

Notice of Meeting

Overview and Scrutiny Committee

Date: Wednesday 11 December 2019

Time: 5.30 pm

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

For further information or enquiries please contact:

Caroline Lovelock - 01264 368014
clovelock@testvalley.gov.uk

Legal and Democratic Service

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
Andover, Hampshire,
SP10 3AJ

www.testvalley.gov.uk

The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

PUBLIC PARTICIPATION SCHEME

If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.

Membership of Overview and Scrutiny Committee

MEMBER

WARD

Councillor I Jeffrey (Chairman)	Mid Test;
Councillor Z Brooks (Vice-Chairman)	Andover Millway;
Councillor G Bailey	Blackwater;
Councillor D Baverstock	Romsey Cupernham;
Councillor C Borg-Neal	Andover Harroway;
Councillor T Burley	Andover Harroway;
Councillor D Coole	Anna;
Councillor C Donnelly	Andover Downlands;
Councillor C Dowden	North Baddesley;
Councillor A Finlay	Chilworth, Nursling & Rownhams;
Councillor S Gidley	Romsey Abbey;
Councillor N Gwynne	Romsey Cupernham;
Councillor K Hamilton	Andover Harroway;
Councillor N Lodge	Andover Downlands;
Councillor R Meyer	Andover Winton;
Councillor K North	Andover Romans;
Councillor J Parker	Romsey Tadburn;
Councillor R Rowles	Andover Winton;

Overview and Scrutiny Committee

Wednesday 11 December 2019

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 13 November 2019**
- 6 Call in Items**
- 7 Urgent decisions taken since last meeting**
- 8 Housing and Environmental Health Portfolio Holder Presentation**

To receive a presentation from Councillor Bundy, Housing and Environmental Health Portfolio Holder on his Portfolio (30 minutes)

- 9 Updates on Panels**

Lead Members to update the Committee on the progress of their Panels (10 mins)

- 10 Armed Forces Covenant Panel Scoping Document**

5 - 7

To consider the Armed Forces Covenant Panel scoping document (10 minutes)

- | | | |
|-----------|---|----------------|
| 11 | <u>Update on Climate Emergency Work Streams</u> | 8 - 21 |
| | To review progress of the Climate Emergency work streams (30 minutes) | |
| 12 | <u>Programme of Work for the Overview and Scrutiny Committee</u> | 22 - 40 |
| | To enable Members to keep the Committee's future work programme under review (10 minutes) | |

ITEM 10 **Armed Forces Covenant Panel Scoping**

Report of the Lead Member:

Recommended

That the Armed Forces Covenant Panel's scoping document to be approved.

SUMMARY:

- The Committee is requested to consider the draft scoping document for the Armed Forces Covenant Panel Task and Finish Panel and comment thereon.

Background Papers (Local Government Act 1972 Section 100D)

Confidentiality

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

No of Annexes:	One		
Author:	Councillor Borg Neal	Ext:	8014
File Ref:			
Report to:	OSCOM	Date:	11 December 2019

Test Valley Borough Council Overview & Scrutiny Committee Panel Reviews - Scoping Template

1	<p>Corporate Priority/Service Area</p> <p>Communities People</p>
2	<p>Lead Member/ Chairman of Panel: Cllr Carl Borg-Neal</p> <p>Cllr Hamilton Cllr Burley Cllr Coole Cllr Donnelly Cllr Rowles</p>
3	<p>Portfolio Holder(s)</p> <p>Cllr Ward</p>
4	<p>Key Areas of Focus</p> <p>The Council first signed the Armed Forces Community Covenant in 2012. During this period the Council has worked closely with its military communities, forming new partnerships and ensuring an inclusive approach as part of its broader commitment to growing the potential of all of our communities in Test Valley. This review will be an opportunity to reflect on what has worked well and what opportunities there are in the future to continue to strengthen the strong partnerships between the council and the military community.</p>
5	<p>What will be developed or reviewed?</p> <p>The proposed review will focus on three key areas:</p> <ol style="list-style-type: none"> 1) How the council's strategic approach to community engagement guides its approach to engaging and working with military communities. 2) The current and future work undertaken by the Council as part of the commitments outlined in the armed forces covenant and a reflection on what has worked well and what could be done differently. 3) Review of best practice – what other local authorities do and how military partnerships have developed in other places.
6	<p>Rationale – Why now/why at all?</p> <p>The Council's new Corporate Plan, Growing Our Potential, is focused on how we can build upon the strengths of the Borough and its communities to improve the quality of life across Test Valley. Military personal and their families form an important part of our communities within Test Valley. Aligned to the Council's strategic approach to place-based working, this review will be an opportunity for the council to reflect on the work and partnerships it has formed over recent years within the spirit of the Armed Forces Covenant and to explore opportunities for how this can be developed further.</p>

7	<p>Anticipated Benefits</p> <ul style="list-style-type: none"> • Strengthen relationships with our military partners • Provide the evidence-base for future development of the Armed Forces Covenant in Test Valley
8	<p>Resource Implications</p> <p>There are no direct resource implications</p>
9	<p>Are there any Partner Organisations involved in the Project? If so, which?</p> <p>As part of the review the Council will engage with its local military partners at Over Wallop and Army HQ. This will also include further engagement with covenant champions at 11 Brigade.</p>
10	<p>Does the Project require Public Involvement?</p> <p>Not initially</p>
11	<p>How will the Project assist the achievement of a Corporate Priority or Priorities?</p>
12	<p>What do you want OSCOM to do now?</p> <p>Endorse the proposed scope so that the lead member can work with officers to develop a forward plan for undertaking the review.</p>

ITEM 11 Update on Climate Emergency Work Streams

Report of the Head of Planning Policy and Economic Development
(Portfolio: Environment)

Recommended:

That OSCOM endorse the scoping document for each Climate Emergency Work Stream as set out in Annex 1

SUMMARY:

- This report provides an update on the climate emergency work streams and confirms the scope of each work stream

1 Introduction

- 1.1 This report provides an update on the climate emergency work streams, following the verbal update to OSCOM on 13th November 2019. Specifically OSCOM are requested to endorse the scoping document attached at annex 1.

