

## Notice of Meeting

# Overview and Scrutiny Committee

**Date:** Wednesday 16 September 2020

**Time:** 5.30 pm

**Venue:** Being held virtually by Microsoft Teams. The public can listen to a live stream here:

<http://www.audiominutes.com/p/player/player.html?userid=tvbc>

**For further information or enquiries please contact:**

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**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 Z Brooks (Chairman)	Andover Millway
Councillor N Lodge (Vice-Chairman)	Andover Downlands
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 Dowden	North Baddesley
Councillor A Finlay	Chilworth, Nursling & Rownhams
Councillor N Gwynne	Romsey Cupernham
Councillor K Hamilton	Andover Harroway
Councillor V Harber	Andover St Mary's
Councillor N Matthews	Andover Romans
Councillor K North	Andover Romans
Councillor J Parker	Romsey Tadburn
Councillor R Rowles	Andover Winton
Councillor A Ward	Mid Test
Councillor A Warnes	North Baddesley

## Overview and Scrutiny Committee

Wednesday 16 September 2020

### 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 20 July 2020
- 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 Climate Emergency Action Plan 6 month report 5 - 9  
  
To receive a 6 month update on the Climate Emergency Action Plan (30 minutes)
- 10 Annual Audit Report 2019-20 10 - 14  
  
To provide an overview of the internal audit work covering the financial year 2019-20 and to give an opinion on the overall adequacy and effectiveness of the Council's internal control environment (20 minutes)



## **ITEM 9                      Update on Climate Emergency Action Plan**

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

### **Recommended:**

- 1.      That OSCOM endorse the 6 monthly progress update of the Climate Emergency Action Plan**
- 2.      That OSCOM endorse the proposal for holding the Climate Emergency Action Plan all member workshop in late 2020.**

### **SUMMARY:**

- This report provides an update on the climate emergency action plan since it was endorsed by OSCOM at its meeting in March 2020 and approved by Council in June 2020.

### **1      Introduction**

- 1.1      This report provides an update on the Climate Emergency Action Plan since it was endorsed by OSCOM at its meeting in March 2020 and approved by Council in June 2020.

### **2      Background**

- 2.1      The Council declared a climate emergency on 4 September 2019 and committed to '*investigating clear and effective options to become a carbon-neutral organisation*'. Through the efforts of seven cross party member and officer work streams the Council was able to produce a Climate Emergency Action Plan (CEAP). This was approved by the Council in June 2020.
- 2.2      As part of the approval it was agreed that OSCOM would be the forum for formally monitoring progress on the CEAP and that reports would be presented at 6 monthly intervals. This would also provide the opportunity to highlight particular areas and propose new actions. These would then form part of a OSCOM sponsored workshop which would involve all members. If there are new actions to be incorporated into the action plan, then these would need to be presented to and agreed by Council.

### **3      Climate Emergency Action Plan Update**

- 3.1      The CEAP has always been seen as a living document. Actions may happen quicker than originally anticipated, for example as a result of changes in behaviour or in reacting to situations that we may face. The pandemic is a live example and this was highlighted to members at the Council meeting.

- 3.2 Responding to the pandemic has meant that quicker progress has been made on certain aspects of the action plan than others but has also caused issues in other areas. As the Council works through its response to COVID 19 the 'green recovery' will continue to be at its core.
- 3.3 The fundamental changes in the Council's work practices and how customers access services have resulted in real progress being made particularly with the 'smarter working and use of technology' theme. This relates to the actions of digital streaming of meetings, the use of video conferencing and, with most staff working from home, the consequential benefits of reduced printing. The table in annex A outlines the reduction in printing over previous months. The recent increase in printing can be attributed to those parts of the Council's work which still require hard copies for example, committee papers, evidence for formal legal processes.
- 3.4 There has also been a reduction in travel to and from work and for the attendance of meetings. The putting in place of these enforced measures has demonstrated that a change in working practices can be achieved. However, there is a need to recognise that in some instances to fulfil the Council's function there remains the need for travel, including for visits and face to face meetings. Officers are currently monitoring the change in business travel.
- 3.5 Not only is there a refocus on how the Council undertakes its business but also how people access our services. For My Test Valley, our self-serve rate in May was 67%, June 56% and July 57% compared to this time last year, May 2019 37%, June 2019 39%, and July 2019 31%
- 3.6 Some of the other implications of the pandemic (and associated lockdown) have been less beneficial in relation to the wider environment. As has been noticed across the country, the importance and usage of public open spaces has seen significant increase since lockdown eased. This highlights the value and importance of diverse open space provision for physical and mental wellbeing. A number of these sites have seen problems with litter; while the litter bins have previously had adequate capacity in such spaces, they have been overwhelmed, reflecting greater use of the spaces. There was also a notable increase in fly tipping particularly whilst Hampshire Waste and Recycling Centres were closed (with a rate of 180 incidents in April 2020, compared to 104 and 108 in April 2019 and April 2018 respectively). The rate of fly tipping remains elevated.
- 3.7 From a waste and recycling perspective, whilst the amount of recycled material has increased, so has general waste. There was an increase of approximately 10% (2kg per property) on general waste collections during the lockdown period, which may reflect more people at home rather than at school / work / eating out etc. Subsequently the figure started to level out, standing at about a 5% increase at the end of May.

