

## Notice of Meeting

# Overview & Scrutiny Committee

**Date:** Wednesday, 21 March 2018

**Time:** 17:30

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

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**Legal and Democratic Service**

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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, 21 March 2018

## 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 21 February 2018
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 **Review of Council Tax Support** 5 - 16  
Details of the options considered by the Panel (20 minutes)
- 9 **Public Involvement Panel Review** 17 - 23  
To consider the findings from the Public Involvement Panel which has been reflecting on the progress the Council has made over recent years to engage and involve communities and the public more effectively (20 minutes)
- 10 **Developing the next Corporate Plan 2019-2023** 24 - 28  
The current Corporate Plan "Investing in Test Valley" expires in April 2019 and preparatory work now needs to begin towards the development of a new plan. This report outlines the proposed approach and considerations for developing the new plan (20 minutes)

**11 Work Programme Report**

**29 - 45**

To enable Members to keep the Committee's future work programme under review (10 minutes)



- 1.6 On 20 December 2017 the Overview & Scrutiny Committee appointed a Member Panel to consider a number of options for changing the Council Tax Support Scheme that could be taken forward for public consultation.

## 2 Background

- 2.1 The Panel met on 15 January 2018 and on 19 February 2018. The Panel has reviewed information regarding the current Council Tax Support (CTS) Scheme including:

- The option appraisal document compiled from the last Panel review (see annex 1)
- The CTS schemes in place in Hampshire and Wiltshire showing any changes over the last four years (see annex 2)
- The number of customers impacted and estimated financial savings should the Council decide to apply a 5%, 10% or 15% cap on support for customers (see annex 3)

- 2.2 When considering the CTS Schemes for Hampshire and Wiltshire the Panel noted that the information did not reflect the national picture. From 1 April 2017, only 37 councils (out of 326) were continuing to provide the levels of support available under the former Council Tax Benefit scheme. From April 2017, 264 schemes include a minimum payment, up from 259 in April 2016 and 229 in April 2013. The Panel felt that the administration costs needed to recover 5% of Council Tax would outweigh any savings and agreed to recommend amending the cap amounts for consultation to 10%, 15% or 20%.

## 3 Options

- 3.1 In reviewing the options from the previous Panel (annex 1) the Panel recommends not to take forward any of the following options:

### **Option 1 – Continue with the current level of support and review in 12 months time**

The Panel noted that the year on year increases in Council Tax may not be offset by a continuing fall in caseload and this will add a budget pressure if the existing scheme continues. The Panel does not recommend this option.

### **Option 2 – Leave the scheme unchanged until all working age cases have migrated to Universal Credit (Expected to complete in 2021)**

The Panel noted that the final area in Test Valley is due to go live with Universal Credit Full Service in July 2018. When joint claims for Housing Benefit and Council Tax Support are no longer being made this presents an opportunity to simplify the scheme and align the rules for Council Tax Support and Universal Credit. The Panel does not recommend this option.

### **Option 3 – Reflect the changes that are being made to the Housing Benefit scheme and Tax Credits under the Governments programme of welfare reforms**

The Panel noted that this will have limited impact as more cases migrate from Housing Benefit to Universal Credit. The Panel does not recommend this option.

3.2 The Panel has considered a number of new and revised options

#### **Option 4 - Restricting support by the Council Tax band**

The Panel noted that this could adversely affect residents living in rural areas and outlying estates. The Panel felt that additional transport costs was a factor for residents not serviced by regular bus services. The Panel does not recommend this option.

#### **Option 5 - Apply a 10%, 15% or 20% cap to the level of Support**

The Panel recommends this option and would like to consultation to ask 'Should the Council protect certain groups?

- In receipt of disability benefits?
- Families with young children?
  - Up to what age should the youngest child be to receive protection?
- Any other groups?

#### **Option 6 - Simplification of the Scheme**

The Panel recommends this option which will include:

- Applying income bands linked to the Universal Credit calculation so that small changes will not generate a recalculation of support and reissue of Council Tax Bills
- Apply minimum income floor for self employed claims (to mirror the Universal Credit calculation) where the business had been trading over 12 months.

