

## Notice of Meeting

# Overview and Scrutiny Committee

**Date:** Wednesday 22 January 2020

**Time:** 5.30 pm

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

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

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**Legal and Democratic Service**

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

**PUBLIC PARTICIPATION SCHEME**

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

### **Membership of Overview 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 22 January 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 11 December 2019**
- 6 Call in Items**
- 7 Urgent decisions taken since last meeting**
- 8 Planning Portfolio Holder Presentation**

Presentation from Councillor Adams-King to cover all areas of his Portfolio (30 minutes)

- 9 Update on Climate Emergency Work Streams**

Lead Members to update the Committee on their work streams (20 minutes)

- 10 Updates on Panels**

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

**11**     **2020/21 Budget Update**     **5 - 23**

This report provides an update on the budget setting process for 2020/21 and provides information on proposals to close the budget gap (20 minutes)

**12**     **Programme of Work for the Overview and Scrutiny Committee**     **24 - 41**

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

## ITEM 11

## 2020/21 Budget Update

Report of the Head of Finance (Portfolio: Finance)

### Recommended:

1. That the savings options, income generation proposals and budget pressures, shown in Annexes 1 - 3, be endorsed.
2. That progress on achieving a balanced budget position for 2020/21 and over the medium term, shown in Annex 4, be endorsed.
3. That the feedback from businesses on the budget consultation, shown in Annex 5, be considered.

### SUMMARY:

- This report updates the Overview and Scrutiny Committee (OSCOM) on changes to the 2020/21 budget forecast since the budget strategy was presented in November. This includes; the provisional Local Government Finance Settlement, the Local Council Tax Support Scheme, New Homes' Bonus provisional allocations and changes to revenues savings and pressures.
- It also provides an updated Medium Term Financial Forecast covering 2021/22 and 2022/23.
- In order to achieve a balanced budget, it will be necessary to close the remaining gap of £57,600 before figures are finalised in February 2020.

### 1 Introduction

- 1.1 The initial budget strategy and forecast for 2020/21 were presented to the OSCOM Budget Panel on 10<sup>th</sup> October, OSCOM on 16<sup>th</sup> October and to Cabinet on 6<sup>th</sup> November 2019.
- 1.2 Since that time, work has been carried out to revise the current year estimates, prepare original estimates for 2020/21 and update the Medium Term Financial Forecast.
- 1.3 The purpose of this report is to;
  - Provide the latest available information on the provisional Local Government Finance Settlement and how it affects Test Valley.
  - Provide an update on the latest savings options, income generation proposals and revenue pressures.

- Update the Medium Term Financial Forecast after considering the above.
- Outline the remaining stages of the budget process.

1.4 Assuming no changes to the figures presented in this report, the Council has to close a gap of £57,600 in order to achieve a balanced budget for 2020/21.

## **2 2019/20 Revised Forecasts**

2.1 Work is progressing well in preparing the revised forecasts for 2019/20 but detailed figures are not ready at this stage. However, some of the more significant factors that are being considered in the preparation of the forecasts are explained below.

2.2 The original budget for 2019/20 assumed there would be no change in the level of general reserves. This remains the same and general reserves are expected to remain at £2M at the end of the year.

2.3 Cabinet received a mid-year budget report on 6<sup>th</sup> November that highlighted significant budget variances in the first half of the financial year. The report highlighted additional income and savings of £110,000 in Services and £99,000 additional investment income to the end of September.

2.4 It is anticipated that any further variances that are identified in setting the revised forecasts for 2019/20 will be shown as a transfer to earmarked reserves. The decision on how to allocate this will be taken at the end of the year once the outturn position is known.

## **3 2020/21 Budget Forecast**

### **3.1 Savings Options, Income Generation Proposals and Budget Pressures**

This report identifies a number of new savings, increased income streams and additional pressures. These have been identified by Heads of Service, budget holders and Service Accountants as the estimates for next year have been progressed.

Annex 1 shows all the savings options that have been proposed. These include new items totalling £95,000 for consideration.

Annex 2 follows the same format as Annex 1 and shows all income generation proposals as at November and also includes some new items of additional income. The net additional income proposals identified in this report total £247,100.

Annex 3 details the budget pressures identified in October along with some new items. Net additional pressures of £314,800 have been included.

### 3.2 Budget Forecast 2020/21

As with the revised forecast figures for 2019/20, the original estimate figures for 2020/21 are also currently being worked on and there may be further changes.

When the budget forecast was presented in November 2019 there was a balanced budget. The current budget estimates include some major variances with the gap increasing to £57,600. A reconciliation of the movement in this gap is shown in the table below.

	<b>£'000</b>
<b>Budget gap per November report</b>	<b>0</b>
Decrease in business rates baseline funding – Paragraph 3.3	13
Additional savings proposals – Annex 1	(95)
Additional income generation proposals – Annex 2	(247)
Additional pressures – Annex 3	315
Transfer to Chantry Centre Planned Maintenance Reserve	111
Saving on inflation estimate	(39)
<b>Current Budget gap</b>	<b>58</b>

There are a number of factors that will impact on the completion of the estimates for 2020/21 that still retain a degree of uncertainty. These are discussed in the following paragraphs.

### 3.3 Local Government Finance Settlement

The provisional Local Government Finance Settlement (announced on 20<sup>th</sup> December 2019) has provided the headline grant figures that the Council can expect to receive in core funding (Settlement Funding Assessment (SFA)) in 2020/21.