- 3.8 The fuel usage in running the fleet and hence associated emission have increased between 2018/19 and 2019/20 (from about 870,000 to about 939,900kg CO<sub>2</sub>equivalent). This increase is likely to have resulted from additional fuel requirements for waste collections and management of open spaces that have been development within the Borough, as well as taking on the glass waste rounds (latter involving 2 additional HGVs).
- 3.9 Demand for the garden waste collection service substantially increased, with increased pressure added to the rounds. As a result, additional rounds have been put in place and it is anticipated that this will remain the case going forward. While this will increase our recycling rate it will also increase the fuel usage by the fleet in delivering this service. There is likely to have been a temporary reduction in fuel usage by some of the fleet during lockdown, for example mechanical sweepers were not run as part of street cleaning as this represented a non-essential service. However, this highlights the need to continue to progress with the identified action of the phased replacement of vehicles with those powered by alternative fuels.
- 3.10 We have made progress on a number of the other actions referred to in the Action Plan. A summary is provided below:
- The work to replace the boilers at Beech Hurst is underway and due to be completed this autumn.
  - A review has been undertaken on energy purchasing, as our current contract runs out in the autumn. As a result of the review, we have taken the decision to move to a zero carbon electricity tariff which will see the electricity used being generated from non-fossil fuel sources.
  - A review of the potential for renewable and low carbon energy sources in the Borough (to inform the next Local Plan) is well underway, with the final report due this autumn. This is a high level assessment to inform planning policy.
  - The refined Issues and Options consultation for the next Local Plan has highlighted its potential role in responding to climate change and identified some of the policy options we could explore (including on energy performance and increasing tree coverage). Some of the responses to the consultation are supportive of the proposed approach to climate change.
  - E-billing by Revenues is reducing the use of paper. Since being introduced in 2016/17 the numbers of E-billing has increased. Currently 17% of Council Tax and 32% of Business Rates bills are issued via E-billing.
  - Three refuse collection vehicles with electrically operated bin lifts have been ordered and are due to be delivered at the end of this year. Carbon savings per vehicle are anticipated to be in the order of 2,000kg CO<sub>2</sub> per year.
  - Two further electric vehicles have been ordered to replace two diesel vans. In addition, preliminary survey work has commenced to establish feasibility of the infrastructure required for the fleet as it becomes increasingly reliant on electricity as its source of power.
  - The 9<sup>th</sup> September Cabinet meeting is scheduled to consider the Green Space Strategy – this includes actions that link across to a number of the CEAP actions in the Natural Environment theme.
  - A business event was held in relation to promoting best practice and accessing support from the Sustainable Business Partnership – this was a virtual event rather than being held in Andover due to the pandemic

- 3.11 Based on the above, we anticipate that we should have deliverables by the end of the calendar year comprising the purchase of additional electric vehicles; receipt of the three refuse collection vehicles with electric bin lifts; moved onto a zero carbon electricity tariff; have completed the installation of the more efficient boilers for Beech Hurst; and received the final report for the renewable and low carbon energy study.
- 3.12 As part of the CEAP it was indicated that we would have an annual OSCOM-sponsored workshop to consider new ideas and opportunities – it is proposed that such a workshop is organised towards the end of this calendar year. It is proposed to have the next monitoring report to OSCOM in March 2021. This would mark the 1<sup>st</sup> anniversary of the CEAP. This report would reflect on both progress implementing the CEAP and the outcomes of the workshop. Any change to the CEAP would require reporting back to Council following OSCOM.

