

Notice of Meeting

Overview and Scrutiny Committee

Date: Wednesday 21 April 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,
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SP10 3AJ

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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 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 21 April 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 17 March 2021**
- 6 Call in Items**
- 7 Urgent decisions taken since last meeting**
- 8 Climate Emergency Action Plan Panel Scoping 5 - 8**

To consider the Climate Emergency Action Plan Panel scoping document (20 minutes)
- 9 Annual Chairman's Report 9 - 14**

To consider the Annual Chairman's report prior to Council (20 minutes)
- 10 Portfolio Co-ordinators**

To consider the appointment of Portfolio Co-ordinators (20 minutes)

11 Outside Bodies Panel **15 - 18**

This report brings together the findings of the OSCOM panel to review the arrangements in place for member representation on outside bodies (20 minutes)

12 Updates on Panels

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

13 Programme of Work for the Overview and Scrutiny Committee **19 - 30**

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

ITEM 8 Climate Emergency Action Plan Scoping

Report of the Lead Member, Councillor Gwynne

Recommended

That the Climate emergency Action Plan Panel’s scoping document to be approved.

SUMMARY:

- The Committee is requested to consider the draft scoping document for the Climate Emergency Action Plan Panel Task and Finish Panel and comment thereon.

Background Papers (Local Government Act 1972 Section 100D)

Confidentiality

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

No of Annexes:	One		
Author:	Councillor Gwynne	Ext:	8014
File Ref:			
Report to:	OSCOM	Date:	21 April 2021

Items for Work Programme, Scoping and Outcomes

Scoping Form

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

1	<p>Corporate Priority/Service Area (may be more than one)</p> <p>Primary portfolio is Environment, but climate change impacts all areas of the council to some extent.</p>												
2	<p>Lead Member(s)/Chairman of Panel – Neil Gwynne</p> <p>Panel members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">North</th> <th style="width: 35%;">South</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Panel members</td> <td></td> <td>Neil Gwynne</td> </tr> <tr> <td></td> <td></td> <td>Alison Johnston</td> </tr> <tr> <td></td> <td></td> <td>Alan Warnes</td> </tr> </tbody> </table>		North	South	Panel members		Neil Gwynne			Alison Johnston			Alan Warnes
	North	South											
Panel members		Neil Gwynne											
		Alison Johnston											
		Alan Warnes											
3	<p>Portfolio Holder(s)</p> <p>Cllr Alison Johnston</p>												
4	<p>Key Areas of Focus</p> <p>TVBC's Climate Emergency Action Plan – reviewing in readiness for a relaunch in Q1 2022, pending approval of the review by Oscom in autumn 2021 and the Cabinet shortly after.</p>												
5	<p>What will be developed or reviewed?</p> <p>The action plan will be developed in terms of:</p> <ul style="list-style-type: none"> . initial assessment as to where return on investment likely to be greatest . documenting what has been achieved . identifying whether the structure of the document remains appropriate . including targets for future actions – quantified and dated wherever possible . including targets relating to TVBC influence as well as TVBC control <p>In addition, implications on council services will be identified as appropriate, e.g. procurement, communications.</p>												