After years of reductions, the SFA for 2020/21 shows an increase of 1.6% (£38,177). This is the first increase since 2013.

The Medium Term Financial Strategy presented to Cabinet on 6<sup>th</sup> November made assumptions about the Finance Settlement. These assumptions were slightly optimistic in forecasting the SFA at £2.394M. The provisional SFA announced by the government is some £13,000 less, at £2.381M.

### 3.4 Council Tax Increase – Referendum Threshold

When the Budget Strategy was presented in November, it was assumed that the Band D level of Council Tax would increase by £5 from £141.41 to £146.41 for 2020/21. The Government has now released its Referendum Principles Report for 2020/21 confirming that a £5 increase would be allowable and would not trigger a referendum.

When the Cabinet next meets on the 12<sup>th</sup> February, the final Local Government Finance Settlement figures will have been announced. Members will then have the opportunity to consider options for Council Tax levels to recommend to Full Council on the 26<sup>th</sup> February.

As in previous years, no Council Tax referendum principles have been applied to parish and town councils.

### 3.5 Local Council Tax Support Scheme

2019/20 is the sixth year that the Local Council Tax Support (CTS) Scheme has been in operation. During 2019, the Council consulted on a number of changes to the scheme. The consultation received 136 responses. After reviewing the results, OSCOM made the following recommendations to change the Scheme for 2020/21:

- a) That a fixed reduction of £4 per week should be introduced for non-dependent adults living in a property;
- b) That eligibility for the Scheme should be restricted to applicants with less than £6,000 of eligible capital;
- c) That the Second Adult Rebate should be removed from the Scheme, and
- d) That extended payments should be removed from Scheme.

All of these proposed changes were endorsed at the Cabinet meeting of 18<sup>th</sup> December 2019 and recommended for approval by Council when it next meets on 29<sup>th</sup> January, 2020.

The changes that have been recommended to the Council's CTS scheme are expected to affect only a small number of households. If approved, it is not anticipated that this will require a change to the budget forecast for 2020/21.

### 3.6 Localisation of Non-Domestic Rates (NDR)

2013 year saw the introduction of the Business Rate Retention Scheme. This was a significant change for local government that aimed to provide some incentive for local authorities that can achieve business growth, but also carried with it significantly more risk than the previous "pooling" arrangements.

Each year's local government finance settlement builds upon the business rate retention starting position that was established in the 2013-14 local government finance settlement.

The table below shows this starting position compared with the provisional finance settlement figures for 2020/21:

	£	Comments
Area Business Rates	44,475,312	Average collectable over last 2 years
Less: Govt. share	<u>(22,237,656)</u>	Represents 50% of amount collectable
Local Business Rates Baseline	22,237,656	Represents 50% of amount collectable
TVBC BR Baseline	17,790,125	Represents 80% of above figure
Less: Tariff paid to Govt.	<u>(15,709,857)</u>	
TVBC Baseline Funding 2013/14	2,080,268	Retained share of Business Rates
TVBC Baseline Funding 2014/15	2,120,774	Retained share of Business Rates
TVBC Baseline Funding 2015/16	2,161,298	Retained share of Business Rates
TVBC Baseline Funding 2016/17	2,179,309	Retained share of Business Rates
TVBC Baseline Funding 2017/18	2,223,802	Retained share of Business Rates
TVBC Baseline Funding 2018/19	2,290,611	Retained share of Business Rates
TVBC Baseline Funding 2019/20	2,343,104	Retained share of Business Rates
TVBC Baseline Funding 2020/21	2,381,281	Provisional share of Business Rates

Work is still being carried out to estimate levels of income, appeals in the pipeline, likely future appeals, discounts and reliefs, etc. By the end of January 2020, it is hoped that the Council will have a better understanding of the likely financial position compared with the baseline funding announced by the Government shown above.

### 3.7 Revenue Support Grant

Revenue Support Grant (RSG) is a central government grant given to local authorities which can be used to finance revenue expenditure on any service. The amount of Revenue Support Grant to be provided to authorities is established through the local government finance settlement.

The provisional local government finance settlement shows a continuing and expected reduction in the amounts of grant support given to local authorities with the Government following through on their stated intention to phase out RSG entirely by 2020/21. For this Council, the actual and provisional figures are as follows:

2013/14	£3.127m
2014/15	£2.445m = 21.8% reduction year on year
2015/16	£1.696m = 30.6% reduction year on year
2016/17	£1.012m = 40.3% reduction year on year
2017/18	£0.417m = 58.8% reduction year on year
2018/19	£0.056m = 86.6% reduction year on year

2019/20	£NIL	= 100% reduction year on year
2020/21	£NIL	

As expected and detailed in the Budget Strategy in November 2019, the Government have eliminated negative RSG with the cost funded by the Government.

### 3.8 Inflation

The budget forecast assumes a general zero inflation allowance for all expenditure budgets except for contractual obligations and a possible staff pay award.

These figures are estimates of what may occur during the next financial year and may increase or decrease before the budget is set, but currently a saving of £39,000 is estimated.