2 Update on progress

- 2.1 In order to deliver the resolution of Council on 4th September 2019, OSCOM has been tasked with establishing a cross party working group that will be developing a draft action plan to identify the steps the Council can take to achieve carbon neutrality as quickly as possible.
- 2.2 At the OSCOM meeting of 16th October it was agreed that seven work streams, each with their own member and officer working group, would be established. The seven work streams are:-
- 1) Digital and Smart Working
 - 2) Working with our Communities and Businesses
 - 3) Premises and Asset Management
 - 4) Reducing, Reusing and Recycling
 - 5) Transport, Fleet and Plant
 - 6) Enhancing the Natural Environment
 - 7) Infrastructure and the Built Environment
- 2.3 It was agreed that the work streams will progress through a series of phased stages in parallel comprising:

- Confirming the scope of each work stream;
 - Establishing the baseline (e.g. what the Council is already doing) and what the causes of emissions are in the broader context;
 - Identifying what good looks like (including best practice examples from others and examples of positive behaviour change) and reviewing how they relate to the Council and the communities of Test Valley; and
 - Recommending appropriate actions.
- 2.4 At that meeting a draft of the scoping template for the project was presented with the intention that each work stream would meet, review and confirm the scope, the key areas of focus and key milestones.
- 2.5 At the OSCOM meeting of the 13th November each work stream verbally presented their progress and their draft specific work stream scoping reports. At that meeting it was confirmed that each scoping report would be reported back to OSCOM in their final form. Attached at annex 1 is the final version of the scoping reports.
- 2.6 It is encouraging that a number and range of suggested actions have already been put forward. Given the breadth of the topic and work streams there will inevitably be suggested actions which have been identified by a number of groups or overlap one of more work stream. As discussed at the previous OSCOM, officers have looked to place those actions within the most appropriate work stream.
- 2.7 As agreed by Council in September, our response to the Climate Emergency challenge will concentrate on what the Council, as an organisation, can do to achieve a reduction in carbon emissions. Those actions which look external to the Council have been placed within the 'Business and Communities' work stream as their role focuses on the final element of the Council's motion which was to work with our communities and partners to identify opportunities for making the Borough 'carbon neutral'.
- 2.8 The actions that are being discussed highlight a range of opportunities. At this stage they all require further investigation. In some cases it will be necessary to undertake baseline research in order to provide a means to measure future feasibility and success.
- 2.9 OSCOM previously highlighted the need to provide a 'conduit' between the work streams to avoid abortive work and to ensure that a collective direction is maintained. In response it is proposed that the Head of Planning Policy & Economic Development and/or Senior Planning officer will be present at each work stream meeting, wherever possible.
- 2.10 A further point to note is that there remains in some instances a difference in terms of language and style. Officers will be ensuring that there will be consistency as these work streams move forward and the action plan drafted. The frequency of the meetings is for the discretion of each group. They are best placed to understand the work required and how regularly they need to meet.

3 Conclusion

- 3.1 OSCOM are asked to note the progress made and endorse the scoping document for each work stream.

<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:	Graham Smith	Ext:	8141
File Ref:	CE		
Report to:	OSCOM	Date:	11 December 2019

Title of Work Stream: Digital and Smart Working

1	<p>Lead Member: Councillor Daas</p> <p>Panel members/officers</p> <table border="1"> <thead> <tr> <th>Members</th> <th>Officers</th> </tr> </thead> <tbody> <tr> <td>Cllr Daas</td> <td>Alex Rowland</td> </tr> <tr> <td>Cllr Borg-Neal</td> <td>Nicola Everett</td> </tr> <tr> <td>Cllr Lodge</td> <td>Dave Owers</td> </tr> <tr> <td>Cllr Thom</td> <td></td> </tr> <tr> <td>Cllr Cross</td> <td></td> </tr> </tbody> </table>	Members	Officers	Cllr Daas	Alex Rowland	Cllr Borg-Neal	Nicola Everett	Cllr Lodge	Dave Owers	Cllr Thom		Cllr Cross	
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2	<p>Scope of Work Stream</p> <p>To investigate how the Council can make best use of available technology and how this could support the Council to work in a more smart, sustainable and efficient way (taking care not to inadvertently increase carbon emissions).</p> <p>It will do this through education, continuing the Council’s digital transformation journey (use of technology to facilitate smarter working) and improving working practices (policies, practices and procedures) and procurement.</p>												
3	<p>Key Areas of Focus</p> <ul style="list-style-type: none"> • Video conferencing facilities <ul style="list-style-type: none"> • Initially to investigate setting up a facility at Beech Hurst and the FMC to enable meetings to take place with representatives from each end of the borough. This working group will pilot the arrangements and feedback on practical issues as well as any technological limitations. • Future uses of this type of facility could include <ul style="list-style-type: none"> ○ web casting of committee meetings ○ offering online video appointments to residents in addition to face to face ○ investigate legality and practicality of member attendance at meetings via video conferencing • Reduce printing and postage across the Council <ul style="list-style-type: none"> • Offer residents the option to receive any correspondence via email <ul style="list-style-type: none"> ○ First stage is to establish what we can already deliver via email and establish a baseline for take up. Promotion of this can be discussed and a plan drawn up for an effective campaign under the climate emergency banner. • Review areas where we offer printed copies of meeting papers for 												