#### **Option 7 - Increase minimum weekly CTS award from £0.50 to £1.00**

The Panel recommends this option because this amount has remained unchanged for many years and does not reflect the cost of administering claims for Support with very low entitlement.

## **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 11.0% for 2018/19.
- 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.

## **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 following consultation with the major precepting authorities.

7.2 A proposed timeline for the consultation is as follows:

<b>Date</b>	<b>Action</b>
21 March 2018	OSCOM recommend options for consultation
18 April 2018	Cabinet approval of recommendations from OSCOM
04 June 2018	12 week consultation commences
27 August 2018	Compile results and Equality Impact Assessment
19 September 2018	OSCOM Consider results and EQIA and recommend changes to scheme for 2019/20
10 October 2018	Cabinet approval of recommendations from OSCOM
23 January 2019	Council Meeting to approve final scheme

## **8 Legal Issues**

- 8.1 The Council must approve the Scheme for 2019/20 by 11 March 2019.
- 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 and reasons for recommendation**

- 10.1 This report gives Overview and Scrutiny Committee the opportunity to review the work undertaken by the Panel in respect of a Council Tax Support Scheme for 2019/20.

Background Papers (Local Government Act 1972 Section 100D)

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:	Cllr Dorothy Baverstock	Ext:	
File Ref:			
Report to:	OSCOM	Date:	21 March 2018

**Options**

**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.

<b>Potential Costs/Savings</b>	<b>Officers Comments</b>	<b>Panel Comments</b>
<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).

<b>Potential Costs/Savings</b>	<b>Officers Comments</b>	<b>Panel Comments</b>
<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.

<b>Potential Costs/Savings</b>	<b>Officers Comments</b>	<b>Panel Comments</b>
<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><b>Estimated savings:</b>                      5% = £154,800 (TVBC £17,300)                      10% = £309,800 (TVBC £34,700)                      15% = £463,800 (TVBC £51,900)</p> <p><b>Children under 5 (631)</b>                      5% = £32,800                      10% = £65,600                      15% = £98,200</p> <p><b>Disability Benefits (1,044)</b>                      5% = £53,200                      10% = £106,400                      15% = £159,300</p> <p><b>Working 16 hours + (554)</b>                      5% = £29,800                      10% = £59,700                      15% = £89,400</p> <p><b>Jobseekers or working less than 16 hours (771)</b>                      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>

## CTS Schemes 2014-15 &amp; 2017-18

Local Authority	Minimum council tax payment?	Minimum council tax payment level 2014-15	Minimum council tax payment level 2017-18	Support restricted to a particular council tax band? 2014-15	Council Tax band support is restricted to	Support restricted to a particular council tax band? 2017-18	Council Tax band support is restricted to
Basingstoke and Deane	No	0.00%	0.00%	No	N/A	No	N/A
East Hampshire	No	0.00%	0.00%	No	N/A	No	N/A
Eastleigh	No	0.00%	0.00%	No	N/A	Yes	D
Fareham	Yes	20.00%	20.00%	Yes	C	Yes	C
Gosport	Yes	20.00%	30.00%	Yes	C	Yes	C
Hart	No	0.00%	0.00%	No	N/A	No	N/A
Havant	Yes	8.50%	8.50%	No	N/A	No	N/A
Isle of Wight	Yes	20.00%	20.00%	No	N/A	No	N/A
New Forest	Yes	10.00%	10.00%	Yes	D	Yes	D
Portsmouth	Yes	20.00%	20.00%	No	N/A	Yes	C
Rushmoor	Yes	8.00%	10.00%	No	N/A	Yes	D
Southampton	Yes	25.00%	25.00%	No	N/A	No	N/A
Test Valley	No	0.00%	0.00%	No	N/A	No	N/A
Wiltshire	Yes	20.00%	20.00%	No	N/A	No	N/A
Winchester	No	0.00%	0.00%	No	N/A	No	N/A