#### 4 Conclusion

- 4.1 Since the CEAP was endorsed by OSCOM the pandemic has created a fundamental change to the way we live and work. Even in the face of this challenge progress has still been made with the CEAP. In response to the pandemic the Council has adapted both the way it works and the services it provides. However, there have been consequences arising from the pandemic which have put pressure on some Council functions and progress of elements of the CEAP.
- 4.2 OSCOM are asked to endorse the progress made and the timetable for holding the CEAP workshop.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
Climate Emergency Action Plan (June 2020)			
<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:	n/a		
Report to:	OSCOM	Date:	September 2020

**Annex A**

Month	Pages Printed B&W	Pages Printed Colour	Total pages printed	Cost of printing (£)	Trees Consumed	CO <sub>2</sub> Produced (kg)
Oct-19	153,430	66,048	219,478	1,641.02	16.94	1792.4
Nov-19	136,351	82,679	219,030	1,942.81	16.78	1775.9
Dec-19	103,008	44,887	147,895	1,112.73	11.57	1224.5
Jan-20	135,069	66,797	201,866	1,619.43	15.42	1632.2
Feb-20	131,748	57,307	189,055	1,421.09	14.72	1557.8
Mar-20	127,381	54,488	181,869	1,355.41	14:00	1481.4
Apr-20	78,741	19,938	98,679	560.22	7.24	765.8
May-20	56,629	20,051	76,680	518.28	5.84	617.7
Jun-20	70,109	25,511	95,620	655.54	7.36	779.4
Jul-20	69,872	43,463	113,335	1,017.69	8.79	929.8

## ITEM 10                      **The Annual Internal Audit Report 2019-20**

Report of the Shared Internal Audit Partnership Manager - (Portfolio: Finance)

### **Recommended:**

**That the work performed by the internal audit team over the previous year (April 2019 - March 2020) be noted.**

#### SUMMARY:

This report provides an:

- Overview of the internal audit work covering the financial year 2019-20.
- Opinion on the overall adequacy and effectiveness of the Council's internal control environment.

### **1 Introduction**

1.1 Members of the Overview and Scrutiny Committee have requested an Internal Audit Annual Report. This paper is based on the reports provided by the Shared Internal Audit Partnership Manager to the Audit Panel in this period.

1.2 In this period there have been three Audit Panel meetings:

- 25<sup>th</sup> July 2019
- 9<sup>th</sup> December 2019
- 16<sup>th</sup> March 2020

### **2 Opinion on the Overall Adequacy and Effectiveness of the Council's Internal Control Environment**

2.1 The overall opinion of the Shared Internal Audit Partnership Manager is that a **substantial level of assurance** can be given that there is a sound system of internal control, designed to meet the Council's objectives, and that controls are being applied consistently. The Internal Audit function generally conforms with the International standards for the Professional Practice of Internal Auditing and specifically the Public Sector Internal Audit Standards UK with the exception included in the qualification to the opinion below.

### **3 Qualifications to the Opinion**

3.1 The opinion of the Shared Internal Audit Partnership Manager is based upon, and limited to, the work performed during the year. The opinion does not imply that Internal Audit has reviewed all risks and assurances relating to the Council, but is based upon the range of individual opinions arising from risk based audit assignments completed during 2019/20.

- 3.2 Due to the timing of the external PSIAS assessment in March 2019, the audit plan for 2019/20 had already been created based on the existing audit universe which, following the assessment has been declared as inadequate. Therefore it was not possible to confirm that the Authority had produced an audit plan which encompassed the key risks facing the Council. By way of mitigation to this, the key fundamental system audits were conducted under a new Risk based Auditing model providing confidence that the main financial audits of the Council had incorporated a robust risk assessment to ensure the scope was adequate in determining the risks associated with those activities.
- 3.3 The assurance opinions relating to the 25 audits in the audit plan (where an opinion had been given) are summarised as follows:

Opinion	Number	Percentage
Full Assurance	6	24%
Substantial Assurance	18	72%
Limited Assurance	1	4%

The audit that received a limited opinion was “Inventories.”