At its meeting on 18<sup>th</sup> December 2019, the Bank of England's Monetary Policy Committee (MPC) voted by a majority of 7-2 to maintain Bank Rate at 0.75%. CPI inflation remained at 1.5% in November and core CPI inflation remained at 1.7%, broadly as expected. The headline rate is still expected to fall to around 1.25% by the spring, owing to the temporary effects of falls in regulated energy and water prices.

In terms of prospects for interest rates, monetary policy could respond in either direction to changes in the economic outlook in order to ensure a sustainable return of inflation to the 2% target. The MPC has said that it will, among other factors, continue to monitor closely the responses of companies and households to Brexit developments as well as the prospects for a recovery in global growth.

### 3.9 Investment Income

The income that the Council earns from its investment portfolio is dependent on three key factors; the prevailing base interest rate, the level above or below the base rate that the Council can invest at and the size of the investment portfolio.

The Council regularly receives interest rate forecasts from two external sources. An interest rate rise of 0.25% to 1% from the current base rate of 0.75% is currently forecast for the first quarter of 2021.

Investments of up to three months currently attract typical interest rates slightly lower than base rate at 0.7%. However, a one-year investment attracts an average return of around 0.9%.

The perceived risk in the banking sector has eased over the past six years and there are now more creditworthy counterparties with which investments for periods of up to one year can be placed. The over-riding priority continues to be the security of investments rather than the return on them.

The investment portfolio is estimated to be between £57M and £68M throughout the year. This comprises the Council's normal cash flow balances and both Capital and Revenue Reserves earmarked for specific purposes.

### 3.10 New Homes' Bonus

When the Budget Strategy was presented in November, the forecast income from the New Homes' Bonus (NHB) in 2020/21 was £3.375M. The provisional figures for 2020/21 have now been announced and the Council can expect to receive £3.561M – some £186,000 more than forecast.

This grant will be transferred into the New Homes' Bonus reserve where it will be used in accordance with the Budget Strategy.

As assumed in the Budget Strategy, the New Homes Bonus national baseline has not increased from 0.4% with the methodology for calculating New Homes Bonus payments remaining unchanged for 2020/21. However, the future of the scheme beyond next year looks very uncertain.

### 3.11 Changes in local government funding in 2021/22

It is likely that there will be a number of consultations early next year that will be implemented in 2021/22:

- (a) A consultation on the future of the New Homes Bonus – The Government has announced that it will consult on the future of the housing incentive in the spring as it is not clear that the New Homes Bonus in its current form is focussed on incentivising homes where they are needed most. The consultation will “include moving to a new, more targeted approach that rewards local authorities where they are ambitious in delivering the homes we need, and which is aligned with other measures around planning performance.”
- (b) A consultation on the Fair Funding Review (FFR) – Where the Government is seeking to design a new relative needs assessment methodology that will deliver: simplicity, transparency, sustainability, robustness and stability and will be based on the most up-to-date data available.
- (c) A consultation on reform of the Business Rates Retention Scheme (BRRS) – Where the Government seems minded to have a full baseline reset in 2021: this will have significant financial consequences for high-growth authorities such as this council. A new system is also likely to reward growth more generously (75% retention, with a very limited levy). But the distribution of those rewards could change in two tier areas, with counties possibly getting a larger share than is currently the case.

It is important to recognise that the outcome of the FFR will be a “package”. It needs to be politically acceptable and the outcome cannot be one that threatens the financial viability of individual authorities or classes of authority. In the end ministers will have to make decisions on how all the elements come together, including the FFR, reform of business rates and the Spending Review.

### 3.12 Other risks affecting the budget process

There are a number of other factors that will affect the budget process to a lesser extent. These include items such as: fee and other income streams that are largely outside the control of the Council, and staff vacancy rates.

In light of the variances identified in 2019/20 to date, Heads of Service have continued to be more optimistic in their approach to setting budgets for fee income. In the event that the actual income does not reach budgeted levels it will be possible to draw from the Income Equalisation Reserve at the end of the year to ensure that there is no negative impact on the General Fund balance.

## **4 Medium Term Financial Forecast**

4.1 The Medium Term Financial Forecast has been updated to reflect the above changes and the latest version is shown in Annex 4. The position in respect of 2020/21 is addressed in section 3 above.

4.2 The figures for 2021/22 and 2022/23 assume that all savings to close the budget gap for 2020/21 are sustainable and will continue in the medium term.

4.3 In order to maintain a balanced budget, current forecasts indicate a deficit of £508,000 in 2021/22. This amount reduces by £204,000 to £304,000 to close the forecast budget gap for 2022/23.

## **5 External Consultation on the Budget**

### Consultation with local business

5.1 In previous years, the Finance Portfolio Holder, Head of Finance and Economic Development Officer have met with representatives from local businesses. This consultation has produced very few comments or queries on the Council's budget strategy.

5.2 In view of this, this year the Economic Development Officer sent copies of the Council's Medium Term Financial Strategy and budget forecast to the Hampshire Chamber of Commerce: Andover & Romsey committees, Stockbridge Business Association, Andover BID Manager, Romsey Town Centre Manager and to the Federation of Small Businesses (FSB) inviting their (and their members) responses by the 3<sup>rd</sup> January, 2020. The comments received are generally positive, especially in relation to: the control of the Council's budget, support for businesses, and new initiatives. All comments received are detailed in Annex 5.

## **6 The Next Steps in the Budget Process**

6.1 Any OSCOM recommendations from this meeting will be considered by Cabinet on 12<sup>th</sup> February when the final budget report will be presented.