	<p>example for Councillors for Committee meetings.</p> <ul style="list-style-type: none">• Evaluate the effects of the new MFD and printing software i.e. has this reduced printing. Identify areas where there are high volumes of printing and work with services to understand and reduce where possible.• Opportunities to increase self-service and improve efficiencies of HR and payroll processes with the introduction of the new HR system and managed payroll contract. (reducing printing of forms and payslips)• Effective use of technology to enable staff, members and customers to self-serve and increase flexibility and efficiencies and reduce reasons to travel<ul style="list-style-type: none">• Undertake a survey of why people visit the Council and look to educate residents to self-serve where possible and reduce need to travel into the Council.• Opportunities to reduce on-site customer and visitor officer meetings through use of technology and video meetings• Reduce business mileage, eliminate travel except where necessary for performance of role or specific training need.• Review of future IT equipment and what is available in the market to enable the Council to equip people with the right tools and kit to enable flexible and sustainable working.• Evaluate the potential rollout of mobile devices/tablets within the wider business• Raising the awareness of the Climate agenda within the business<ul style="list-style-type: none">• Consider adding climate change agenda to decision making documents – e.g. integrate into service planning, policy development and pre-procurement documents including the review of ‘green clauses’ within contracts.• Awareness training for staff and members and sharing best practice across the Council.• Understanding what best practice looks like and measuring internal Carbon footprint and emissions<ul style="list-style-type: none">• Research best practice• Establish what measurements are being used by other organisations to measure internal carbon footprint and emissions.• If possible create a baseline and targets for reduction (understand some things won’t be measurable such as reduction in carbon emissions by reducing customer visits to the Council)• Look for some easy wins, such as turning off equipment over night (measuring overnight energy usage) and reducing business mileage.
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4 Key Milestones

To investigate the practise of other organisations with regards to the areas of focus above

To explore the opportunities to make best use of technology for the Council to do its business.

To explore ways to raise awareness within the Council's business

Title of Work Stream: Working with our Communities and Businesses

1	<p>Lead Member: Councillor Hamilton Panel members/officers</p> <table border="1"> <thead> <tr> <th>Members</th> <th>Officers</th> </tr> </thead> <tbody> <tr> <td>Cllr Hamilton</td> <td>James Moody</td> </tr> <tr> <td>Cllr Drew</td> <td>David Growcott</td> </tr> <tr> <td>Cllr Parker</td> <td>David Cleave</td> </tr> <tr> <td>Cllr Ecclestone</td> <td></td> </tr> </tbody> </table>	Members	Officers	Cllr Hamilton	James Moody	Cllr Drew	David Growcott	Cllr Parker	David Cleave	Cllr Ecclestone	
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2	<p>Scope of Work Stream</p> <p>To work with business and local communities to share best practice on how people are playing their part to tackle climate change within Test Valley.</p>										
3	<p>Key Areas of Focus</p> <ul style="list-style-type: none"> - Undertake a local mapping exercise of what is currently happening out there at a community level. This will include: <ul style="list-style-type: none"> o A session with the Association of Parish & Town Councils o A follow up survey to all parishes o Work with Unity to tap into the network of community organisations o A survey to local businesses working through existing networks - Undertake a high level mapping exercise of what other areas outside of Test Valley are doing. We will work with: <ul style="list-style-type: none"> o Local Government Association to identify a couple of areas o Towns that Test Valley is twinned with - Test Valley Borough Council to join the HIOW Sustainable Business Network - Explore further opportunities for how businesses can access support and grants from a variety of providers. - Hold an event for Parish Councils and Community Groups to share best practice - Hold a business showcase event to disseminate best practice - Play our part in Andover Vision and Romsey Future climate change initiatives such as the Andover climate change day of action in Spring 2020. - Look at ways to influence a change in behaviour with regards to reducing and recycling domestic waste 										

4 Key Milestones

Next steps:

- To produce a detailed plan setting out who the group will make contact with, when this will happen and how we are proposing to do it.
- To agree a draft survey to be circulated to all parishes
- As a result of a conversation with the LGA we will identify two councils outside of Test Valley who we can speak to about the work going on in their local communities
- Review the outcomes of the recent Test Valley Association of Parish and Town Councils climate change session
- Engage with the Science Park about the opportunities to host a business event.