- 3.4 82% (27 of the 33 programmed audits) of the original audit plan was delivered to final or draft report stage against a target of 95%. A further 2 audits (6%) were in progress. Following approval at the March 2020 Audit Panel 3 audits (9%) including Sickness & Absence Management, Members Allowances and IT BCP and Disaster Recovery have been deferred into the 2020/21 Audit Plan and 1 audit (3%), Homelessness, has been removed from the Audit Plan. Therefore, after revising the audit plan the team delivered **93%** (27 of the amended target of 29 audits). This reduced coverage over the year was a culmination of reduced resources, staff absences and recruitment of new members of the team.
- 3.5 The team achieved 79.6% productive time against a target of 90% for the period 1 April 2019 to 31 March 2020. Overall the performance of the team with the support of an external provider has been good and high standards have continued to be achieved. The productive rate reflects the reduced in-house resource availability. However with the external support (within the existing budget) a significant amount of the audit plan was delivered and all core work was completed on time to ensure the Council could complete its financial statements and supporting documents.
- 3.6 All actions arising from audit reports are agreed with the management responsible for the area/function. These actions are monitored by each Service’s Performance Board and recorded on the performance management system. A review of the system was undertaken to ascertain the status of audit actions as at 31/07/20. The results as at 31<sup>st</sup> July 2020 are summarised in the table below:

<b>Audit Actions:</b>	<b>Risk:</b>	<b>Total:</b>	<b>Complete:</b>	<b>In Progress/Pending:</b>
<b>2017-18</b>	High	1	1 (100%)	0 (0%)
	Medium	48	44 (92%)	4 (8%)
	Low	24	22 (92%)	2 (8%)
<b>2018-19</b>	High	0	0 (0%)	0 (0%)
	Medium	28	17 (61%)	11 (39%)
	Low	42	35 (83%)	7 (17%)
<b>2019-20</b>	High	0	0 (0%)	0 (0%)
	Medium	7	0 (0%)	7 (100%)
	Low	21	12 (57%)	9 (43%)
<b>Grand Total</b>		171	131	40

3.7 All of the outstanding actions arising from yearly audit reviews have been discussed in detail with the Audit Panel. Many are in progress or have slipped. None are considered to be high risk.

#### **4 Internal Audit Progress 2020/21 to 30<sup>th</sup> June 2019**

4.1 The Annual Audit Plan for 2020/21 was approved by the Audit Panel on 16th March 2020.

4.2 The Annual Audit Plan 2020/21 has been based on the Council's risk registers and Internal Audit contributes towards the overall corporate governance framework of assurance. The Internal Audit team has been involved in and given priority to the Covid-19 response and recovery impact assessment and action planning. The pandemic has impacted the Council's risk management including both corporate and service risks. As a result at the July Audit Panel Members approved a revised Audit Plan for 2020-21 to re-align with the risk registers. Resources will continue to be reviewed as the Covid-19 recovery action plans are put into effect and another update is to be provided for the Audit Panel in November 2020 if necessary.

4.3 There are 28 programmed audits within the revised 2020/21 audit plan of which 0 (0%) were complete or at draft report stage and 4 (14%) were in progress as at 30 June 2020.

4.4 Contingency time is included in the plan for Special Investigations, S151 Requests and completion of audits from the 2019/20 audit plan. No time has been spent on Special investigations or S151 requests to date in this year.

## **5 Corporate Objectives and Priorities**

- 5.1 The work of the Internal Audit function supports the Council's four strategic aims for maintaining and improving quality of life in Test Valley, by ensuring that the Council makes the most of its available resources and transforms the way it works, to provide even better value for money and effective service delivery.

## **6 Consultation/Communications**

- 6.1 The Internal Audit Plan for 2019/20 involved full consultation with senior management, the Council's External Auditors and the Audit Panel.

## **7 Options**

- 7.1 In accordance with best professional practice, currently the Public Sector Internal Audit Standards, each year a plan is produced and internal audit resources allocated to the areas of the Council's activity which need to be reviewed during the year.
- 7.2 The Council has limited options in this matter as without this the Council is at risk of providing inadequate audit coverage on high-risk areas and no assurance on the control environment.

## **8 Risk Management**

- 8.1 The annual audit plan 2019/20 was based on the Council's risk registers and Internal Audit contributes towards the overall corporate governance framework of assurance.