**Potential CTS Cap Savings (Annual)**

<b>Scheme</b>	<b>Number of Claims</b>	<b>Overall CTS Expenditure</b>	<b>Full CTAX Liability</b>	<b>5% Reduction</b>	<b>TVBC Share</b>	<b>10% Reduction</b>	<b>TVBC Share</b>	<b>15% Reduction</b>	<b>TVBC Share</b>
<b>Children Under 5</b>	481	£425,956	£516,110	£25,806	£2,942	£51,611	£5,884	£77,417	£8,825
<b>Disability Benefits</b>	1360	£1,377,822	£1,448,007	£72,400	£8,254	£144,801	£16,507	£217,201	£24,761
<b>Working 16 Hours + Jobseekers or working &lt; 16 hours</b>	428	£273,109	£492,593	£24,630	£2,808	£49,259	£5,616	£73,889	£8,423
	527	£498,298	£549,272	£27,464	£3,131	£54,927	£6,262	£82,391	£9,393
<b>Total</b>	<b>2796</b>	<b>£2,575,185</b>	<b>£3,005,982</b>	<b>£150,299</b>	<b>£17,134</b>	<b>£300,598</b>	<b>£34,268</b>	<b>£450,897</b>	<b>£51,402</b>



- 2.3 Public involvement comes in many forms and can be a powerful way in which to inform decision making, build community capacity and be a mechanism in which to evaluate the impact made within communities through projects and funding initiatives. Putting in place the processes to enable this to happen, is an important part of how people can influence their elected representatives and is a good way for the public to see in practical terms how they can have a say on the issues that matter most to them.
- 2.4 All this brings new demands on councillors and their roles and how they engage and involve their communities. It also broadens public involvement from just focusing on formal meetings to being more of an ongoing dialogue with residents through a variety of mechanisms fit for the future.
- 2.5 The Panel considered four areas namely:
- (a) A place-based approach to public involvement.
  - (b) The changing role of the Councillor as an advocate and facilitator within communities and communicating and involving the public through targeted approaches to ensure the widest range of views are heard.
  - (c) The changing context for councillors resulting from the emerging digital landscape and the role it can play in engaging the public and the new demands and opportunities this brings with it.
  - (d) Future skills required for councillors.
- 2.6 The Panel has drawn its findings from a variety of sources ranging from case studies, local data and feedback from councillors both within the Borough and further afield. Test Valley Borough Council recently took part in the “Voice of the Councillor” events in partnership with Kirklees Council, Leicester City Council, the Councillor Commission and the Municipal Journal. As part of this panel members were able to engage with councillors from across the country to learn lessons and share best practice which has informed this report.
- 2.7 The Member and Community Development working group is chaired by the Leader of the Council and includes Cllr C. Dowden who was also member of the panel. Its role is to develop the councils approach to member development, community engagement and place-based working.
- 2.8 The Panel is recommending to OSCOM that the proposals contained within this report be initially referred to the Member and Community Development working group for further development as a lot of what is contained within this report falls within the scope and remit of the working group.

### **3 Findings**

#### **A Place-based approach to public involvement**

- 3.1 The Panel first reflected on the overall work that the Council has been taking forward over recent years in developing its place-based approach to working with and involving communities. In 2011, the Council launched the “Empowering Communities programme” which focused on developing the role of Councillors. Its primary aim was to support councillors in helping

communities across Test Valley to identify and prioritise their own needs and enable residents to get things done that matter to them. Working with the Local Government Association’s “Keep it Real scheme”, the programme sought to develop evidence-based decision making, genuine community involvement and the strengthening of representative and participative democracy.

3.2 A number of things were implemented as a result of this project. This includes:

- Establishment of the Community Team
- Development of the Councillor Community Grants and Community Asset Fund
- Development of information such as ward and parish profiles
- An renewed induction programme for new councillors

3.3 There are two key principles to this approach. First is the recognition that Test Valley is made up of many different communities, each with a variety of needs and aspirations. Second is that in seeking to involve and engage with the public, a one-size fits all approach isn’t appropriate. The Panel reflected on their experiences as local councillors working within this environment and felt that public involvement / consultation is best undertaken out in the communities/places that people live in and through the networks that bring them together. This widens participation to ensure a good representative cross section of society is able to engage. It was concluded therefore that Councillors, have an important role in ensuring groups have a voice and that they have an important part to play in drawing together all of the evidence that can then be fed into more formalised policy and strategy development processes. Current examples of large-scale public involvement at a place-based level include:

- Romsey Future
- Andover Vision
- Review of the Local Plan
- Corporate Plan 2019
- Community, neighbourhood planning and parish Planning

3.4 As part of the review, the Panel considered the tools and processes currently available to Councillors to undertake this work. In particular access to good data and information through ward and parish profiles was highlighted. The Panel also explored emerging information sources such as “Customer Insight” which focuses on the communication preferences or particular behaviour traits of the borough’s different population groups when seeking to involve and engage with them. A short briefing note on the use of this information will be available at the meeting.