Title of Work Stream: Premises and Asset Management

1	<p>Lead Member: Councillor Brooks</p> <p>Panel members/officers</p> <table border="1"> <thead> <tr> <th>Members</th> <th>Officers</th> </tr> </thead> <tbody> <tr> <td>Cllr Brooks</td> <td>Simon Ellis</td> </tr> <tr> <td>Cllr Baverstock</td> <td>Simon Skeates</td> </tr> <tr> <td>Cllr Gidley</td> <td></td> </tr> </tbody> </table>	Members	Officers	Cllr Brooks	Simon Ellis	Cllr Baverstock	Simon Skeates	Cllr Gidley	
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Cllr Gidley									
2	<p>Scope of Work Stream</p> <p>To investigate What, If and How, TVBC buildings and sites can be even more energy efficient and what steps can be taken to achieve this now and going forward.</p>								
3	<p>Key Areas of Focus</p> <p>The focus will be based around TVBC owner occupied sites and buildings; with specific focus on the following topic heads:</p> <ul style="list-style-type: none"> • Delivery to date; • Making buildings more efficient; • Energy usage on site and in buildings; • Possible outcome and actions to explore and deliver; • Consideration to be given regarding existing building design and fabric. <p>In co-operation with the Reducing, Reusing & Recycling work stream to establish the different types of waste produced by the Council and how its is dealt with.</p>								
4	<p>Key Milestones</p> <p>To produce a detailed plan identifying the existing energy usage of the Council offices and depots and identify options for making improvements, where possible.</p>								

Title of Work Stream: Reducing, Reusing and Recycling

1	<p>Lead Member: Councillor Johnston</p> <p>Panel members/officers</p> <table border="1"> <thead> <tr> <th>Members</th> <th>Officers</th> </tr> </thead> <tbody> <tr> <td>Cllr Johnston</td> <td>Paul Wykes</td> </tr> <tr> <td>Cllr Andersen</td> <td>Hollie French</td> </tr> <tr> <td>Cllr Lodge</td> <td>Vanessa Cheung</td> </tr> <tr> <td>Cllr Gwynne</td> <td></td> </tr> <tr> <td>Cllr Watts</td> <td></td> </tr> </tbody> </table>	Members	Officers	Cllr Johnston	Paul Wykes	Cllr Andersen	Hollie French	Cllr Lodge	Vanessa Cheung	Cllr Gwynne		Cllr Watts	
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2	<p>Scope of Work Stream</p> <p>To investigate how the Council can improve its approach to dealing with its own waste across the organisation by focusing more on reducing, reusing and recycling.</p>												
3	<p>Key Areas of Focus</p> <ul style="list-style-type: none"> • To establish the list of buildings within scope i.e. operated and used by the council for delivering its functions. • To establish the different types of waste produced by the Council. • To establish how all waste is dealt with at source i.e. the current practices within offices, depots and buildings. • To carry out an audit of existing waste collection arrangements including the destination of waste i.e. treatment and disposal. • To publish the Council's total waste arising and the overall recycling rate. • To identify areas of best practice within the organisation as well as within other organisations. • To identify areas of poor practice. • To review existing behavioural change work with our own staff and align that with what we do within our communities. <p>Whilst not directly within in scope of this work stream there is an acknowledgement that some of this work crosses over into other climate change work streams. In addition, whilst the focus of this work stream is about how the organisation deals with its own waste, the Council does collect domestic waste from 55,000 properties. The services provided are broadly in line with those provided by other Hampshire LAs and is in the process of a fundamental review at regional and national level.</p>												

4

Key Milestones

- To request that the Property and Asset Management Service undertake relevant work relating to the key areas of focus listed above.
- To conduct a best practice review across other organisations and local businesses (Cllrs Andersen and Lodge) and report back at the next meeting.

Title of Work Stream: Transport, Fleet and Plant

1	<p>Lead Member: Councillor Johnston</p> <p>Panel members/officers</p> <table border="1"> <thead> <tr> <th>Members</th> <th>Officers</th> </tr> </thead> <tbody> <tr> <td>Cllr Johnston</td> <td>Paul Wykes</td> </tr> <tr> <td>Cllr Burley</td> <td>Konrad Firth</td> </tr> <tr> <td>Cllr Coole</td> <td>Steve Raw</td> </tr> </tbody> </table>	Members	Officers	Cllr Johnston	Paul Wykes	Cllr Burley	Konrad Firth	Cllr Coole	Steve Raw
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2	<p>Scope of Work Stream</p> <p>To improve fuel efficiency and move towards lower emission fuel sources</p>								
3	<p>Key Areas of Focus</p> <ul style="list-style-type: none"> • To establish our baseline, acknowledging previously introduced initiatives that relate directly to this work stream. • To describe the current procurement approach taken by the Council and to detail the state of developments within the market, using the following list of vehicles and plant, categorised by type: <ul style="list-style-type: none"> ○ Heavy Goods Vehicles ○ Large Vans ○ Small Vans ○ Large Plant ○ Small Plant ○ Handheld Plant • Consider disposal route for old vehicles. • To identify areas of best practice within the organisation as well as within other organisations. • To identify areas of poor practice. • To review our vehicle and plant replacement policy to consider introducing more carbon friendly alternatives. • Acknowledging the work of other work streams will consider potential offsetting activities 								
4	<p>Key Milestones</p> <p>To request that the Environmental Service undertake the data capture relating to the key areas of focus listed above.</p> <p>For the members of the work stream to meet again early to mid-December to review progress on the areas of focus.</p>								