6	<p>Rationale – Why now/why at all?</p> <p>When created it was agreed that the action plan had to be a ‘living document’ i.e. updated on a regular basis throughout its period of application. The climate emergency having been declared in September 2019 (with the current action plan being formally approved in June 2020), a first review and update of the action plan that is formally adopted in Q1 2022 is appropriate. And a panel, which will provide the time for an appropriate level of discussion and review, is the most appropriate mechanism to achieve this.</p>
7	<p>Anticipated Benefits</p> <ul style="list-style-type: none"> • Quantification of what has been done to date. • Quantification of what will be done – and when – in the coming years. In particular between now and the next review/update. • Identification of any resources required to meet the proposed targets. • Increased probability of TVBC achieving its overall target of net zero by the target date (that is yet to be agreed). • Inclusion of actions re resilience to the anticipated increase in climate temperature. • Identification of appropriate qualitative actions, e.g. policy changes, behavioural changes.
8	<p>Resource Implications</p> <p>Majority of officer support anticipated to be provided by the Principal Planning Officer (Environment) and the Climate Change Officer (recruitment underway). Both of these officers are employed to undertake work on climate change and its implications – supporting the work of this panel falls under that description.</p> <p>Additional officer time, including those across multiple Services, will be dominated by requesting reports on the actions assigned to them under the existing climate emergency action plan – but there will be some further input re the anticipated effect of any newly proposed actions.</p> <p>It is anticipated that the panel will meet 5 times between its formation and reporting back to Oscom.</p>
9	<p>Are there any Partner Organisations involved in the Project? If so, which?</p> <p>This list will change as the panel’s work continues, but the panel would certainly want to include discussions with The Environment Centre, , Hampshire Solar Together and Hampshire County Council.</p> <p>Depending on resources and budget there may be scope to invite other organisations e.g. the Centre for Sustainable Energy.</p>
10	<p>Does the Project require Public Involvement?</p> <p>No involvement of individual members of the public will be required – only as representatives of relevant organisations.</p>

11	<p>How will the Project assist the achievement of a Corporate Priority or Priorities?</p> <p>TVBC's response to the climate change emergency is relevant to all of the Corporate Priorities, and this panel's work will assist in ensuring climate change considerations are integrated across all such corporate priorities.</p>
12	<p>What do you want OSCOM to do now?</p> <p>Approve the formation of the panel as described in this document. And assign a suitable Oscom meeting for review of the panel output (suggest October 2021).</p>

<i>Number of panels Requested</i>	Start Date Month	Interim Month	Finish date Month
Approximate no. of hours required:			
Democratic Services Support	No. of Panels	Report writing	TOTAL Hours
	Estimated Hours	Estimated Hours	
Officer support required	No. of Panels	Report writing	TOTAL Hours
	Estimated Hours	Estimated Hours	

ITEM 9 Overview and Scrutiny Annual Briefing

Report of Councillor Brooks, Chairman (Portfolio: Corporate)

Recommended:

That the Annual Report of the Overview and Scrutiny Committee be approved.

SUMMARY:

- The Annual Report covers the work of the Committee for the period May 2020 to May 2021.
- The Committee are asked to agree the report prior to its submission to full Council on 9 June 2021.

1 Introduction

1.1 OSCOM is required to report to full council on an annual basis to inform all Members of the work undertaken over the previous 12 months.

1.2 The Annual Report is attached at Annex 1.

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:	1		
Author:	Councillor Brooks	Ext:	8014
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	21 April 2021

OSCOM: CHAIRMAN'S ANNUAL REPORT

Introduction

The last twelve months has been a very difficult and challenging chapter, as members and officers have had to adjust to full time remote working.

We all know how important climate change is, TVBC appointed a climate change champion and OSCOM receive updates every six months.

Even though COVID-19 slowed us down, OSCOM has achieved many objectives. Throughout the various phases of the pandemic the Council has supported businesses, the town centre and our most vulnerable people in Test Valley.

Away Day

The OSCOM Away Day in 2020 was held in two parts. The first was a virtual meeting on 27 July 2020 where members discussed potential areas for review which could form part of the coming year's Work Programme. The aim of the session was to identify potential areas of interest and understand why they were important. Following prioritisation of potential review areas, a further away day session was held on 5 October 2020 to consider with lead officers the more detailed scoping of the prioritised areas that could form reviews for the year ahead. The session also included consideration of timetabling for the selected reviews, a review of current overview & scrutiny statutory guidance and training and development opportunities that the committee would like to pursue. The top 8 areas of review considered were;

- Covid-19 Recovery – regular reports to Committee meetings beginning on 21 January 2021.
- Local Plan –Members were invited to attend a series of seminars.
- Housing Provision – The HOS provides an annual briefing note in the summer of each year which updates members on the housing strategy and associated key issues. There is an opportunity to have a roundtable following the briefing note being circulated should any key issues emanating from the note require further discussion.
- Community Engagement and Communication – A member session on the role of the Community Councillor was held on Monday 16 November.
- Mental Health provision – A case study seminar was held on 9 December 2020
- Diversity in Employment and Skills – A round table discussion was held on Tuesday 10 November.
- Planning Enforcement – Training was held on Tuesday 24 November.
- Disability, Equality and Inclusion – An annual report would be presented to the Committee at its meeting in July.