3.5 The Panel has identified the following proposals for consideration:

- Undertake a review of ward and parish profiles to ensure they are fit for purpose in preparation for new ones to be published in 2019. This should also integrate the use of customer insight information more effectively.
- Develop Councillors understanding of the use of customer insight information and how they can practically use it as a tool to involve and engage with residents.
- Undertake an evaluation of the different approaches used to engage people in the Andover Vision and Romsey Future processes.

**The changing role of the councillor as an advocate and facilitator within communities & communicating and involving the public through targeted approaches to ensure the widest range of views are heard.**

- 3.6 In seeking to explore ways in which the public can be better engaged and involved, the Panel felt that councillors have a critical role to play in being proactive in this work but also recognised that the environment in which they are operating is ever-changing.
- 3.7 As democratically elected representatives, councillors are advocates for their communities and most importantly ensuring that all views are understood, not just those that shout the loudest. Councillors are best placed to safeguard the interests of the most vulnerable and look at the needs of a community as a whole. They can play an important role in ensuring that it's not just those who know how the system works get involved or influence decision making.
- 3.8 Councillors are also an important inter-face with other public sector organisations that work within the Borough who do not have democratically elected representatives to hold them to account. The recent national Councillor Commission findings which the panel considered, point to the fact that councillors “proximity to the public is a unique feature of the office and provides councillors with intelligence about local issues – a vital resource to the councillor.”
- 3.9 It is within this context that the Panel felt that the role of the councillor has evolved, which brings with it new demands and a requirement for a broader set of engagement skills. The Panel highlighted examples of where councillors have to be more adept at engaging with people in a variety of ways and through different approaches. This ranges from formal surveying, door knocking, workshops with targeted groups and the growth of digital engagement. Within the context of the Council's “Community Councillor” role, the panel identified that the key skills of being an enabler, facilitator, having a knowledge of how to engage and listen deeply, and being able to hold different perspectives all formed a core part of the role when working within in a complex system.

3.10 The Panel has identified the following proposals for consideration:

- Further develop the induction and ongoing member development programme to ensure a focus on building skill sets and engagement techniques that councillors can draw upon when engaging and involving residents.
- Using short video clips, develop a suite of case studies whereby councillors can share examples of the work they have been doing to engage and involve residents in order to build a library of best practice.
- Building on the work of Cllr Cockaday's OSCOM Review into Communication and Procurement, explore ways in which Councillors can have greater information and briefings on key issues through drop-in sessions and the Members Information Bulletin so that they are able to inform, engage and involve residents in the most appropriate way.
- Strengthen relationships with representative interest-groups such as the disability forum, older people's forums, and youth groups to develop mechanisms in which they can be engaged at the right point in collecting evidence to inform decisions.
- OSCOM identifies key issues from its work programme that it would like councillors to engage with communities on and gather insights from in order to inform committee discussions. To explore whether this could also be promoted through video and social media.

**The changing context for councillors resulting from the emerging digital landscape and the role it can play in engaging the public and the new demands and opportunities this brings with it**

- 3.11 Throughout the work undertaken by the Panel, the theme of the changing digital landscape was one which featured significantly from talking to councillors across the country via the "Voice of the Councillor" events.
- 3.12 The growth of digital media is changing the way in which the public wants to communicate and be communicated with. The Panel reflected that this will require councillors to develop their digital capacity in order to be part of some of the key conversations that are happening within their communities, and to be able to bring balance and breadth to the range of views relating to an issue. In recognising this, the Panel felt that developing the digital capacity of councillors is based on two key elements. First it is about accessing the right technology and networks, and secondly it is about being digitally confident and developing the culture and having the skills to engage in this way.
- 3.13 The Panel also explored some of the emerging methods being used to bring events and activities to a wider audience through broadcast technology. At the recent Voice of the Councillor event in Huddersfield, Kirklees Council for example were recording and broadcasting the plenary sessions alongside some of the key inputs from guests on the day. The Panel considered the benefits of this approach and how that could work in regards to events and workshops within Test Valley.