6.2 The final budget report will be presented to Cabinet on 12<sup>th</sup> February 2020 for recommendation to Council on 26<sup>th</sup> February.

## 7 Risk Management

- 7.1 A risk assessment has been completed in accordance with the Council's Risk management process and has identified some significant (red and amber risks). These are detailed in the Medium Term Financial Strategy report presented to Cabinet on 6<sup>th</sup> November 2019.

## 8 Resource Implications

- 8.1 The resource implications of the 2020/21 budget process and the Medium Term Financial Forecast have been discussed throughout the report.

## 9 Equality Issues

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

## 10 Conclusion and reasons for recommendation

- 10.1 This report provides an update on the budget strategy that was approved in November 2019. It takes into account the latest developments that will affect the budget process and forecasts a budget gap of £58,000 for 2020/21.

- 10.2 The final budget report will be presented to Cabinet on 12<sup>th</sup> February 2020.

### Background Papers (Local Government Act 1972 Section 100D)

"Provisional local government finance settlement 2020 to 2021" - MHCLG Consultation December 2019

### 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:	5	File Ref:	
(Portfolio: Finance) Councillor Flood			
Officer:	William Fullbrook	Ext:	8201
Report to:	OSCOM	Date:	22 <sup>nd</sup> January 2020

**SUMMARY OF CORPORATE CHALLENGE SAVINGS OPTIONS**

Service / Ref	Service	Function	Savings Option Proposed	2020/21 £	2021/22 £	2022/23 £
<b>Efficiency Savings:</b>						
IT01	IT	Supplies and Services	Various operational efficiencies re. Vodafone PSN, Network Switch Support and SafeNet.	20,000	20,000	20,000
PPE01	Planning Policy & Economic Development	Supplies and Services	Fund CIL work funded from reserves	13,000	13,000	13,000
REV01	Revenues	Employee costs	Salary savings linked to the implementation of a new service structure.	33,800	33,800	33,800
LD01	Legal and Democratic	Supplies and Services	Reduce subscriptions budget	6,000	6,000	6,000
				<b>72,800</b>	<b>72,800</b>	<b>72,800</b>
<b>Budget Realignment Savings:</b>						
FIN01	Finance	Transfer Payments	Reduce Added Year Pension Budget to align with actual costs	20,000	20,000	20,000
PB01	Planning and Building	Employee costs	Realign mileage budgets to actuals	3,500	3,500	3,500
				<b>23,500</b>	<b>23,500</b>	<b>23,500</b>
<b>Other Non-Corporate Challenge Savings:</b>						
FIN02a	Finance	Transfer Payments	Reduced Employers' pension contributions following triennial Pension Fund Revaluation in 2019.	744,600	744,600	744,600
				<b>744,600</b>	<b>744,600</b>	<b>744,600</b>
<b>Total Saving Options in November Budget Strategy</b>				<b>840,900</b>	<b>840,900</b>	<b>840,900</b>
<b>Transfers to Reserves:</b>						
FIN02b	Reserves	Appropriations	Transfers to Reserves	(744,600)	(744,600)	(744,600)
				<b>(744,600)</b>	<b>(744,600)</b>	<b>(744,600)</b>

**SUMMARY OF CORPORATE CHALLENGE SAVINGS OPTIONS**

Service / Ref	Service	Function	Savings Option Proposed	2020/21 £	2021/22 £	2022/23 £
<b>Saving Options in this Update:</b>						
CORP01	ALL	Supplies and Services	Savings in photocopier costs following award of new contract	16,800	16,800	16,800
ENV06	Environmental Services	Glass collection costs	Net savings resulting from bringing glass collection in-house	37,000	37,000	37,000
LD01a	Legal and Democratic	Supplies and Services	Reverse reduction in subscriptions budget	(6,000)	(6,000)	(6,000)
REV01a	Revenues	Employee costs	Further salary savings linked to the implementation of a new service structure.	19,700	19,700	19,700
P&B01	Planning & Building	Supplies and Services	Savings in project consultancy to part fund new Ecologist post	27,900	27,900	27,900
CORP02	ALL	Inflation	Saving on unallocated inflation assumption	39,100	39,100	39,100
<b>Total of New Savings Options identified in this Update</b>				<b>134,500</b>	<b>134,500</b>	<b>134,500</b>
<b>Total Saving Options in this Update</b>				<b>975,400</b>	<b>975,400</b>	<b>975,400</b>
<b>Total Saving Options Net of Transfers to Reserves in this Update</b>				<b>230,800</b>	<b>230,800</b>	<b>230,800</b>

**SUMMARY OF CORPORATE CHALLENGE INCOME GENERATION PROPOSALS**

Service / Ref	Service	Function	Savings Option Proposed	2020/21 £	2021/22 £	2022/23 £
PAM01	Property & Asset Management	Estates	Corporate Properties additional income from rent reviews etc.	146,000	146,000	146,000
PAM02	Property & Asset Management	Project Enterprise	Additional income from new investments	100,000	100,000	100,000
REV02	Revenues	Specific Grants	Reflect likely additional income to be received from Central Government based on previous years	75,000	75,000	75,000
ENV01	Environmental Services	Abandoned Trolleys	Income to be re-aligned with expectation	10,000	10,000	10,000
ENV02	Environmental Services	Private MOT testing	Income to be re-aligned with expectation	5,000	5,000	5,000
ENV03	Environmental Services	Garden Waste Collections	Income to be re-profiled based on expectation	35,000	35,000	35,000
ENV04	Environmental Services	Recycling Income	Income to be aligned based on expectation	15,000	15,000	15,000
LD02	Legal and Democratic	Licensing	Realign Liquor licensing income to budget	8,000	8,000	8,000
<b>Total Income Generation Proposals in November Budget Strategy</b>				<b>394,000</b>	<b>394,000</b>	<b>394,000</b>