Title of Work Stream: Enhancing the Natural Environment
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1	<p>Lead Member: Councillor Rowles</p> <p>Panel members/officers</p> <table border="1"> <thead> <tr> <th>Members</th> <th>Officers</th> </tr> </thead> <tbody> <tr> <td>Cllr Rowles</td> <td>Dave Tasker</td> </tr> <tr> <td>Cllr Donnelly</td> <td>Kevin Harrington</td> </tr> <tr> <td>Cllr C Dowden</td> <td>Pete Legg</td> </tr> <tr> <td>Cllr Gwynne</td> <td></td> </tr> <tr> <td>Cllr A Dowden</td> <td></td> </tr> </tbody> </table>	Members	Officers	Cllr Rowles	Dave Tasker	Cllr Donnelly	Kevin Harrington	Cllr C Dowden	Pete Legg	Cllr Gwynne		Cllr A Dowden	
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2	<p>Scope of Work Stream</p> <p>To promote sustainable management of the Council's land.</p>												
3	<p>Key Areas of Focus</p> <ul style="list-style-type: none"> • Establish baseline, including what we do currently and impact of working practices, as well as baseline for ecological net gain • Setting aspirations of what we want to achieve and understand Hampshire County Council's aspirations for 'highway verges' in the context of climate change • Ensure the emerging Green Space Strategy sets out ambitions and actions in relation to climate change, resilience landscapes and a focus on 'where we can do less to do more' • Review opportunities' in site management plans to further contribute positively to carbon neutrality • Review impact of mass wildflower planting and future opportunities including the feasibility of increasing scale of planting and connectivity of sites • Identify opportunities for land acquisition as mitigation • Scope the development of a tree management strategy. This will include an approach to all future planting to ensure a resilient tree stock 												
4	<p>Key Milestones</p> <p>To audit the existing roles and approaches to the management of Council green space</p> <p>To identify existing site management plans and a review their scope for benefits to achieving carbon neutrality</p>												

Title of Work Stream: Infrastructure and Built Environment

1	<p>Lead Member: Councillor Burley</p> <p>Panel members/officers</p> <table border="1"> <thead> <tr> <th>Members</th> <th>Officers</th> </tr> </thead> <tbody> <tr> <td>Cllr Burley</td> <td>Paul Jackson</td> </tr> <tr> <td>Cllr Burnage</td> <td>Graham Smith</td> </tr> <tr> <td>Cllr Cooper</td> <td>Phil Turner</td> </tr> <tr> <td>Cllr Warnes</td> <td></td> </tr> </tbody> </table>	Members	Officers	Cllr Burley	Paul Jackson	Cllr Burnage	Graham Smith	Cllr Cooper	Phil Turner	Cllr Warnes	
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Cllr Warnes											
2	<p>Scope of Work Stream</p> <p>To put into place measures to help facilitate and promote the change towards lower carbon living that will improve the quality of life for our existing and future residents</p> <p>To deliver through the planning system development which maximises the opportunity for energy efficiency, renewable energy and opportunities which allow for more sustainable lifestyle choices.</p>										
3	<p>Key Areas of Focus</p> <ul style="list-style-type: none"> • To investigate the ability of the policies of the future local plan to require higher standards of energy conservation from new development. • To review the policies from other local authorities to identify best practice. • How to deliver the infrastructure needed to facilitate a lower carbon living and raise awareness of its availability. • To explore the role Building Regulations has in maximise energy efficiency and what can be done at a local level to influence legislation. • To promote the content of the Home Energy Conservation Act (HECA) Action Plan 										
4	<p>Key Milestones</p> <p>To investigate how others authorities local plan policies and review their evidence to help influence the future local plan.</p> <p>To investigate the different types of renewable and low carbon energy technologies that may be suitable for the Borough and what potential opportunities there are for development to draw its energy from decentralised, renewable or low carbon energy systems</p> <p>To investigate ways that the actions within the HECA action plan can be promoted</p>										

ITEM 12

**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.
- 1.4 Annex 4 tracks the recommendations to Cabinet and Council.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

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

No of Annexes:

4

Author:

Caroline Lovelock

Ext:

8014

File Ref:

Report to:

Overview and Scrutiny
Committee

Date:

11 December 2019

OVERVIEW & SCRUTINY WORK PROGRAMME 2019/2020

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)
11 DECEMBER (ROMSEY)			
Round table discussion on Communications	2	Committee	To receive a presentation from the Council's Communications Manager on the Council's approach to Communication (Communications Manager)
Housing and Environmental Health Portfolio Holder Presentation	1	Committee	To receive a presentation from the Housing and Environmental Health Portfolio Holder (Councillor Bundy) (30 mins)
Climate Emergency work stream scoping documents	4	Committee	To consider the scoping documents for the seven Climate Emergency work streams (Lead Members/Head of Planning Policy) (30 minutes)
Scoping document for Armed Forces Covenant Panel	3	Committee	To consider the scoping document for the Armed Forces Covenant Panel (Councillor Borg-Neal, Lead Member) (20 mins)
22 JANUARY (ROMSEY)			
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)
Planning Portfolio Holder Presentation	1	Committee	To receive a presentation from the Planning Portfolio Holder (Councillor Adams King) (30 mins)
19 FEBRUARY (ANDOVER)			
Round table discussion on Romsey Future			Corporate Director
Progress Report on PIP Recommendations	2	Committee	To receive an update on the recommendations of the Public Involvement Panel (James Moody) (20 mins)

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* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)
18 MARCH (ROMSEY)			
Presentation on local policing	5	Committee	Chief Inspector to attend to discuss progress with local policing in Test Valley.
Climate Emergency Action Plan	4	Council	To consider the action plan from the Climate Emergency Working Group (Councillor Jeffrey) (30 minutes)
22 APRIL (ANDOVER)			
OSCOM Chairman's draft annual report	2	Committee	To consider the Chairman's draft Annual Briefing prior to being submitted to Council (Cllr Jeffrey) (15 minutes)
20 MAY (ANDOVER)			
Round table discussion on Youth Services			Head of Community and Leisure
Safeguarding Children & Vulnerable Adults	3	Committee	To look at the policy of safeguarding adults and children (Head of Community and Leisure) (20 minutes)
Annual Review of the Corporate Action Plan	2	Committee	To receive an update on the Key Performance Indicators (Policy Manager) (20 minutes)
Chairman's Briefing	2	Committee	To consider the Chairman's final Annual Briefing prior to being submitted to Council. (Cllr Jeffrey) (15 mins)