- 3.14 The Panel felt that the digital landscape as it is now forms a key part of the community in which councillors should engage with as part of being a community councillor. However, the Panel also made clear that it is essential that digital engagement is only one part of how engagement and involvement of residents should occur. Evidence indicates not everyone engages in this way and councillors and the council should have a range of mechanisms in place to do this effectively.
- 3.15 The Panel has identified the following proposals for consideration:

- Explore further options around digital training and support for councillors to enable them to engage with a wider audience.
- Develop some in-house pilot training as a way to better understand the breadth and depth of digital skills training councillors require.
- Undertake further research into how the Council and Councillors can utilise a range of digital platforms to communicate, engage and gain feedback from the public around key issues.
- Pilot the use of blogs and videos through Romsey Future and Andover Vision as a way to engage and inform residents and partners on the progress being made through these projects.

#### **Future skills for councillors**

- 3.16 In undertaking this review of public involvement, the Panel were keen to look at both the practical things that can be done to make it easier for public involvement to take place as well as how councillors can be best supported in this. The Panel felt overall in keeping with the findings from the recent Councillor Commission, the ever-changing and complex landscape in which councillors are now working within does require innovative approaches to member development to be further developed.
- 3.17 The Panel has identified the following proposal for consideration:

- The development of a new Member Development Strategy to shape the future induction and training programme for councillors, with particular focus on how they can best be supported in taking forward the role of being a community councillor.

## **4 Corporate Objectives and Priorities**

- 4.1 Engaging with and involving the public forms an important part of the evidence-base that councillors and the council's services use to shape the Corporate Plan and its delivery through the Corporate Action Plan. This review relates to all four corporate priorities.

- 4.2 Priority 4 which is about investing in a great place to “Contribute and be part of a strong community”, places a focus on local democracy to ensure all views are heard by strengthening the knowledge and skills of local councillors to enable them to work with communities on the things that matter most to residents.

## 5 Consultations/Communications

- 5.1 The Panel engaged with a variety of stakeholders through the recent Voice of the Councillor events, considered case studies based on the experiences of councillors within the borough and used feedback gathered as part of the recent roundtable with the Leader focusing on the engagement of the public in the development of the next Corporate Plan.

## 6 Resource Implications

- 6.1 None directly arising from this report.

## 7 Legal Implications

- 7.1 None directly arising from this report.

## 8 Equality Issues

- 8.1 None arising directly from this report.

## 9 Other Issues

- 9.1 Wards/Communities Affected – All

## 10 Conclusion

- 10.1 This report considers the progress made over recent years and the lessons learnt resulting from the Council’s work to engage and involve its communities more effectively. The Panel proposes that the Member and Community Development Group could consider these proposals and to then report back to OSCOM for onward submission to Cabinet.

<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:			
Author:	James Moody – Policy Manager	Ext:	8130
File Ref:			
Report to:	OSCOM	Date:	21 March 2018

## **ITEM10            Developing the next Corporate Plan 2019-2023**

Report of the Policy Manager (Portfolio: Leader)

### **Recommended:**

**That OSCOM endorses the proposed approach for developing the next Corporate Plan.**

#### **SUMMARY:**

- The current Corporate Plan “Investing in Test Valley” expires in April 2019 and preparatory work now needs to begin towards the development of a new plan. This report outlines the proposed approach and considerations for developing the new plan.

### **1        Introduction**

- 1.1    The current Corporate Plan “Investing in Test Valley” expires in April 2019 and preparatory work now needs to begin towards the development of a new plan. This report outlines the proposed approach and considerations for developing the new plan.