## **9 Resource Implications**

- 9.1 The Audit Plan for 2019/20 was based on **3.0 full time** equivalent auditors employed by Test Valley Borough Council and **0.2 full time** of an Audit Manager's time provided in partnership with Portsmouth City Council. However during the year, only strategic level support has been provided by the Shared Internal Audit Partnership Manager pending completion of the partnership agreement in March 2020.
- 9.2 The Audit Plan for 2020/21 was based on **3.0 full time** equivalent auditors employed by Test Valley Borough Council and **0.1 full time** of an Audit Manager's time provided in partnership. The Covid-19 pandemic and staff vacancies has impacted resources and revisions to the Audit Plan were made as a result.
- 9.3 The Internal Audit Team's independence and objectivity has been maintained in accordance with the Public Sector Internal Audit Standards. The exception to this is the Principal Auditor's role in facilitating the Council's Risk Management. In order to provide a compensating control the Risk Management Audit is undertaken by the Senior Auditor and the outcomes reported to the Head of Finance.

## 10 Equality Issues

- 10.1 The report is for information purposes, so the Council's EQIA process does not need to be applied.

## 11 Conclusion

- 11.1 The review of the effectiveness of Internal Audit has shown that there is **substantial compliance** with the Standards detailed in the Public Sector Internal Audit Standards 2013.
- 10.2 This report outlines the work undertaken by Internal Audit from 1 April 2019 to 31 March 2020 and the overall performance in delivery of the 2019-20 Audit Plan. It also provides a summary of the work undertaken to 30<sup>th</sup> June 2020 on the delivery of the 2020/21 Audit Plan.

<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:	Nil		
Author:	Jan Balfour – Principal Auditor	Ext:	8234
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	16 September 2020

**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:

16 September 2020

**OVERVIEW & SCRUTINY WORK PROGRAMME 2020/21**

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)
<b>16 SEPTEMBER (VIRTUALLY)</b>			
Review Climate Emergency Action Plan	2	Committee	To receive feedback on the Climate Emergency Action Plan <b>(Head of Planning Policy and Economic Development) (30 mins)</b>
Annual Audit Report	2	Committee	To comment and make recommendations as appropriate <b>(Head of Finance/Auditor Manager) (20 mins)</b>
<b>14 OCTOBER (ANDOVER)</b>			
Complaints	2	Committee	To receive the Annual Review report <b>(Complaints and Improvements Officer) (20 mins)</b>
Work of the Community Safety Management Group	2	Committee	To understand the work of the Community Safety Management Group <b>(Community Safety Manager) (20 mins)</b>
Economic Development Portfolio Holder	4	Committee	To receive a presentation from the Economic Development Portfolio Holder including tourism <b>(Councillor Drew) (30 mins)</b>
Draft Fees and Charges	4	Committee	To consider the draft Budget Panel report <b>(Vice Chairman) (20 mins)</b>
<b>10 NOVEMBER (ANDOVER)</b>			
<b>09 DECEMBER (ROMSEY)</b>			
Review of Economic Development Action Plan	4	Cabinet	To review the Economic Development Action Plan. <b>(Economic Development Officer) (20 mins)</b>
Portfolio Holder Presentation	2	Committee	To receive a presentation from a Portfolio Holder <b>(Portfolio to be confirmed) (30 mins)</b>
<b>20 JANUARY 2021 (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	2	Committee	To receive a presentation from a Portfolio Holder <b>(Portfolio to be confirmed) (30 mins)</b>
<b>17 FEBRUARY 2021 (ANDOVER)</b>			
<b>17 MARCH (ROMSEY)</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>DATE TO BE CONFIRMED</b>	<b>*Scrutiny Indicator</b>	<b>Requested by</b>	<b>Purpose of Report (Responsible Officer/ Member)</b>
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.
Review of the Council's Key Performance Indicators	2	Cabinet	<b>Policy Manager</b>
New Neighbourhoods Review	Cabinet	3	<b>Community Engagement Manager</b>
Cemetery Rules and Regulations Review	TBC	TBC	<b>Head of Community and Leisure</b>
Review Procedure for selection of Chairman	3	Council	To review the procedure for selection of the Chairman of Overview and Scrutiny Committee
Review Outside Bodies	5	Council	To review Outside Bodies and their appointments.

