

## Notice of Meeting

# Overview and Scrutiny Committee

**Date:** Wednesday 17 February 2021

**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 N Gwynne	Romsey Cupernham
Councillor K Hamilton	Andover Harroway
Councillor V Harber	Andover St Mary's
Councillor M Hatley	Ampfield & Braishfield
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 17 February 2021

### **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 January 2021**
- 6 Call in Items**
- 7 Urgent decisions taken since last meeting**
- 8 Planning Portfolio Holder presentation**

To receive a presentation by the Planning Portfolio Holder on nitrate neutrality and the management of planning applications (30 minutes)

- 9 Review of the informal process for selection of Overview and Scrutiny Chair 5 - 10**

To consider a report by the panel reviewing the informal process for the selection of the Overview and Scrutiny Chairman (20 minutes)

- 10 Updates on Panels**

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

**11 Programme of Work for the Overview and Scrutiny Committee**

**11 - 23**

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

## **ITEM 9            Review of the informal process for selecting the Overview and Scrutiny Committee Chair**

Report of the Panel Lead Member, Councillor Celia Dowden

### **Recommended:**

**That the proposals of the panel be endorsed and requests that they be considered by the political group leaders for implementation.**

#### **SUMMARY:**

- This report brings together the findings of the panel that has reviewed the informal process for selecting the proposed candidate for Chair of Overview and Scrutiny Committee for consideration at Annual Council.

### **1        Introduction**

- 1.1    The purpose of the review has been to identify if there are opportunities to refine the current informal process to select the proposed candidate for Chair of Overview and Scrutiny Committee for consideration at Annual Council.
- 1.2    The review has focused on how the informal process can enable members to learn more about perspective candidates and how they will meet the qualities of the role description and what they will bring to the role of Chair if selected.
- 1.3    The findings of the panel are set out in this report and the recommendation provides the basis in which the proposals could be considered for implementation.

### **2        Background**

- 2.1    The Chair of Overview and Scrutiny Committee is appointed each year at Annual Council in May. Appointment by Council is a constitutional requirement.
- 2.2    For a number of years Overview and Scrutiny Committee has undertaken an informal process which culminates in a secret ballot of members that enables a nomination for the role of Overview and Scrutiny Committee Chair to be put forward to Annual Council. Members of Overview and Scrutiny Committee have expressed a desire to refine the informal process so that members can feel more informed about the role, skills and attributes required which they can then consider when selecting a nomination for Chair.
- 2.3    The rationale for this review is in recognition of the important role that Overview and Scrutiny Committee (and therefore the Chair) plays as part of the Council's governance both scrutinising the work of the Cabinet, and playing an active and collaborative role in supporting policy overview and development.

- 2.4 The panel's work has focused on two key areas. Part one focuses on the role of the Chair and has explored what this means in practice for the person fulfilling the role. This has enabled the panel to consider what might be required from someone doing the role which in turn could be used to help inform members as part of the selection process.
- 2.5 The second part of the review focuses on the informal process and sets out a proposal for how this could be undertaken in the future to enable members to learn more about candidates wishing to be considered for the role.

### **3 The role of Overview and Scrutiny Committee Chair**

- 3.1 The role responsibilities for the Chair of Overview and Scrutiny are set out in annex one and were agreed by Council in 2019.
- 3.2 The panel felt that although the description sets out the main responsibilities, it was important to also identify in more detail what the role looks like in practice so as to provide members with a deeper understanding of what is required for the role. As a result, the panel has provided some additional 'on the ground' information which underpins the current role description which will be useful for both those wishing to stand, and for members in making an informed choice on who they would like to nominate.
- 3.3 This additional information can also be found in annex one and focuses on practical matters for the Chair such as leading meetings, being proactive and developing the work programme, ensuring a systematic and strategic approach to overview and scrutiny and supporting members to engage in learning and development in this area. It also reflects more broadly that the panel felt that attributes such as good communication skills, being outcome focused and evidence-led were important characteristics that members felt they would be looking for from the Chair.
- 3.4 The panel proposes that this additional information be shared with members to assist them in the informal process for selecting a candidate for Chair of Overview and Scrutiny Committee, and to provide those wishing to be considered for the role a greater insight as to what the role entails.