Round Table discussions and Briefing Notes

4 Round Table discussions have been held during the year including:

Andover Vision
Climate Emergency Workshop
Mental Health
Corporate Action Plan Year 3

Briefing Notes continue to be circulated to OSCOM.

Items and Meetings

There have been 10 meetings held since the last Chairman's Annual Report. A number of items have been considered by OSCOM on their way to Cabinet and Council including Climate Emergency Action Plan, Review of Armed Forces Covenant and the Budget Strategy Update.

Outcomes:

- Climate Emergency Action Plan – OSCOM co-ordinated the preparation of the Climate Emergency Action Plan through seven cross-party member and officer work streams. The Action Plan was subsequently approved by Council on 10 June 2020. It identifies OSCOM as the main monitoring board, with six-monthly reports to be presented. Two such reports have been considered (September 2020 and March 2021) since the Council approval. These have enabled discussion on the delivery of the actions and implications of changing circumstances, such as arising through the Covid-19 pandemic. It is recognised that the Climate Emergency Action Plan is a living document that will need to be kept under review. The reports to OSCOM will help inform this process.
- Review of Armed Forces Covenant (**covered under panels**)

Further items discussed by the Committee included Safeguarding Children and Vulnerable Adults, Annual Audit Report, Annual Report on Complaints, Work of the Test Valley Community Safety Group, Authority Monitoring Report and Voluntary Sector Grant Funding.

The Committee had received regular updates on the Covid-19 community response and recovery process.

Presentations

A number of presentations were received during the year from both internal and external presenters, including:

- **Local Policing** – CI Thorne attended to explain the comparisons for offences from April 2019 to March 2020 and took questions from members on fines, responses to 101 calls, numbers and funding of PCs and PCSOs, Street Rangers, Speed Limits, Travellers, Drug Use, Recruitment of Police Officers and County Lines.

- **Finance Portfolio Holder**, Councillor Flood presented an overview of the portfolio which included Property and Asset Management, Revenues, Finance and Project Enterprise. The presentation also covered key issues and challenges for each service, impact of Covid-19 on the Council's budget, impact on the Leisure contract, work done to support our communities, Government support and reserves position.
- **Corporate Portfolio Holder Presentation**, Councillor Tasker gave an overview of her portfolio which comprises of Legal and Democratic Services, IT and the Customer Service Unit. The presentation highlighted areas of work undertaken during the past year and highlighted project and focus in the coming year.
- **Community and Leisure Portfolio Holder**, Councillor Jeffrey presented an overview of his portfolio which comprises parks, countryside, sport and play, cemeteries, arts and culture, communities and volunteers.
- **Economic Development Portfolio Holder**, Councillor Drew presented an interim update of the Economic Development Strategy which went to Cabinet in January 2021. This reflected the economic emergency relating to the pandemic.
- **Planning Portfolio Holder**, Councillor Adams King gave a presentation on nutrient neutrality including its impact on determining planning applications and managing the process of them being considered at committee once the nutrient neutrality issue has been resolved.
- **Environment Portfolio Holder: Councillor Johnston gave a presentation on** specific areas requested by the Committee on recycling and garden waste collections, an understanding of the pending changes in national policy on waste collections and a broad outline of any changes.

Panels

Budget Panel - The panel, led by Cllr Lodge, met three times during the course of the year.

In addition to its usual role of reviewing the Medium Term Financial Strategy and other budget development matters, this year the Budget Panel also focused on the impact that the coronavirus pandemic has had on the Council's finances. This focus included scrutiny of the additional costs the Council has had to meet, the income that it has lost and how that compared to the government support that has been provided. It also considered the proposals for how the Council might meet the expected deficit.