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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DATE TO BE CONFIRMED	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)
Hampshire Fire and Rescue	5	Committee	To update the Committee on how the new structure is working
Review of the Area Planning Committee pilot	2	Committee	To update the Committee on how the Area Planning Committees pilot is working.
The promotion of healthy life styles linked to sport and recreation	4	Committee	Head of Community and Leisure
Review of the Council's Key Performance Indicators	Cabinet	2	Policy Manager
Review of the Economic Development Strategy and Action Plan	Cabinet	4	Economic Development Officer
New Neighbourhoods Review	Cabinet	3	Community Engagement Manager – Community Safety
Round table discussion on the mapping of youth service type provision	Committee	3	Head of Community and Leisure - May

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BRIEFING NOTES

2018		
March	Affordable Housing Update (Head of Housing and Environmental Health)	19 March 2018
May	Safeguarding Children & Vulnerable Adults (Community Engagement Manager)	22 May 2018
June	Test Valley Partnership Annual Review (Policy Manager) Risk Management (Principal Auditor)	31 July 2018

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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2019		
June	Risk Management (Principal Auditor)	11 June 2019
November	Cemetery Rules and Regulations Review (Head of Community and Leisure) Hampshire County Waste Strategy (Head of Environmental Services)	
2020		
January	Planning Enforcement (Head of Planning and Building) Waste Strategy (Head of Environmental Services)	
March	Affordable Housing Update (Head of Housing and Environmental Health)	

* 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
Completed Panels			
Public Involvement Panel	Councillor Baverstock	<p>Scoping document agreed by OSCOM on 20 September 2017</p> <p>Report back</p> <p>Recommendation to Cabinet</p> <p>Findings of the Panel referred to the Member and Community Development working group to develop proposals further and to report back to OSCOM with proposed actions for onward submission to Cabinet</p>	<p>21 March 2018</p> <p>18 April 2018</p>
Planning Panel	Councillor Hibberd	<p>Scoping template agreed</p> <p>Report back</p> <p>Panel's final report to OSCOM</p> <p>Recommendations considered by Cabinet</p>	<p>22 November 2017</p> <p>25 July 2018</p> <p>19 September 2018</p> <p>10 October 2018</p>
Council Tax Support Scheme	Councillor Baverstock	<p>Meeting to be arranged early January to review the options for the Council Tax Support Scheme 2019/2020</p> <p>Report back</p> <p>Recommendation to Cabinet on options 5, 6 and 7</p> <p>Cabinet agreed to undertake consultations on options 5, 6 and 7 with a slight amendment to option 5</p> <p>Panel to reconvene to consider the results of the consultation.</p> <p>Consultation now complete final report considered by OSCOM prior to consideration by Cabinet.</p> <p>Cabinet agreed at its meeting on 5 December 2018 to endorse the Panel's recommendations and a full report will be considered at Council on 23 January 2019</p>	<p>21 March 2018</p> <p>18 April 2018</p> <p>14 November 2018</p>

Panel	Lead Member	Progress Update	Report back to OSCOM
Completed Panels			
Parking (Car Park and Streets) Panel	Councillor Baverstock	<p>First meeting held on 6 July to agree scoping template</p> <p>Scoping template agreed by OSCOM</p> <p>Meeting to look in more detail at specific areas and discuss way forward</p> <p>Meeting with Head of Planning Policy to consider the main issues and how they can be taken forward to influence the next Local Plan</p> <p>The Panel met on 20 February to discuss the draft report.</p> <p>Final report to OSCOM</p> <p>Recommendations to Cabinet</p>	<p>19 September 2018</p> <p>2 November 2018</p> <p>20 March 2019</p> <p>20 March 2019</p> <p>17 April 2019</p>
Future of High Streets in Test Valley	Councillor Hurst	<p>A Panel to be set up to review how emerging policies could influence and develop High Streets across the Borough</p> <p>Workshops to be held to gather views/evidence from stakeholders and the community and report back to OSCOM.</p> <p>Workshop held on 5 March 2019 final report to be considered.</p>	<p>24 April 2019</p>

Panel	Lead Member	Progress Update	Report back to OSCOM
Ongoing Panels			
The future of health provision in Andover and Romsey	Councillor Baverstock	<p>Scoping report to be produced and a panel set up to include Councillors Bailey, Cockaday, Hamilton and Mutton</p> <p>Panel have met to discuss the scope of the panel.</p> <p>Further meeting organised.</p> <p>Scope to be considered by Committee</p> <p>Panel post election consists of Councillors Baverstock, Andersen, Bailey, Brooks, Gidley, Hamilton and Parker</p> <p>Panel meeting held on 15 August and Zena Ludick, Operations Director for Medical Services at Hampshire Hospital NHS and Diane Blanchard, Operational Director for Family Clinical Support Service will met with the panel on Wednesday 28 August 2019.</p> <p>Next meeting to be held on 4 October 2019 where Fran White, Senior Commissioning Manager Out of Hospital Transformation, Mid Hampshire and Lande Newton, Primary Care Commissioning Manager, NHS West Hampshire CCG will meet with the panel.</p> <p>The next meeting to be held on 7 January 2020 where Rachael King, Director of Commissioning (South West) and Martyn Rogers, Head of Primary Care will be attending to discuss health provision in the south of the Borough.</p>	17 July 2019
Armed Forces Covenant	Councillor Borg-Neal/Councillor Hamilton	<p>Scoping report to be produced.</p> <p>Councillor Borg Neal liaising with relevant organisations. Panel would commence following the Borough Elections in May 2019.</p> <p>Members have been invited to sit on the panel.</p>	