### **4 The informal process for selecting a Chair of Overview and Scrutiny Committee**

- 4.1 The panel's primary focus is to put forward proposals for a refined informal process for selecting the candidate for Chair that will enable members to feel better informed about the role and those wishing to be considered for it. It is the panel's guiding principle that the process should identify the best person for the job.
- 4.2 The panel considered various options and their respective practicalities in designing an enhanced process of selection for the informal stage. As a result the panel proposes the following take place:
- (i) An invitation including the role description (as set out in annex one) is sent out to all eligible councillors inviting them to stand for the position of Overview and Scrutiny Committee Chair.

- (ii) Overview and Scrutiny Committee will host a roundtable online session (via MS Teams) open to all councillors from across the council to attend, where candidates for the position of Chair will be able to present their case for selection.
- (iii) Candidates will be invited to make a short presentation which should cover two/three pre-set questions relating to the role description which will be determined by Overview and Scrutiny Committee members in advance.
- (iv) Following the presentations a secret ballot of all members will take place as it has done in previous years leading to a proposal being put forward to Annual Council for consideration in the normal way.

4.3 In order for the process to be completed ahead of Annual Council, it is proposed that the invitation to stand for Chair begins in mid-march with the roundtable taking place in early April immediately followed by the secret ballot.

4.4 The panel throughout its deliberations alighted upon a number of practical timing issues in relation to the Overview and Scrutiny Committee Chair being appointed at Annual Council. In particular members expressed concern that in the year of the borough council elections, this would mean that new members especially, may have very little opportunity to know the candidates they are voting for at Annual Council as an informal process will have taken place prior to elections. The panel considered various ideas of how this could be resolved including delaying the appointment of Chair until the following council, but agreed that while this issue fell beyond the scope of this panel, it will need to be addressed in the future. Therefore, the panel agreed that it would not at this stage, propose any changes to the formal process of the appointment of the Chair which takes place at Annual Council and is set out in the constitution.

## **5 Corporate Objectives and Priorities**

5.1 Overview and Scrutiny Committee has a vital and statutory role to play as part of the council's governance structure both scrutinising the work of the Cabinet and playing an active and collaborative role in supporting policy overview and development. Examples such as the committee's role in the development of the corporate plan and the council's climate change action plan demonstrate the important role of Overview and Scrutiny Committee of which the Chair plays a significant role in bringing together.

## **6 Consultations/Communications**

6.1 The Chair of the panel has brought together a number of members from across the overview and scrutiny committee to undertake this piece of work. If the proposals are endorsed by Overview and Scrutiny Committee then consultation with the political group leaders will form the next step ahead of any implementation of the informal process.

## **7 Options**

7.1 Overview and Scrutiny Committee can endorse the proposals, endorse with amendment or not endorse.

## 8 Resource Implications

8.1 None

## 9 Legal Implications

9.1 The proposals contained within this report reflect the informal process of the selection of the Chair and therefore do not have any legal or constitutional implications.

## 10 Equality Issues

10.1 None

## 11 Other Issues

11.1 None

## 12 Conclusion

12.1 The purpose of the panel was to explore options for how the informal process for the selection of Chair could be enhanced to enable members to learn more about perspective candidates and how they will meet the qualities of the role description and what they will bring to the role of Chair if selected. The rationale for this is in recognition of the important role that the Overview and Scrutiny Committee Chair fulfils in enabling the committee to meeting its overview and scrutiny responsibilities. The proposals of which the recommendation refers to will provide a practical and proportionate way in which to undertake the informal process.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u> It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1		
Author:	Cllr Celia Dowden	Ext:	
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	17 February 2021

## **CHAIR OF OVERVIEW & SCRUTINY COMMITTEE (2019)**

**The Chair of the Overview & Scrutiny Committee will have the following responsibilities over and above that of other Committee Chairmen and ordinary Members.**

### **Overall Role**

To Chair the Overview & Scrutiny Committee and develop and maintain a working knowledge of the practices, procedures, services and functions which fall within the terms of reference of the Committee and to monitor the progress of the work programme.