### **2        Background**

- 2.1    The Corporate Plan outlines the Council’s vision and strategic priorities for the four-year period 2015-19. It sets direction and provides a focus for our activities and services. As a result it informs decision making and the allocation of resources.
- 2.2    The Corporate Plan is underpinned by a Corporate Action Plan which runs for the lifetime of the plan and is updated annually. It shows in detail how the Council is making progress against the priority aims through the delivery of key projects.
- 2.3    The current Corporate Plan “Investing in Test Valley” expires in April 2019 and preparatory work now needs to begin towards the development of a new plan.
- 2.4    In January 2018, members of OSCOM held a Roundtable session with the Leader of the Council to consider ways in which councillors can be involved in the process of developing the new plan. The Leader of the Council has indicated he is keen to build upon the approach of involving as many councillors as possible through the public engagement work and in particular, wishes to work with OSCOM throughout the process of developing the new plan.

## Design principles for developing the next Corporate Plan

- 2.5 The Corporate Plan is developed in a way that focuses on having a good understanding of the key challenges or issues for communities across the borough, taking a full assessment of what's needed and why and crucially learning what works in order to inform our future approach.
- 2.6 To achieve this, the plan is developed in line with the following principles:
- **An inclusive approach** that enables Councillors and staff to play an active role throughout the process of developing the plan.
  - **An evidence-led methodology** that takes into account the views of local people, statistical information, and external influences, such as government policy.
  - **Evolution not revolution** - this is not a stop/start process, but one which builds upon the last plan and our emerging place-based initiatives, in that much of what we will be working on requires focus beyond a four year cycle.
- 2.7 In developing the approach for producing the new plan, the Leader of the Council and members of OSCOM held a roundtable in January to discuss member engagement and the approach to collecting evidence and data. As a result the following will inform the development of the new plan:
- **Member engagement:** The Leader of the Council has indicated he is keen to build upon the approach of involving as many councillors as possible through the public engagement work. In particular, the Leader wishes to work with OSCOM throughout the process of developing the new plan. To accommodate this it is recommended that a series of roundtable sessions be built into the timetable as part of the development of the plan.
  - **Evidence base:** The research from which the Council can now draw from to inform the new plan is much richer than in previous years. This stems from the place-based work that has been undertaken resulting in the emergence of Andover Vision and Romsey Future. As a result, these strategies are a valid up-to-date source of data and information that should be taken into account when shaping the new plan. In addition, there is an opportunity to ensure closer alignment with the work being undertaken to review the Local Plan as both processes will be moving forward at a similar time. In practice, this means utilising the shared evidence base that is emerging from the current studies and information that is being collected for the benefit of both strategies.

### **3 Outline Timetable for developing the next Corporate Plan**

**3.1 Member engagement and project development (January - April 2018):** Initial scoping of the project has taken place to inform this report. This has included a first roundtable with OSCOM members who have provided feedback for how members would like to be involved in the development of the plan. In scoping the approach, Councillors have asked for the following to be considered:

- (a) Explore a range of methods for how we can further develop the public engagement approach to ensure the widest range of people are able to take part as possible.
- (b) Review the style and approach of the survey to ensure it is accessible, focused and issue based as opposed to service based.
- (c) Draw lessons from the place-based work the council has undertaken through Romsey Future and Andover Vision

**3.2 Public engagement (May - August 2018):** Throughout the summer we will seek to engage with at least 1,100 residents on the issues they want the Council to focus on for the next four years. This will achieve a broadly representative sample of the borough's population. It will also be structured to reflect the geography of the borough and be targeted to ensure representation from hard to reach groups and those from across the Protected Characteristics as set out in the Equality Act.

It is anticipated that Councillors will play a full and active role in this phase, utilising their community links and profile to be able undertake surveys within their local area or within target group workshops. In keeping with the previous approach, officers and members will work together to deliver the face-to-face surveys during this period. Additionally, the Leader is keen to explore how social media can be used to increase survey engagement. The survey will be designed in a way in which residents are not only asked to identify issues, but more importantly are asked to qualify their choices as this provides the important insight required when collating the evidence base.

**3.3 Reviewing the evidence base and developing emerging priorities (September - December 2018):** Following completion of the public engagement work this phase will involve bringing all of the evidence together to shape the emerging strategic priorities. It is recommended that this phase includes the following activities:

- Officers will review the findings from the public consultation and the evidence base to inform emerging themes.
- OSCOM roundtable session(s) which builds on the outcomes of the work undertaken by officers and provides members with an opportunity to reflect on the issues and options emerging from the research phase.
- Drafting phase will commence.

- Formal adoption phase including OSCOM, Cabinet and Full Council in 2019.

