

## Notice of Meeting

# Overview and Scrutiny Committee

**Date:** Wednesday 19 June 2019

**Time:** 5.30 pm

**Venue:** Conference Room 1, Beech Hurst, Weyhill Road, Andover,  
Hampshire, SP10 3AJ

**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](http://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 19 June 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 22 May 2019**
- 6 Call in Items**
- 7 Urgent decisions taken since last meeting**
- 8 Updates on Panels**

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

- 9 Appointment to Budget and Audit Panels**

To appoint Members to the Budget and Audit Panels (10 minutes)

- 10 Review of Corporate Action Plan 2015-19**

**5 - 6**

A presentation by the Leader of the Council which will review how the Council made progress through its Corporate Action Plan over the last four years (30 minutes).



## ITEM 10

### Review of Corporate Action Plan 2015-19

Report of the Leader

#### Recommended:

**That OSCOM endorse the progress made through the Corporate Action Plan in year four and the overall progress made during the period of the last Corporate Plan 2015-19.**

#### SUMMARY:

- This report will be accompanied by a presentation that the Leader of the Council will make to OSCOM. The presentation will review how the Council made progress through its Corporate Action Plan over the last four years on its ambitions as set out in the Corporate Plan 2015-19, *Investing in Test Valley* which came to an end in April 2019.

#### 1 Introduction

- 1.1 This report sets the context for the Leader of the Council's annual presentation to OSCOM which reports on the progress of the projects taken forward in the fourth and final year of the Corporate Action Plan (CAP) in relation to the Corporate Plan 2015-19. The presentation also provides an overall review of progress for the four years 2015-19.

#### 2 Background

- 2.1 The Corporate Plan is underpinned by a CAP which runs for the lifetime of the plan and is updated annually. It shows in detail how the Council will make progress against its priority aims.
- 2.2 Each year a review is undertaken to update the CAP to ensure it continues to highlight the significant projects that the Council is taking forward in pursuit of its corporate aims.
- 2.3 In year 4 (2018/19), the CAP consisted of twenty projects. A full list of the projects that formed the CAP in year four can be accessed via the following link. <http://www.testvalley.gov.uk/aboutyourcouncil/howarewedoinvesting-in-test-valley-corporate-plan-2015-19>
- 2.4 In April 2019, the Corporate Plan: *Investing in Test Valley* came to an end. This year the Leader's presentation to OSCOM will not just focus on year four, it will provide an overall review of the progress made across the four years of the last Corporate Plan as a whole.

2.5 The presentation will also review performance against the Council’s Corporate Indicator Set. The indicators are used as part of a broader suite of operational management tools that ensure standards are being met and that the things that matter most to residents are being delivered in an efficient and effective way. The Corporate Performance indicators form part of the annual update report published on the website.

### 3 A new Corporate Plan and Corporate Action Plan 2019-2023

3.1 At the meeting of Full Council in April 2019, a new Corporate Plan for the period 2019-2023 was adopted. Since adoption, work is underway to prepare a new Corporate Action Plan for year one of the new Corporate Plan: *Growing our Potential*.

3.2 OSCOM members have been invited to attend a roundtable in June to review the proposals for the new CAP with Cabinet due to consider the CAP at its meeting in July.

### 4 Conclusion

4.1 The Corporate Action Plan is the vehicle for delivering the Corporate Plan. Over the last four years the Council has made significant progress against its previous priorities of live, work, enjoy and contribute through the delivery of major projects which will form the basis of the Leader’s presentation to committee.

4.2 A report highlighting the progress made through the Corporate Action Plan 2015-19 will be published on the Council’s website following the presentation to OSCOM.

<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:	0	File Ref:	N/A
(Portfolio: Leader) Councillor North			
Officer:	James Moody	Ext:	8130
Report to:	Overview & Scrutiny	Date:	19 June 2019