### **Main Responsibilities**

- To lead the Overview and Scrutiny Function of the Council.
- To take a lead role in scrutinising policy decisions and in liaison with appropriate senior officers to contribute to the agenda for the meetings.
- To contribute actively to the formation and scrutiny of the authority's policies, budget strategies and service delivery.
- To lead the scrutiny of policy proposals referred to the committee by the Councillor Executive by guiding the committee in obtaining preliminary background information and determining a timetable of scrutiny.
- To develop a balanced work programme for the committee and to ensure that programme is delivered.
- To report on progress against the work programme to Council and others as appropriate/required.
- To promote the role of Overview and Scrutiny within and outside the Council.
- To provide agreement where appropriate for special urgency decisions to be implemented.

## **Additional information about the role of Chair of OSCOM**

**The Chair of Overview & Scrutiny plays a leadership role responsible for establishing the committee's profile, influence and ways of working. This document developed by the panel seeks to build upon the historical bullet points as set out in the role description and describe what it might mean in practice for the person undertaking the role.**

### **1. Manage the OSCOM meeting**

- Lead through the agenda, keeping a strong focus on the objective of each item and summarise debates to ensure there is a focus on the intended outcomes.
- Ensure a good environment for constructive challenge and foster discussion amongst the committee members.
- Encourage the involvement of stakeholder's to assist the committee in understanding key issues and topics where appropriate.

### **2. The Chair should ensure that all work being delivered by the committee, or panels has a firm sense of direction and;**

- Makes a positive impact on services and communities and challenges underperformance.
- Promotes good practice, is evidence-led and acts as catalyst for change.
- Engages, with relevant partnership issues that impacts on communities within the borough.

### **3. The Chair should ensure that overview and scrutiny is undertaken in a methodical and systematic manner.**

- Lead the development and management of the OSCOM work programme liaising with cabinet and senior officers where appropriate.
- Support OSCOM members to prepare for key items such as Portfolio Holder reviews, external partner presentations through a pre-meeting or an informal discussion so that OSCOM members are clear on the focus and outcomes they would like to achieve.

### **4. The Chair will promote the ongoing development of the OSCOM and encourage learning and development opportunities to support members in their OSCOM role.**

- Advise committee members of training opportunities
- Inform members of all relevant reports and literature from Central Government and the Centre for Governance and Scrutiny.

## 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:

N/A

Report to:

Overview and Scrutiny  
Committee

Date:

17 February 2021

**OVERVIEW AND SCRUTINY WORK PROGRAMME FEBRUARY 2021**

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<b><u>17 FEBRUARY 2021</u></b>			
Presentation by the Planning Portfolio Holder	2	Committee	To receive a presentation by the Planning Portfolio Holder on Nitrate Neutrality and the management of planning applications to Committee) <b>(Planning Portfolio Holder) (30 minutes)</b>
Review of Outside Bodies	2	Committee	To consider the value and benefit of appointments to Outside Bodies <b>(Councillor C Dowden) (20 minutes)</b>
Review of Selection of Overview and Scrutiny Chairman	3	Committee	To consider the process for selection of the Chairman of Overview and Scrutiny <b>(Councillor C Dowden) (20 minutes)</b>
<b><u>17 MARCH 2021</u></b>			
Roundtable Session on Corporate Action Plan Year 3 and Performance Indicators	2	Cabinet	A roundtable session on the Corporate Action Plan for Year 3 and Performance Indicators. <b>(Policy Manager) (20 minutes)</b>
Presentation on the Environmental Portfolio		Committee	To receive a presentation by the Environmental Portfolio Holder <b>(Environment Portfolio Holder) (30 minutes)</b>
Climate Emergency Update	2		To receive feedback on the Climate Emergency Action Plan <b>(Head of Planning Policy) (20 minutes)</b>
<b><u>21 APRIL 2021</u></b>			
Chairman's Draft Annual Report	1		To consider the Chairman's draft Annual Briefing prior to being submitted to Council <b>(20 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><u>26 MAY 2021</u></b>			
Annual Review of the Corporate Action Plan	2		To receive an update on the Corporate Action Plan <b>(Policy and Strategy Manager) (20 minutes)</b>
Chairman's Final Annual Report	1		To consider the Chairman's final Annual Briefing prior to being submitted to Council <b>(Chairman) (20 minutes)</b>
<b><u>26 JUNE 2021</u></b>			
Covid-19 Recovery Update			To receive an update on the work being undertaken as part of Covid-19 Recovery <b>(Head of Strategy and Innovation) (20 minutes)</b>
Disability, Equality and Inclusion Annual Report			To receive the Disability, Equality and Inclusion Annual Report <b>(Community Engagement Manager) (20 minutes)</b>
<b><u>21 JULY 2021</u></b>			
Corporate Action Plan Update			To receive an update on the Corporate Action Plan <b>(Head of Strategy and Innovation) (20 minutes)</b>
<b><u>ON HOLD</u></b>			
<b><u>DATE TBC</u></b>			
New Neighbourhoods Review Update	3	Cabinet	To receive an update on the review of new neighbourhoods <b>(Community Engagement Manager) (20 minutes)</b>
Scope for second stage of Health Review			To receive a proposed scope for a further OSCOM Panel on health provision <b>(Cllr Baverstock) (20 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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Review of the Area Planning Committee Pilot	2	Committee	The Review of Planning Committees be delayed until the Committees have received 'business as usual' for a period of 12 months after the date at which in the opinion of the Head of Planning and Building Service in consultation with the Planning Portfolio Holder, measures have been established to adequately address the issue of nitrate neutrality in planning applications therefore this item will be put on hold on the Work Programme <b>(Head of Planning and Building) (20 minutes)</b>
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**BRIEFING NOTES**

	TOPIC	DATE CIRCULATED
<b><u>JANUARY 2021</u></b>		
<b><u>MARCH 2021</u></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
Budget Panel	Councillor Lodge	<p>Councillor Lodge, Lead Member for the Budget Panel reported that the panel had met on the 11 January 2021 where the panel considered the present budget and the future budget for 2021/22.</p> <p>The budget for 2021/22 will be considered by Cabinet on 10 February and by Council on 26 February.</p>	
Audit Panel	Councillor Borg-Neal	The next meeting of the Audit Panel is on 15 March 2021	
Review of the information process for selecting the Chairman of Overview and Scrutiny	Councillor C Dowden	The review for the selection of Chairman of the Overview and Scrutiny Committee is to identify and refine the current informal process of balloting members to select the candidate who will be recommended to Annual Council for appointment. Members of the panel included Councillors Burley, Coole, Hatley, Ward, Baverstock, Warnes, Parker and Gwynne. The review is to identify and refine the current informal process of balloting members to select the candidate who will be recommended to Annual Council for appointment.	17.2.21
Review of Outside Bodies	Councillor C Dowden	The Outside Bodies review is to look at the role and expectations of representatives and the outcomes expected, identify the expectations of Council by reviewing the guidance for representatives and identify and define the role and the level of feedback required. There are a wide variety of different outside organisations with different scopes and it is important to determine what that means and the appropriate representation. Members of the panel include Councillors Hamilton and Parker.	17.2.21