3.4 Following this report to OSCOM, Cabinet will consider the proposed timetable and suggested approach in April 2018 with any additional comments from OSCOM.

#### **4 Corporate Objectives and Priorities**

4.1 The Corporate Plan outlines the Council's vision and strategic priorities for the four-year period and beyond. It sets direction and provides a focus for the Council's activities and services. As a result it informs decision making and the allocation of resources.

#### **5 Consultations/Communications**

5.1 In developing this report the Leader of the Council has met with members of OSCOM to discuss and develop the approach through a recent roundtable. The outcomes of this have informed the proposed approach.

#### **6 Options**

6.1 OSCOM has the options to endorse the proposed approach, endorse with amendments or not endorse.

#### **7 Resource Implications**

7.1 There are no direct resource implications arising from this report.

#### **8 Legal Implications**

8.1 None

#### **9 Equality Issues**

9.1 A full Equality Impact Assessment will be undertaken as part of the project management framework used to co-ordinate the development of the new plan.

#### **10 Other Issues**

10.1 Wards/Communities Affected - All

#### **11 Conclusion**

11.1 This report considers the approach to be taken towards developing the Council's next Corporate Plan. It has been developed in consultation with Councillors through a recent OSCOM roundtable with the Leader of the Council. The approach being taken seeks to be evidence-led, inclusive and ensure the delivery of a clear and focused plan that will guide the allocation of resources from 2019.

<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:	None		
Author:	James Moody – Policy Manager	Ext:	8130
File Ref:			
Report to:	OSCOM	Date	21 March 2018

**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.

<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:	21 March 2018

**OVERVIEW & SCRUTINY WORK PROGRAMME 2018/19**

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>21 MARCH (ROMSEY)</b>				
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 <b>(Corporate Director)</b>	Find a suitable use for the magistrate’s court building with the best outcome for both Test Valley, Andover and the Public.
Council Tax Support Scheme Panel (final report)	3	Committee	To consider the effect of welfare reform and where there are gaps in provision and help in budgeting support <b>(Cllr Baverstock) (20 mins)</b>	To put forward a set of options for changing the existing scheme.
Public Involvement Panel	2	Committee	Report back on the Public Involvement Panel review <b>(Cllr Baverstock) (20 mins)</b>	To consider and make recommendations as appropriate.
Set out approach and timetable for developing the next Corporate Plan	4	Committee	To consider the approach and timetable for developing the next Corporate Plan <b>(Policy Manager) (20 mins)</b>	To consider and make recommendations as appropriate.
<b>25 APRIL (ANDOVER)</b>				
Annual Review of Corporate Action Plan (full report)	2	Committee	To receive an update on the Key Performance Indicators <b>(Policy Manager) (20 mins)</b>	To consider and make recommendations as appropriate.
Planning Panel	2		Report back on the Planning Panel (Cllr Hibberd)	To consider and make recommendations as appropriate.
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.

\* 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 – 21 March 2018

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<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.
<b>25 JUNE (ANDOVER)</b>				
Round table discussion on Tourism	3	Committee	To explore opportunities and ideas for increasing tourism	To consider ideas and opportunities
<b>25 JULY (ROMSEY)</b>				
Audit Panel at 5pm				
Round table discussion on 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>19 SEPTEMBER (ANDOVER)</b>				
<b>17 OCTOBER (ANDOVER)</b>				
Annual Audit Report				
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.

\* 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 – 21 March 2018

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>14 NOVEMBER (ANDOVER)</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>12 DECEMBER (ROMSEY)</b>				
Economy in Test Valley	2	Committee	Look at Economy policy and results <b>(Economic Development Officer) (20 mins)</b>	Details of shop vacancies, travel and shopping footfall. Check Test Valley is looking at Rural Economy and helping in what ways. Check on how we are doing against other authorities.
<b>DATE TO BE AGREED</b>				
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
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
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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) 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 25 July 2017
<b>July</b>	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)	
<b>November</b>	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 – 21 March 2018

<b>2018</b>		
<b>March</b>	Affordable Housing Update (Head of Housing and Environmental Health)	
<b>April</b>	New Neighbourhoods Review (Community Engagement Manager/Head of Planning and Building and Head of Planning Policy)	
<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	