**Income Generation Proposals in this Update:**

ENV03a	Environmental Services	Garden Waste Collections	Further income to be re-aligned with expectation	18,500	18,500	18,500
PAM01a	Property & Asset Management	Estates	Further Corporate Properties additional income from rent reviews etc.	99,200	99,200	99,200
PAM03	Property & Asset Management	Estates	Net additional income from the Chantry Centre	111,100	0	0
P&B01a	Planning & Building	Admin income	New Forest Mitigation income to part fund new Ecologist post	18,300	18,300	18,300

Service / Ref	Service	Function	Savings Option Proposed	2020/21 £	2021/22 £	2022/23 £
<b>Total of New Income Generation Proposals identified in this Update</b>				<b>247,100</b>	<b>136,000</b>	<b>136,000</b>
<b>Transfers to Reserves:</b>						
PAM03*	Reserves	Appropriations	Transfers to Reserves	(111,100)	0	0
				<b>(111,100)</b>	<b>0</b>	<b>0</b>
<b>Total Income Generation Proposals in this Update</b>				<b>641,100</b>	<b>530,000</b>	<b>530,000</b>
<b>Total Income Generation Proposals Net of Transfers to Reserves in this Update</b>				<b>530,000</b>	<b>530,000</b>	<b>530,000</b>

**SUMMARY OF REVENUE PRESSURES**

Service / Ref	Service	Item	2020/21 £	2021/22 £	2022/23 £
<b><i>Pressures previously identified in February 19 Budget Strategy:</i></b>					
ENV05	Environmental	Incremental cost of additional waste collection coverage re. new properties	20,000	40,000	60,000
			<b>20,000</b>	<b>40,000</b>	<b>60,000</b>
<b>N.B. The above cost has already been included in the budget forecasts as the budget was approved in February 2019</b>					
<b><i>Pressures identified in Budget Strategy:</i></b>					
ALL01	Asset Management Plan	Additional costs in relation to premises, vehicles, plant and IT maintenance and replacement schedules for 2020/21	1,000,000	0	0
ENV05	Environmental Services	Expected reduction in recycling related income as a result of Hampshire County Council's T21 savings options	0	539,000	539,000
			<b>1,000,000</b>	<b>539,000</b>	<b>539,000</b>
<b>Total of New Pressures identified in November Budget Strategy</b>			<b>1,000,000</b>	<b>539,000</b>	<b>539,000</b>
<b>Pressures identified in this Update:</b>					
CORP03	ALL	Salary regrades and increments net of vacancy management target adjustment	26,600	26,600	26,600
CEX01	Chief Executives	2/3 of new Communications Officer post financed from the New Homes Bonus	26,700	26,700	26,700

**SUMMARY OF REVENUE PRESSURES**

Service / Ref	Service	Item	2020/21 £	2021/22 £	2022/23 £
CEX02	Chief Executives	Project Manager post financed from the New Homes Bonus	59,900	59,900	59,900
PPE02	Planning Policy & Economic Development	Project Consultancy costs financed from the Local Development Framework Reserve	40,300	0	0
PAM04	Property & Asset Management	Reduction in car parking income following tariff review	129,000	129,000	129,000
ENV07	Environmental Services	Anticipated reduction in income from dry mixed recycling	113,000	113,000	113,000
P&B01b	Planning & Building	New Ecologist financed from savings in project consultancy and New Forest Mitigation income	46,200	46,200	46,200
HEH01	Housing & Environmental Health	Eight new posts financed from the Homelessness Reserve as approved by Cabinet 13/3/19 and 17/4/19	208,000	0	0
HEH02	Housing & Environmental Health	Homelessness grants & contributions financed from the Homelessness Reserve	100,500	0	0
<b>Total of New Pressures identified in this Update</b>			<b>750,200</b>	<b>401,400</b>	<b>401,400</b>
<b>Draw from reserves to offset pressures:</b>					
CEX01/02*	Chief Executives	Draw from New Homes Bonus re two posts	(86,600)	(86,600)	(86,600)
PPE02*	Planning Policy & Economic Development	Draw from LDF reserve to finance consultancy costs	(40,300)	0	0
HEH01*	Housing & Environmental Health	Draw from Homelessness reserve to finance eight new posts and grants & contributions	(308,500)	0	0
			<b>(435,400)</b>	<b>(86,600)</b>	<b>(86,600)</b>
<b>Total of New Pressures in this Update</b>			<b>1,750,200</b>	<b>940,400</b>	<b>940,400</b>
<b>Total of New Pressures Net of Transfers from Reserves in this Update</b>			<b>1,314,800</b>	<b>853,800</b>	<b>853,800</b>