\* 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>2020</b>		
<b>March</b>	Affordable Housing Update ( <b>Head of Housing and Environmental Health</b> )	
<b>June</b>	Test Valley Partnership Annual Review Risk Management Report	27 July 2020
<b>September</b>	Shared Services Update	
<b>October</b>	Andover Levy	
<b>2021</b>		
<b>January</b>	Update on Sustainability Framework ( <b>Karen Eastley</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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Panel	Lead Member	Progress Update	Report back to OSCOM
Armed Forces Covenant	Councillor Matthews	<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, Hamilton, Matthews 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>The next meeting was due to be held on Monday 23 March however this was cancelled due to the Coronavirus emergency.</p> <p>The last meeting had been cancelled due to the current situation however a remote meeting was planned in the near future. A questionnaire would be circulated to gather ideas.</p> <p>The panel had recently met to discuss and agree the way forward. The Panel had drafted a planned overview and distributed a questionnaire to all members to gather wider information. The results of the questionnaire would be reviewed by the end of July.</p> <p>The first phase of the Panel would be to familiarise the Panel with the Covenant and gather survey data.</p>	<p>16 October 2019</p> <p>11 December 2019</p>

		<p>Councillor Matthews would like members to let him have any questions so that he can involve the relevant officers. A workshop will be held during the second week of August to look at the information gathered.</p>	
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# Cabinet Work Programme

October 2020

## 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
9 Sep 2020 Andover	Large Revenue Grants - 1 year Extension	Yes	Cabinet	Open	Report of the Community & Leisure Portfolio Holder	Head of Community and Leisure	26 Jul 2020
9 Sep 2020 Andover	Playing Pitch Strategy	No	Cabinet	Open	Report of the Community & Leisure Portfolio Holder	Head of Community and Leisure	5 Jun 2020
9 Sep 2020 Andover	Green Spaces Strategy	No	Cabinet	Open	Report of the Community & Leisure Portfolio Holder	Head of Community and Leisure	5 Jun 2020
9 Sep 2020 Andover	Sport Facility Strategy	No	Cabinet	Open	Report of the Community & Leisure Portfolio Holder	Head of Community and Leisure	5 Jun 2020
9 Sep 2020 Andover	Corporate Financial Monitoring (4 months)	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	25 Feb 2020
7 Oct 2020 Andover	Planning Advisory Panel	No	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning Policy and Economic Development	4 Aug 2020
4 Nov 2020 Andover	Sustainability Appraisal Scoping Report	No	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning Policy and Economic Development	24 Jul 2020

4 Nov 2020 Andover	Medium Term Financial Strategy	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	6 Apr 2020
4 Nov 2020 Andover	Draft Calendar of Meetings	No	Council	Open	Report of the Corporate Portfolio Holder	Head of Legal and Democratic	25 Feb 2020
4 Nov 2020 Andover	Corporate Financial Monitoring (6 months)	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	6 Apr 2020
4 Nov 2020 Andover	Fees and Charges	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	6 Apr 2020
4 Nov 2020 Andover	Asset Management Plan Update	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	6 Apr 2020
4 Nov 2020 Andover	Capital Programme Update	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	6 Apr 2020
13 Jan 2021 Andover	Budget Forecast Update	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	24 Jul 2020
10 Feb 2021 Romsey	Revenue Budget & Council Tax Proposals	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	24 Jul 2020
10 Feb 2021 Romsey	Capital Programme Update	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	24 Jul 2020

10 Feb 2021 Romsey	Treasury Management Strategy	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	24 Jul 2021
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## Part 5 – Action Tracking

Climate Emergency						
Recommendation	Agreed			Start Date	Action	Progress Update
	OSCOM 18.3.20	Cabinet	Council 10.06.20			
<p><b><u>Recommended to Council:</u></b></p> <p>That the draft Climate Emergency Action Plan annexed to the report be agreed.</p>	√		√		<p><b><u>Resolved at Council</u></b></p> <p>1. That the Climate Emergency Action Plan (Annex 1 to the report) be approved.</p> <p>2. That the Head of Planning Policy and Economic Development, in consultation with the Environment Portfolio Holder, be authorised to make changes of a minor nature to improve the presentation of the Climate Emergency Action Plan and correct typographical errors prior to publication.</p>	<p>The change in work practices brought on by the COVID 19 pandemic have provided an opportunity to implement certain actions earlier than anticipated, such as the greater use of virtual meetings. Officers have also set in place internal monitoring measures and review mechanisms</p>