\* 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
<b>Completed Panels</b>			
Community Safety Panel	Councillor Baverstock	Phase 1 complete Phase 2 final report in July	3 August 2016
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	

Panel	Lead Member	Progress Update	Report back to OSCOM
<b>Ongoing Panels</b>			
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
Council Tax Support Scheme	Councillor Baverstock	Meeting to be arranged early January to review the options for the Council Tax Support Scheme 2019/2020 Report back	21 March 2018



# 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 £75,000 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 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
14 Feb 18 (A)	Neighbourhood Planning delegation	No	Cabinet and Council	No	Report of the Planning Portfolio Holder	Head of Planning Policy	12 February 2018
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)	Fees and Charges for PfP site for 2018/19	No	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure	19 December 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)	Business Rates – Revaluation Relief	No	Cabinet	No	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	22 January 2018
14 Feb 18 (A)	Demolition of Council building	Yes	Cabinet	No	Report of the Finance Portfolio Holder	Head of Estates and Economic Development	15 January 2018
14 Mar 18 (R)	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 (R)	Economic Development Strategy Action Plan	Yes	Cabinet	No	Report of the Finance Portfolio Holder	Head of Estates & Economic Development	12 February 2018

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 (R)	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
18 Apr 18 (A)	Affordable Housing: Developers Contributions (S106)	Yes	Cabinet	Yes	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing & Environmental Health	12 February 2018
18 Apr 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
18 Apr 18 (A)	Carry Forward of Unspent Revenue Budget	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	18 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
18 Apr 18 (A)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	15 January 2018
18 Apr 18 (A)	Approach and timetable for developing the next corporate plan	No	Cabinet	No	Report of the Leader	Corporate Director	12 February 2018
16 May 18 (A)	Annual Governance Statement 2017/18	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	12 February 2018
16 May 18 (A)	Revenue Outturn 2017/18	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	12 February 2018
16 May 18 (A)	Capital Outturn 2017/18	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	12 February 2018

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
16 May 18 (A)	Asset Management Outturn 2017/18	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	12 February 2018
16 May 18 (A)	Treasury Management Outturn 2017/18	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	12 February 2018
16 May 18 (A)	Project Enterprise Outturn 2017/18	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	12 February 2018
16 May 18 (A)	Leisure Contract Financial Update 2017/18	No	Council	Yes	Report of the Finance Portfolio Holder	Head of Finance	12 February 2018
16 May 18 (A)	Valley Housing Outturn 2017/18	No	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	27 February 2018

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
16 May 18 (A)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	15 January 2018
16 May 18 (A)	Corporate Action Plan Year 3	Yes	Cabinet	No	Report of the Corporate Portfolio Holder	Corporate Director	15 January 2018
16 May 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

\* 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**

<b>Original Date Of Decision</b>	<b>Item</b>	<b>Delayed/Deleted</b>	<b>Reason For Delay/Deletion</b>	<b>Informed By</b>	<b>Date Informed</b>
14 Feb 18 (A)	Homelessness Reduction Act	Delayed to 14 Mar 18	For further consideration	Head of Housing & Environmental Health	9 January 2018
14 Feb 18 (A)	Valley Housing Matters	Deleted	No business to discuss	Acting Head of Revenues (Local Taxation and Project Enterprise)	15 January 2018
14 Mar 18 (A)	Public Art – Adanac Park, Nursling	Delayed to 18 Apr 18	Delayed due to timescales involved	Head of Community and Leisure	13 November 2017
14 Mar 18 (A)	Valley Housing Matters	Deleted	No business to discuss	Acting Head of Revenues (Local Taxation and Project Enterprise)	27 February 2018
14 Mar 18 (A)	Affordable Housing: Developers Contributions (S106)	Delayed to 18 Apr 18	Delayed due to timescales involved	Head of Housing & Environmental Health	27 February 2018

Original Date Of Decision	Item	Delayed/Deleted	Reason For Delay/Deletion	Informed By	Date Informed
18 Apr 18 (A)	Housing Strategy Annual Progress Report	Delayed to 16 May 18	To allow the financial year 2017/18 to be included in the annual report	Head of Housing & Environmental Health	16 October 2017