**MEDIUM TERM FINANCIAL PLAN**

	<b>Original Estimate 2020/21 £'000</b>	<b>Base Changes £'000</b>	<b>Budget Forecast 2021/22 £'000</b>	<b>Base Changes £'000</b>	<b>Budget Forecast 2022/23 £'000</b>
<b><u>Service Requirements</u></b>					
Chief Executive's Office	(23.9)		(23.9)		(23.9)
Community & Leisure	1,871.3	379.8	2,251.1	(371.3)	1,879.8
Environmental Service	5,112.3	20.0	5,132.3	20.0	5,152.3
Finance	13.1		13.1		13.1
Housing & Environmental Health	3,393.9		3,393.9		3,393.9
I.T.	13.4		13.4		13.4
Legal & Democratic	(165.7)		(165.7)		(165.7)
Planning & Building	1,691.8	(5.0)	1,686.8		1,686.8
Planning Policy & Economic Development	845.0		845.0		845.0
Property & Asset Management	(5,510.3)	(64.7)	(5,575.0)		(5,575.0)
Revenues	2,406.9		2,406.9		2,406.9
Inflation	370.9	600.0	970.9	600.0	1,570.9
	<b>10,018.7</b>	<b>930.1</b>	<b>10,948.8</b>	<b>248.7</b>	<b>11,197.5</b>
<b><u>Other Requirements</u></b>					
Net Cost of Benefit Payments	(200.0)		(200.0)		(200.0)
Corporate & Democratic Core	2,770.7		2,770.7		2,770.7
<b>Net Cost of Services</b>	<b>12,589.4</b>	<b>930.1</b>	<b>13,519.5</b>	<b>248.7</b>	<b>13,768.2</b>
<b><u>Corporate Requirements</u></b>					
Contingency Provision	440.7		440.7		440.7
Depreciation Reversal & Capital Charges	(4,659.8)		(4,659.8)		(4,659.8)
Investment Income	(568.1)		(568.1)		(568.1)
Borrowing Costs	161.7	(5.2)	156.5	(5.2)	151.3
Minimum Revenue Provision	191.2	4.3	195.5	4.4	199.9
Small Business Rate Relief	(1,201.8)		(1,201.8)		(1,201.8)
Other Government Grants	(1,076.5)	819.0	(257.5)		(257.5)
New Homes' Bonus	(3,560.8)	1,985.8	(1,575.0)	774.4	(800.6)
Provision for NDR Levy	2,139.0	(2,139.0)	0.0		0.0
100% retention of NDR from Renewable Energy	(443.0)	(8.0)	(451.0)	(9.0)	(460.0)
<b>Net General Fund Expenditure</b>	<b>4,012.0</b>	<b>1,587.0</b>	<b>5,599.0</b>	<b>1,013.3</b>	<b>6,612.3</b>
Transfer to Earmarked Reserves	3,689.0	(1,513.0)	2,176.0	(774.4)	1,401.6
Transfer to Asset Management Reserves	1,217.1		1,217.1		1,217.1
Transfer to Capital Reserves	2,507.7		2,507.7		2,507.7
<b>Total General Fund Expenditure</b>	<b>11,425.8</b>	<b>74.0</b>	<b>11,499.8</b>	<b>238.9</b>	<b>11,738.7</b>
Revenue Pressures	1,750.2	(809.8)	940.4	0.0	940.4
Savings Options	(936.3)	0.0	(936.3)	0.0	(936.3)
Income Generation Proposals	(641.1)	111.1	(530.0)	0.0	(530.0)
<b>Revised Net Budget</b>	<b>11,598.6</b>	<b>(624.7)</b>	<b>10,973.9</b>	<b>238.9</b>	<b>11,212.8</b>
Draw from NHB to offset cuts in Government Grant	0.0	0.0	0.0	0.0	0.0
<b>FURTHER SAVINGS TO BE IDENTIFIED</b>	<b>(57.6)</b>	<b>(450.7)</b>	<b>(508.3)</b>	<b>204.1</b>	<b>(304.2)</b>
<b>General Fund Requirements</b>	<b>11,541.0</b>	<b>(1,075.4)</b>	<b>10,465.6</b>	<b>443.0</b>	<b>10,908.6</b>

## Annex 5

### **Business Consultation on the Council's Budget 2020/21**

**1. *Do you think that the Council's approach to managing its finances over the medium term is acceptable?***

The Council has managed its resources well and is very much recognised as a business-supportive Authority. It must be enabled to maintain this strong position to continue the progress made, so as to ensure the development of communities that are well balanced placing businesses at their heart.

Looking through the various documents it is clear that the Council continues to walk a tightrope of keeping charges (Council Tax) at a level acceptable to Councillors and residents whilst at the same time seeing reducing direct grants from Government.

The Council's medium term approach to financial management, its savings and additional income supporting the closing of the deficit gap is particularly welcome at a time when we see some local authorities increasing their deficit without any strategic plan.

We believe the Council's medium term strategy is about the best we can get and we are thankful that it continues to give priority to Town Centres recognising their importance as revenue generators and centres of wellbeing for our residents.

**2. *Do you have any comments on the savings/income options and spending plans as set out in the report?***

I think it vital that public realm space in Romsey continues to be maintained to a high standard, I am fearful that putting budget holders under pressure to make savings could see unacceptable reductions in areas such as parks and street cleaning. I suspect I am already noting some changes but would hope the standards will be maintained. I want Romsey to pass the test of a discerning visitor who will compare the Town to other destinations they might visit such as theme parks, country properties etc.

