (Corporate Director) The role of Licensing in Test Valley (Licensing Manager)	25 July 2017
August	Supporting families update (Community Manager) Crime and Disorder update (Community Engagement Manager – Community Safety)	12 June 2017 13 June 2017
October	Shared Services Update (Corporate Director)	
November	Elections discussion Parking discussion (confidential) Flytipping discussion	8 November 2017 8 November 2017 16 November 2017

* 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 December 2017

2018		
January	Accommodation Review (Corporate Director) Recycling (Head of Environmental Services)	
February	New Neighbourhoods Review (Community Engagement Manager/Head of Planning and Building and Head of Planning Policy)	
March	Affordable Housing Update (Head of Housing and Environmental Health)	
April	Glass Recycling (Head of Environmental Services)	
June	Test Valley Partnership Annual Review Risk Management (Principal Auditor)	
July	Complaints Handling (Complaints and Improvements Officer)	
Date to be agreed		
	Hampshire County Waste Strategy	

* 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 Panel	Councillor Hibberd	Scoping template agreed Report back	22 November 2017 25 April 2018
Public Involvement Panel	Councillor Baverstock	Scoping document agreed by OSCOM on 20 September 2017 Report back	21 March 2018
Review of Call In Process	Councillor C Dowden	Recommendations to Cabinet on 19 April 2017 and Council agreed recommendations on 6 September 2017.	
Communications and Procurement Panel	Councillor J Cockaday	Considered on 25 October 2017 recommendations to Cabinet agreed on 18 November 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
15 Nov 17 (R)	Asset Management Update	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	14 August 2017
15 Nov 17 (R)	Capital Programme Update	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	14 August 2017
15 Nov 17 (R)	Medium Term Financial Strategy	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	14 August 2017
15 Nov 17 (R)	Property Matters	No	Cabinet	Yes	Report of the Finance Portfolio Holder	Head of Estates and Economic Development	24 October 2017
15 Nov 17 (R)	HECA Update	No	Cabinet	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing & Environmental Health	14 August 2017

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

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
15 Nov 17 (R)	Sustainability Framework	No	Cabinet	No	Report of the Environmental Portfolio Holder	Head of Planning Policy	14 August 2017
13 Dec 17 (R)	Council Tax Support Scheme 2018/19	Yes	Council	No	Report of the Finance Portfolio Holder	Acting Head of Revenues (Benefits & Customer Services)	18 September 2017
13 Dec 17 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 November 2017
13 Dec 17 (R)	Statement of Community Involvement in Planning	No	Cabinet	No	Report of the Planning Portfolio Holder	Head of Planning Policy	14 November 2017
17 Jan 18 (R)	Budget Forecast Update	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	16 October 2017

Test Valley Borough Council – Overview and Scrutiny Committee – 20 December 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 Jan 18 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 November 2017
17 Jan 18 (R)	Definitive Solent Recreation Mitigation Strategy	No	Cabinet	No	Report of the Planning Portfolio Holder	Head of Planning Policy	14 November 2017
14 Feb 18 (A)	Revenue Grants Review	Yes	Council	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure	18 September 2017
14 Feb 18 (A)	Treasury Management Strategy	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	16 October 2017
14 Feb 18 (A)	Capital Programme Update	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	16 October 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
14 Feb 18 (A)	Revenue Budget and Council Tax Proposals	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	16 October 2017
14 Feb 18 (A)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 November 2017
14 Feb 18 (A)	Housing Strategy Annual Progress Report	No	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing & Environmental Health	16 October 2017
14 Feb 18 (A)	Homelessness Reduction Act	Yes	Cabinet	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing & Environmental Health	16 October 2017
14 Mar 18 (A)	Public Art – Adanac Park, Nursling	No	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure	13 November 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
14 Mar 18 (A)	Write off of Uncollectable Debts	No	Cabinet	No	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 November 2017
14 Mar 18 (A)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 November 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.

DELAYED/DELETED ITEMS

Original Date Of Decision	Item	Delayed/Deleted	Reason For Delay/Deletion	Informed By	Date Informed
18 Oct 17 (A)	HECA Update	Delayed to 15 November 2017	To coincide with Sustainability Framework going to Cabinet on 15 November 2017	Head of Housing & Environmental Health	27 September 2017

Original Date Of Decision	Item	Delayed/Deleted	Reason For Delay/Deletion	Informed By	Date Informed
15 Nov 17 (R)	Amendments to Officer Scheme of Delegations	Delayed to future meeting	To be incorporated in to later report	Head of Legal and Democratic Services	16 October 2017