# Cabinet Work Programme

February 2021

## 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
10 Feb 2021 Romsey	Revenue Budget & Council Tax Proposals	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	24 Jul 2020
10 Feb 2021 Romsey	Capital Programme Update	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	24 Jul 2020
10 Feb 2021 Andover	Capital Strategy - Annual Review	Yes	Council	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	10 Dec 2020
10 Feb 2021 Romsey	Treasury Management Strategy	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	24 Jul 2021
10 Feb 2021 Romsey	Valley Housing Business Plan Update	No	Cabinet	Fully exempt	Report of the Finance Portfolio Holder	Head of Revenues	7 Oct 2020
10 Mar 2021 Romsey	Write off of uncollectable debts	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	21 Sep 2020
10 Mar 2021 Romsey	Test Valley Borough Local Plan 2011-2029 - Five Year Review	No	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning Policy and Economic Development	27 Jan 2021

10 Mar 2021 Romsey	Community Infrastructure Levy (CIL) - Allocation of Funds	Yes	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning and Building	23 Nov 2020
10 Mar 2021 Romsey	Hurstbourne Tarrant Village Design Statement	No	Council	Open	Report of the Planning Portfolio Holder	Head of Planning Policy and Economic Development	26 Jan 2021
14 Apr 2021 Andover	New Forest Partnership Plan	No	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning Policy and Economic Development	26 Jan 2021
14 Apr 2021 Andover	Carry Forward of Unspent Revenue Budget	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	24 Sep 2020
14 Apr 2020 Andover	Annual Governance Statement	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	24 Sep 2020
19 May 2021 Andover	Housing Strategy Annual Progress Report	No	Council	Open	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health	26 Jan 2021
19 May 2021 Romsey	Revenue Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	7 Jan 2021
19 May 2021 Romsey	Capital Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	7 Jan 2021

19 May 2021 Romsey	Treasury Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	7 Jan 2021
19 May 2021 Romsey	Project Enterprise Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	7 Jan 2021
19 May 2021 Romsey	Asset Management Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	7 Jan 2021
19 May 2021 Romsey	Annual Governance Statement 2020/21	Yes	Council	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	7 Jan 2021
19 May 2021 Andover	Draft Calendar of Meetings	No	Council	Open	Report of the Corporate Portfolio Holder	Head of Legal and Democratic	26 Jan 2021
19 May 2021	Corporate Action Plan - Year 3 Update	No	Cabinet	Open	Report of the Leader	Chief Executive	27 Oct 2020

## Part 5 – Action Tracking

Climate Emergency						
	Agreed			Start Date	Action	Progress Update
Recommendation	OSCOM 18.3.20	Cabinet	Council 10.06.20			
<p><b><u>Recommended to Council:</u></b></p> <p><b>That the draft Climate Emergency Action Plan annexed to the report be agreed.</b></p>	√		√		<p><b><u>Resolved at Council</u></b></p> <ol style="list-style-type: none"> <li><b>1. That the Climate Emergency Action Plan (Annex 1 to the report) be approved.</b></li> <li><b>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.</b></li> </ol>	<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>

Review of Armed Forces Covenant						
Recommendation	Agreed			Start Date	Action	Progress Update
	OSCOM 20.1.21	Cabinet 10.2.21	Council			
<p><b><u>Recommended to Cabinet</u></b></p> <p>1. That a Civilian/military forum is created to take forward the action plan – Subsumed and intrinsically linked to the Test Valley Partnership. The composition of which will include the various professional and authority representatives from each topic in the report below. Additionally, Army Welfare Service and garrison wellbeing officers, alongside CTP and/or RFEA, where appropriate.</p> <p>2. That a Forces Gateway Single Point of Contact (SPOC) is created on the TVBC website - enabling all information, advice and signposting for all the applicable services, including links to housing, community engagement, health, education, business, local Forces charities and potential available grants.</p>	✓					

Budget Strategy Update						
	Agreed			Start Date	Action	Progress Update
Recommendation	OSCOM 20.1.21	Cabinet 10.2.21	Council			
<b><u>Recommended to Cabinet:</u></b>  That Cabinet accepts and agrees the draft budget.	√					