**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.
- 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:

19 June 2019

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

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)
<b>19 JUNE (ANDOVER)</b>			
Round table discussion on draft Corporate Action Plan (2019-2023)	2	Committee	An opportunity for members to be briefed and consider proposals for the emerging Corporate Action Plan <b>(Corporate Director and Policy Manager)</b>
Corporate Action Plan	2	Committee	Final annual report of the Corporate Action Plan (2015-19) <b>(The Leader) (20 mins)</b>
<b>17 JULY (ROMSEY)</b>			
<b>18 SEPTEMBER (ANDOVER)</b>			
Round table discussion on Community Planning with a rural emphasis	3	Committee	To consider community planning initiations in rural areas discussion with officers <b>(Head of Housing and Environmental Health, Head of Planning Policy, Corporate Director and Policy Manager)</b>
The Annual Review of Complaints	2	Committee	To receive the Annual Review report. <b>(Complaints and Improvements Officer) (20 mins)</b>
Annual Audit Report	2	Committee	To comment and recommendations as appropriate <b>(Head of Finance/Auditor Manager) (20 mins)</b>
Draft Budget Fees and Charges	4	Committee	To consider the draft Budget Panel report <b>(Vice Chairman) (20 mins)</b>
Drug Intervention Services in Test Valley	3	Committee	To update the committee on the work of the Community Safety Management Group in respect of drug prevention and education services <b>(Community Safety Manager) (20 mins)</b>
<b>16 OCTOBER (ANDOVER)</b>			
Portfolio Holder Presentation	1	Committee	To receive a presentation from a Portfolio Holder <b>(Portfolio to be confirmed) (60 mins)</b>
<b>13 NOVEMBER (ANDOVER)</b>			
Round table discussion on Review of Integra	3	Committee	To consider the latest position on the Hampshire Waste Strategy. <b>(Paul Wykes)</b>
Budget Panel Report Draft Budget	4	Committee	To consider the draft Budget Panel report <b>(Vice Chairman) (20 mins)</b>

\* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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<b>11 DECEMBER (ROMSEY)</b>			
Round table discussion on Communications	2	Committee	To receive a presentation from the Council's Communications Manager on the Council's approach to Communication <b>(Communications Manager)</b>
Portfolio Holder Presentation	1	Committee	To receive a presentation from a Portfolio Holder <b>(Portfolio to be confirmed) (60 mins)</b>
<b>22 JANUARY (ROMSEY)</b>			
Budget Strategy Update	1	Committee	To check the results of the Budget Panel chaired by the Vice Chairman and make sure all is satisfactory <b>(Vice-Chairman) (20 mins)</b>
Portfolio Holder Presentation	1	Committee	To receive a presentation from a Portfolio Holder <b>(Portfolio to be confirmed) (60 mins)</b>
<b>19 FEBRUARY (ANDOVER)</b>			
Round table discussion on Romsey Future			
Progress Report on PIP Panel	2	Committee	To receive an update on the findings of the Public Involvement Panel <b>(James Moody) (20 mins)</b>

<b>DATE TO BE CONFIRMED</b>	<b>*Scrutiny Indicator</b>	<b>Requested by</b>	<b>Purpose of Report (Responsible Officer/ Member)</b>
Round table discussion on Social/Affordable Housing	3	Committee	The Head of Housing and Environmental Health to lead a discussion on the current national situation on the delivery of social/affordable housing <b>(Head of Housing and Environmental Health)</b>
Hampshire Fire and Rescue	5	Committee	To update the Committee on how the new structure is working

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## BRIEFING NOTES

<b>2018</b>		
<b>March</b>	Affordable Housing Update ( <b>Head of Housing and Environmental Health</b> )	19 March 2018
<b>May</b>	Safeguarding Children & Vulnerable Adults ( <b>Community Engagement Manager</b> )	22 May 2018
<b>June</b>	Test Valley Partnership Annual Review ( <b>Policy Manager</b> ) Risk Management ( <b>Principal Auditor</b> )	31 July 2018
<b>2019</b>		
<b>March</b>	Affordable Housing Update ( <b>Head of Housing and Environmental Health</b> )	
<b>June</b>	Risk Management ( <b>Principal Auditor</b> )	
<b>November</b>	Cemetery Rules and Regulations Review ( <b>Head of Community and Leisure</b> ) Hampshire County Waste Strategy ( <b>Head of Environmental Services</b> )	
<b>2020</b>		
<b>January</b>	Planning Enforcement ( <b>Head of Planning and Building</b> ) Waste Strategy ( <b>Head of Environmental Services</b> )	
<b>March</b>	Affordable Housing Update ( <b>Head of Housing and Environmental Health</b> )	

\* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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**ANNEX 2**

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	
Public Involvement Panel	Councillor Baverstock	Scoping document agreed by OSCOM on 20 September 2017 Report back Recommendation to Cabinet 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	21 March 2018 18 April 2018
Planning Panel	Councillor Hibberd	Scoping template agreed Report back Panel's final report to OSCOM Recommendations considered by Cabinet	22 November 2017 25 July 2018 19 September 2018 10 October 2018