		<p>The panel consists of Councillors Borg Neal, Burley, Coole, Donnelly and Rowles.</p> <p>Meetings have been held with 11 Brigade's Army Civilian Liaison Officer and a scope will be considered at the next Overview and Scrutiny Committee meeting.</p> <p>The scoping document will be considered at OSCOM on 11 December 2019</p>	<p>16 October 2019</p> <p>11 December 2019</p>
Council Tax Support Scheme Panel	Councillor Baverstock	<p>Panel met on 21 August to consider the impact on the changes made to the scheme in 2019/20 and options for further changes to the scheme for 2020/21. Report was considered by OSCOM on 5 September 2019.</p> <p>Recommendations from the Panel were endorsed at Cabinet on 11 September 2019. Changes to the scheme are now out for an 8 week consultation and an update report will be presented to the Committee in November.</p> <p>OSCOM agreed the recommendations from the panel and these would now be considered by Cabinet on 18 December 2019.</p>	13 November 2019
Climate Emergency Working Group	Councillor Jeffrey	<p>Panel set up by OSCOM on 18 September comprising of Councillors Jeffrey, Anderson, Brooks, Cooper C Dowden, Gwynne, Lodge, Rowles together with Councillors Johnston and Drew.</p> <p>All 7 work streams had met to draft their scoping documents which will be considered by OSCOM on 11 December 2019</p> <p>An action plan will be reported back to the Committee in March 2020.</p>	<p>11 December 2019</p> <p>18 March 2020</p>
Budget Panel	Councillor Brooks	<p>The last Budget Panel meeting was held on 10 October 2019 and they considered the draft Fees and Charges 2020/21 and the Budget Forecast 2020/21 to 2022/23. The next meeting of the Panel is 29 June 2020.</p>	

Audit Panel	Councillor Borg-Neal	The last Audit Panel meeting was held on 25 July 2019 where they discussed the Internal Audit Annual Report 2018/19 and Progress Report for 2019/20 to 30 June 2019, Compliance with PSIAS (Public Sector Internal Audit Standards), Internal Audit Strategy and Charter Update, Statement of Accounts 2018/19 and their Work Programme. The next meeting of the Panel is scheduled for 9 December 2019.	
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Cabinet Work Programme

December 2019

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 £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	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 Dec 2019 Romsey	Council Tax Support Scheme 2020/21	Yes	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Revenues (Benefits & Customer Services)	22 Oct 2019
18 Dec 2019 Romsey	Council Tax Premiums on long-term empty properties	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Revenues (Local Taxation & Project Enterprise)	22 Oct 2019
18 Dec 2019 Romsey	Council Tax Discount for care leavers	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Revenues (Benefits & Customer Services)	22 Oct 2019
18 Dec 2019 Romsey	Valley Housing Business Plan	No	Cabinet	Fully exempt	Report of the Finance Portfolio Holder	Head of Revenues (Local Taxation & Project Enterprise)	22 Oct 2019
15 Jan 2020 Romsey	Local Plan Timetable	Yes	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning Policy	25 Nov 2019

15 Jan 2020 Romsey	Budget Forecast Update 2020/21	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	22 Oct 2019
15 Jan 2020 Romsey	The Old Creamery Footway	No	Cabinet	Fully exempt	Report of the Planning Portfolio Holder	Head of Estates and Economic Development	15 Nov 2019
15 Jan 2020 Romsey	Car Park Charges	Yes	Council	Fully exempt	Report of the Planning Portfolio Holder	Head of Estates and Economic Development	15 Nov 2019
15 Jan 2020 Romsey	Empty Homes Policy	No	Cabinet	Open	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health	25 Nov 2019
12 Feb 2020 Andover	Revenue Budget and Council Tax Proposals 2020/21	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	22 Oct 2019
12 Feb 2020 Andover	Capital Programme Update 2019/20 to 2021/22	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	22 Oct 2019
12 Feb 2020 Andover	Treasury Management and Annual Investment Strategies 2020/21	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	22 Oct 2019
11 Mar 2020 Romsey	Housing Strategy 2020 to 2025	Yes	Cabinet	Open	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health	22 Oct 2019

11 Mar 2020 Romsey	Preventing Homelessness & Rough Sleeping Strategy 2020 to 2023	Yes	Cabinet	Open	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health	22 Oct 2019
11 Mar 2020 Romsey	Write off of uncollectable debts	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Revenues (Local Taxation & Project Enterprise)	1 Nov 2019
15 Apr 2020 Andover	Carry Forward of Unspent Revenue Budget	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	25 Nov 2019

Part 5 – Action Tracking

Report of the Task and Finish Panel – Car Parking						
Recommendation	Agreed			Start Date	Action	Progress Update
	OSCOM 20.03.19	Cabinet 17.04.19	Council			
<p>1. That the parking standards and minimum dimensions of spaces currently set out in the adopted Revised Local Plan (2016) be reviewed as part of the next local plan review.</p> <p>2. That the next local plan review consider what practical steps could be taken to influence the design and layout of future parking within residential schemes.</p> <p>3. That the Council write to Government to highlight the issue of large commercial vehicles parking in residential areas and request steps are taken to enforce possible restrictions.</p>	✓	✓			<p><u>Agreed at Cabinet</u></p> <p>That the parking standards and minimum dimensions of spaces currently set out in the adopted Revised Local Plan (2016) be reviewed as part of the next local plan review.</p>	<p>1. Revised parking standards to be considered as part of next local plan.</p> <p>2. Revised design policies to be considered as part of next local plan.</p> <p>3. Portfolio Holder wrote to Minister of State for Transport on 13th May and received a response on 11th June.</p>