We wish to ensure that Council investment continues into street cleaning, and maintenance of street furniture and that the appearance of floral arrangements is maintained and improved. We will continue to work closely with you in helping to identify possible areas of additional funding and in measuring base line statements.

I note the capital spending policies and would like to see the Council acquire some retail space in Romsey as an investment – there is an underlying demand for facilities like pop-up shops such as those introduced to Chantry Centre, but suspect this may have to wait for the South of Romsey Town Centre scheme to deliver that, although I would make the observation that the Abbotswood development included two medium sized retail units and six small units; a couple of the latter in the Town Centre would have been far more use than lying empty at Abbotswood. I do accept that the Council can only buy when property comes on the commercial market so not easy to achieve.

Andover businesses are delighted with the Council's proactive stance and the recent acquisition of The Chantry Centre which will hopefully ensure that the future of the centre is key to the vitality of the town centre. We applaud your initiatives and short-term success in reducing the number of empty units in the centre and the introduction of a pop-up shop scheme. The strength of Andover's growing independents in the town should be recognised and initiatives to further increase the number of Indies that wish to trade here will require careful management and close partnership working with the Council.

According to the Federation of Small Businesses (FSB) Quarterly Survey, small businesses are pessimistic about the future. There is a lot of uncertainty over Brexit and policies of the new government. In particular retailers face particular challenges as their sector changes, so the FSB welcomed the Council's purchase of the Chantry Centre and hope to see the centre managed for the interests of the tenants and customers alike.

We welcome the focus on the Town Centres as small businesses in these locations are particularly challenged whether they are retailers or just located in a declining environment.

We welcome the recent introduction of contactless parking facilities which again, the businesses have welcomed and we hope that we can work with you on other car parking initiatives aimed at increasing footfall and dwell time.

In terms of your budget commitment, we wholeheartedly support efficiency whilst ensuring the vision which has been agreed for Test Valley is achieved. It is particularly beneficial for businesses to see that work is imminent on the first phase of the town centre redevelopment and the Pocket Park/Town Mills Riverside project. This will help to bring enthusiasm, confidence and a sense that investment has already started in the town centre. The refurbishment of the Chantry Centre toilet facilities has also been welcomed.

**3. *Do you think that the Council could do more to help the business community, and if so, what should it be doing?***

In recent years TVBC has demonstrated through its work great commitment to developing partnerships with the business community despite ever-growing funding challenges. There is however a clear need to provide greater levels of relevant, accessible and affordable business support.

The growth in business units across the area has been healthy but has not provided an equivalent growth in productive employment. The blend of town and rural business communities provides particular challenges in supporting modern communications technologies and logistical ease. Andover however is among the larger towns in the EM3 LEP area with some good employment and quality commercial floor space. Although a recognised manufacturing cluster, being to the west of the stronger economic clusters, it could benefit from investment, support, and recognition to achieve higher value/higher productivity jobs mix, cutting edge specialist employment and enhanced modern infrastructure. This is exacerbated by some skills shortages in key sectors and lower proportion of residents in Andover with NVQ4+ level qualifications.

Support to the local market towns and villages across the Test Valley needs improving with mobile coverage and broadband speeds limiting the scope of business innovation and growth. Greater investment in communications, transport and the public realm is needed to attract business investment, and help innovative start-ups to prosper. A post Leader programme needs to be considered to support rural businesses.

It is clear the tax burden on business needs to be reduced with greater support provided to SMEs and growth businesses if the underlying tensions are not to be exacerbated. A new high-level government and business partnership needs to be established. Specifically as has long been demanded the tax burden needs to be re-balanced away from business rates, particularly in town centres, as they are essential to maintain the vibrancy of the local economy.

Andover, like many towns and cities has a number of empty retail premises and with the ever changing consumer environment, there are likely to be more casualties this year. We would like to work closely with the Council in ensuring that as much support as possible can go towards putting pressure on government to reduce business rates and in developing strategies around rent free and rent reduced premises to encourage new and different businesses to experience town centre occupancy.

In Romsey the retail vacancy rates, at historic low levels, suggests that Business Rates are less of a problem here than in other towns – However, retail managers and owners still suggest it is an issue and they would like to see size of exempt premises increased, the introduction of a scheme that links Business Rates to profit or a scheme similar to that for rural pubs where a particular shop is seen as essential to a particular retail centre.