Panel	Lead Member	Progress Update	Report back to OSCOM
<b>Completed Panels</b>			
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>
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>

Panel	Lead Member	Progress Update	Report back to OSCOM
<b>Ongoing Panels</b>			
The future of hospitals 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>	
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>	24 April 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>	

# Cabinet Work Programme

July 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](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	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
12 Jun 2019 Andover	Housing Strategy Annual Progress Report	No	Cabinet	Open	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health	4 Feb 2019
12 Jun 2019 Andover	North Wessex Downs Area of Outstanding Natural Beauty Management 2019 - 2024	No	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning Policy	1 Apr 2019
12 Jun 2019 Andover	Member Champions	No	Cabinet	Open	Report of the Leader	Corporate Portfolio Holder	11 Mar 2019
12 Jun 2019 Andover	Upgrade of car park ticket machine to take debit, credit and contactless payments	Yes	Council	Fully exempt	Report of the Planning Portfolio Holder	Head of Estates and Economic Development	1 Apr 2019
12 Jun 2019 Andover	Valley Housing Outturn and Business Plan Update	No	Cabinet	Fully exempt	Report of the Finance Portfolio Holder	Head of Revenues (Local Taxation & Project Enterprise)	4 Feb 2019
11 Sep 2019 Andover	Draft Calendar of Meetings	No	Council	Open	Report of the Corporate Portfolio Holder	Head of Legal and Democratic	4 Feb 2019



11 Sep 2019 Andover	Corporate Financial Monitoring (4 months)	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	11 Mar 2019
9 Oct 2019 Andover	Medium Term Financial Strategy	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	2 May 2019
9 Oct 2019 Andover	Corporate Financial Monitoring (6 months)	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	2 May 2019
9 Oct 2019	Fees and Charges	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	2 May 2019
6 Nov 2019 Andover	Asset Management Plan Update	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	7 May 2019
6 Nov 2019 Andover	Capital Programme update	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	7 May 2019

## Part 5 – Action Tracking

Report of the Task and Finish Panel – Car Parking						
Recommendation	Agreed			Start Date	Progress Update	Completion date
	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>	

Review of Town Centres						
	Agreed			Start Date	Progress Update	Completion date
Recommendation	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"> <li>1. That the Head of Planning &amp; Building and the Head of Planning Policy investigate the application of Policy LE12 and Policy LE13 of the adopted Revised Local Plan (2016);</li> <li>2. That the Head of Planning &amp; 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;</li> <li>3. That the Council continued to explore opportunities to secure funds to deliver public realm improvements;</li> </ol>	√	√			<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"> <li>1. That the Head of Planning &amp; Building and the Head of Planning Policy investigate the application of Policy LE12 and Policy LE13 of the adopted Revised Local Plan (2016);</li> <li>2. That the Head of Planning &amp; 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;</li> <li>3. That the Council continues to explore opportunities to secure funds to deliver public realm improvements;</li> <li>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;</li> <li>5. That the Council investigate ways to support existing town centre businesses;</li> <li>6. That the merits of producing a town centre prospectus for each town be explored; and</li> <li>7. To put in place measures to allow shoppers and visitors to provide ongoing feedback of their experience.</li> </ol>	

<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>						
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Disability Review						
	Agreed			Start Date	Progress Update	Completion date
Recommendation	OSCOM 24.4.19	Cabinet 20.5.19	Council			
That Cabinet adopt the approach contained within the report as a way of working when reviewing equality issues with a range of groups.	√	√			<p><b><u>Agreed at Cabinet</u></b></p> <p>That Cabinet adopts the approach contained within the report as a way of working when reviewing equality issues with a range of groups, and in particular;</p> <p>(a) That the Leader of the Council, as Chairman of the Test Valley Strategic Partnership, works with the Partnership to hold an annual disability focus group. This will enable public and voluntary sector partners to hear the views of people with disabilities on key issues.</p>	

					<p>(b) That the Council explores with partners of the Test Valley Partnership the potential for each partner nominating a disability champion who could help promote key issues and be a contact point for other partners and groups representing disability issues.</p> <p>(c) That the Council will organise ad-hoc focus groups and networks, as and when service changes or new key strategies are being considered, as a way in which to talk through proposals and gain feedback from people with a range of disabilities.</p>	
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