Review of Town Centres						
Recommendation	Agreed			Start Date	Action	Progress Update
	OSCOM 24.04.19	Cabinet 20.5.19	Council			
<p>That the Council continued to support Andover and Romsey town centre through the measures identified in the Corporate Plan 2019 – 2023 (2019), the Revised Local Plan (2016) and the Economic Development Strategy (2017); and</p> <ol style="list-style-type: none"> 1. That the Head of Planning & Building and the Head of Planning Policy investigate the application of Policy LE12 and Policy LE13 of the adopted Revised Local Plan (2016); 2. That the Head of Planning & Building and the Head of Planning Policy investigate what measures could be introduced to help facilitate planning advice to those businesses whose premises are within the Borough's town centres; 3. That the Council continued to explore opportunities to secure funds to deliver public realm improvements; 	√	√			<p><u>Agreed at Cabinet</u></p> <p>That the Council continues to support Andover and Romsey town centre through the measures identified in the Corporate Plan 2019 – 2023 (2019), the Revised Local Plan (2016) and the Economic Development Strategy (2017); and</p> <ol style="list-style-type: none"> 1. That the Head of Planning & Building and the Head of Planning Policy investigate the application of Policy LE12 and Policy LE13 of the adopted Revised Local Plan (2016); 2. That the Head of Planning & Building and the Head of Planning Policy investigate what measures could be introduced to help facilitate planning advice to those businesses whose premises are within Andover and Romsey town centre; 3. That the Council continues to explore opportunities to secure funds to deliver public realm improvements; 4. That the merits of a potential Romsey Business Improvement District be explored in the future, once the experience of Andover's BID, as well as other BIDs, have been fully considered; 5. That the Council investigate ways to support existing town centre businesses; 6. That the merits of producing a town centre prospectus for each town be explored; and 7. To put in place measures to allow shoppers and visitors to provide ongoing feedback of their experience. 	<ol style="list-style-type: none"> 1 Review of policy LE12 and LE13 underway focusing on the relaxation of the restrictions relating to use classes. This is due to be completed by end of 2019. 2. Senior officer assistance has been available to those applicants looking to bring forward schemes in the primary shopping area of Andover and Romsey. 3. The Council has submitted bids for the Future High Street Fund and Historic High Street Fund, but were unsuccessful. The Council will continue to explore all opportunities. 4. Andover BID came into effect in April 2019. It is too premature at this stage to fully consider the outcomes. 5. This work will be considered as part of the Economic Development Action Plan update

<p>4. That the merits of a potential Romsey Business Improvement District be explored in the future, once the experience of Andover's BID, as well as other BIDs, have been fully considered;</p> <p>5. That the Council continued to investigate new ways to support existing town centre businesses;</p> <p>6. That the merits of producing a town centre prospectus for each town be explored; and</p> <p>7. To put in place measures to allow shoppers and visitors to provide ongoing feedback of their experience.</p>					<p>6. This work will be considered as part of the Economic Development Action Plan update.</p> <p>7. Ongoing .This will, in part, be linked to the respective outcomes of the Andover and Romsey masterplan; and the work of Andover Vision and Romsey Future.</p>
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Council Tax Support Scheme						
	Agreed			Start Date	Action	Progress Update
Recommendation	OSCOM 5.9.19	Cabinet 11.9.19	Council			
<p>That a consultation be undertaken on the following options:</p> <ul style="list-style-type: none"> · A fixed deduction of £4 per week for non-dependant adults living in the property · Eligibility for CTS is limited to claimants with less than £6,000 in savings · Removal of the Second Adult Rebate from the scheme · Removal of Extended Payments from the scheme 	√	√			<p><u>Agreed at Cabinet</u></p> <p>That a consultation be undertaken on the following options:</p> <ul style="list-style-type: none"> · A fixed deduction of £4 per week for non-dependant adults living in the property · Eligibility for CTS is limited to claimants with less than £6,000 in savings · Removal of the Second Adult Rebate from the scheme · Removal of Extended Payments from the scheme 	<p>A draft CTS scheme for 2020/21, based on the areas to be consulted on, has been prepared.</p> <p>Public consultation on the four options began on 18th September and will run until 13th November. The consultation is available on the Council's website.</p> <p>The feedback on the consultation will be presented to the OSCOM panel on 11th November and OSCOM on 13th November.</p>

Recommendation	OSCOM 13.11.19	Cabinet 18.12.19	Council			
<p><u>Recommended to Cabinet:</u></p> <p>That with effect from 1 April 2020 the following changes be made to the Council's Council Tax Support Scheme.</p> <ol style="list-style-type: none"> 1. That a fixed reduction of £4 per week should be introduced for non-dependant adults living in a property. 2. That eligibility for Council Tax Scheme was restricted to applicants with less than £6,000 of eligible capital. 3. That the Second Adult Rebate is removed from the Council's Council Tax Support Scheme. 4. That extended payments were removed from the Council's Council Tax Support Scheme. 	√					<p>To be considered by Cabinet on 4 December 2019.</p>