## 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:

22 January 2020

**OVERVIEW & SCRUTINY WORK PROGRAMME 2019/2020**

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)
<b>22 JANUARY (ROMSEY)</b>			
Round table discussion on Youth Services			<b>Head of Community and Leisure</b>
Budget Strategy Report	1	Committee	To update the Committee on changes to the 2020/21 budget forecast since the budget strategy was presented in November. <b>(Vice-Chairman) (20 mins)</b>
Planning Portfolio Holder Presentation	1	Committee	To receive a presentation from the Planning Portfolio Holder <b>(Councillor Adams King) (30 mins)</b>
Climate Emergency work stream scoping documents	4	Committee	To consider the scoping documents for the seven Climate Emergency work streams <b>(Lead Members/Head of Planning Policy) (30 minutes)</b>
<b>19 FEBRUARY (ANDOVER)</b>			
Round table discussion on Romsey Future			<b>Corporate Director</b>
Progress Report on PIP Recommendations	2	Committee	To receive an update on the recommendations of the Public Involvement Panel <b>(James Moody) (20 mins)</b>
Climate Emergency work stream scoping documents	4	Committee	To consider the scoping documents for the seven Climate Emergency work streams <b>(Lead Members/Head of Planning Policy) (30 minutes)</b>
<b>18 MARCH (ROMSEY)</b>			
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 <b>(Councillor Jeffrey) (30 minutes)</b>
Climate Emergency work stream scoping documents	4	Committee	To consider the scoping documents for the seven Climate Emergency work streams <b>(Lead Members/Head of Planning Policy) (30 minutes)</b>
<b>22 APRIL (ANDOVER)</b>			
OSCOM Chairman's draft annual report	2	Committee	To consider the Chairman's draft Annual Briefing prior to being submitted to Council <b>(Cllr Jeffrey) (15 minutes)</b>

\* 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)
<b>20 MAY (ANDOVER)</b>			
Safeguarding Children & Vulnerable Adults	3	Committee	To look at the policy of safeguarding adults and children <b>(Head of Community and Leisure) (20 minutes)</b>
Annual Review of the Corporate Action Plan	2	Committee	To receive an update on the Key Performance Indicators <b>(Policy Manager) (20 minutes)</b>
Chairman's Briefing	2	Committee	To consider the Chairman's final Annual Briefing prior to being submitted to Council. <b>(Cllr Jeffrey) (15 mins)</b>
<b>DATE TO BE CONFIRMED</b>	*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	<b>Head of Community and Leisure</b>
Review of the Council's Key Performance Indicators	Cabinet	2	<b>Policy Manager</b>
Review of the Economic Development Strategy and Action Plan	Cabinet	4	<b>Economic Development Officer</b>
New Neighbourhoods Review	Cabinet	3	<b>Community Engagement Manager – Community Safety</b>
Round table discussion on the mapping of youth service type provision	Committee	3	<b>Head of Community and Leisure – May</b>
Cemetery Rules and Regulations Review	TBC	TBC	<b>Head of Community and Leisure</b>

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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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## 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>June</b>	Risk Management ( <b>Principal Auditor</b> )	11 June 2019
<b>November</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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Panel	Lead Member	Progress Update	Report back to OSCOM
<b>Completed Panels</b>			
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
Council Tax Support Scheme	Councillor Baverstock	Meeting to be arranged early January to review the options for the Council Tax Support Scheme 2019/2020 Report back Recommendation to Cabinet on options 5, 6 and 7 Cabinet agreed to undertake consultations on options 5, 6 and 7 with a slight amendment to option 5 Panel to reconvene to consider the results of the consultation. Consultation now complete final report considered by OSCOM prior to consideration by Cabinet. 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	21 March 2018 18 April 2018 14 November 2018

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

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

January 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
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	Car Park Charges	Yes	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Estates and Economic Development	15 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	iESE	No	Cabinet	Open	Report of the Corporate Portfolio Holder	Head of Legal and Democratic	6 Dec 2019
15 Jan 2020 Romsey	Property Matters	No	Cabinet	Fully exempt	Report of the Planning Portfolio Holder	Head of Estates and Economic Development	15 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
12 Feb 2020 Andover	Discretionary Rate Relief Policy Update	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Revenues	23 Dec 2019
12 Feb 2020 Andover	PSPOs	Yes	Cabinet	Open	Report of the Corporate Portfolio Holder	Head of Legal and Democratic	28 Nov 2019
12 Feb 2020 Andover	Peer Challenge	No	Cabinet	Open	Report of the Leader	Chief Executive	3 Dec 2019
12 Feb 2020 Andover	Estates Property Matters	Yes	Council	Fully exempt	Report of the Finance Portfolio Holder	Head of Revenues	16 Dec 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	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
15 Apr 2020 Andover	Annual Governance Statement	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	9 Dec 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 13<sup>th</sup> May and received a response on 11<sup>th</sup> 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"> <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>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Senior officer assistance has been available to those applicants looking to bring forward schemes in the primary shopping area of Andover and Romsey.</li> <li>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.</li> <li>4. Andover BID came into effect in April 2019. It is too premature at this stage to fully consider the outcomes.</li> <li>5. This work will be considered as part of the Economic Development Action Plan update</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>						<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"> <li>· A fixed deduction of £4 per week for non-dependant adults living in the property</li> <li>· Eligibility for CTS is limited to claimants with less than £6,000 in savings</li> <li>· Removal of the Second Adult Rebate from the scheme</li> <li>· Removal of Extended Payments from the scheme</li> </ul>	√	√			<p><u>Agreed at Cabinet</u></p> <p>That a consultation be undertaken on the following options:</p> <ul style="list-style-type: none"> <li>· A fixed deduction of £4 per week for non-dependant adults living in the property</li> <li>· Eligibility for CTS is limited to claimants with less than £6,000 in savings</li> <li>· Removal of the Second Adult Rebate from the scheme</li> <li>· Removal of Extended Payments from the scheme</li> </ul>	<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 18<sup>th</sup> September and will run until 13<sup>th</sup> November. The consultation is available on the Council's <a href="#">website</a>.</p> <p>The feedback on the consultation will be presented to the OSCOM panel on 11<sup>th</sup> November and OSCOM on 13<sup>th</sup> November.</p>

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