The outcomes of these Panel meetings were recommendations to OSCOM that enabled the committee to make its own recommendations to Cabinet, helping to deliver a robust and balanced budget for the Council in the 2021/22 financial year.

Future of Health Provision in Andover and Romsey The panel was led by Councillor Baverstock. The findings from the review focused on the role that the Council and specifically the Planning process had in supporting health provision and identifying where improvements could be made. The panel made a number of recommendations to encourage proactive and effective communication with the local Clinical Commissioning Group and support through the planning process and the provision of health and leisure facilities. The panel also welcomed the development

of shared evidence and justification for the requirements for health facilities and their delivery. The local health forum and health and social care committee should be monitored regularly through six monthly feedback reports from Members supported by officers and communication with Hampshire Together and engagement in the consultation process in its running of the surrounding areas and in particular in respect of new hospital provision.

The panel also recommended undertaking a review of parking standards at and transport to hospital and health centres to inform the revised Local Plan.

Responding to the pandemic has been the primary focus for colleagues in the health sector. As the Council moves forward with drafting the next local plan and delivering housing allocations the importance of continuing good communication will help ensure that health facilities are delivered that our communities need.

Review of Armed Forces Covenant The panel was led by Councillor Matthews which reviewed the Armed Forces Covenant with particular reference to Test Valley's obligations, commitment and identifying best practice. The review found that TVBC are currently meeting their promise made under the Armed Forces Community Covenant however there were opportunities identified to improve communication with partner organisations and to lead on a more inclusive approach to supporting the Armed Forces communities within Test Valley. The recommendations made by OSCOM were to support these findings and propose ways to start engaging in the opportunities identified. Two recommendations were made to and agreed by Cabinet on 10 February 2021.

The first Civilian Military Forum (CMF) was held on Friday 19 March which saw fourteen partners attend from a range of groups supporting Armed Forces communities across the borough. Partners discussed what the CMF should look to achieve for the military community, veterans and the groups they represent. Focussed discussions were initiated on 'health' and 'business & transition' for the Armed Forces community.

The first stages of a single point of contact webpage are in progress, the initial webpage will be established to outline key contacts and sign posting. The longer term ambition is to develop a programme of user led research and testing to establish a future proof webpage, led by user insights.

The work of OSCOM has ensured that the background work in launching the CMF and webpage have been, and will be delivered in an evidence led way. This in turn has supported meaningful discussions and action planning for the group.

A clear onward path has been established with good partnership links that will continue to strengthen over time and support the delivery of tangible outcomes for the Armed Forces community. Ensuring they are not disadvantaged when accessing services & support in Test Valley.

Review of the informal process for selection of OSCOM Chairman The panel was led by Councillor C Dowden. The purpose of the review was to identify if there were opportunities to refine the current informal process to select the proposed candidate for Chair of OSCOM for consideration at Annual Council. The review had focused on how the informal process can enable members to learn more about prospective candidates and how they will meet the qualities of the role description and what they will bring to the role of Chair if selected.

Following OSCOM's recommendation, an enhanced process will now take place ahead of Annual Council in May 2021. This also include a roundtable session in which all councillors are invited to attend where candidates will be able to make a short presentation on why they would like to be considered for the role ahead of the secret ballot.

Review of Outside Bodies The panel was led by Councillor C Dowden. The purpose of the review was to undertake a review of the arrangements in place for member's representation on outside bodies. This review was seeking to understand the added value that having members as representatives on these bodies brings to ensure that these organisations and council gain mutual benefit from this.

The Panel is due to report to OSCOM in April with a focus on how members of outside bodies can report back on the work of the organisations they are supporting in a more effective and meaningful way.

Conclusion

With the challenging financial environment for local government continuing, the scrutiny of performance and financial information will continue to be a core aspect of the committee work.

This report gives a flavour of the varied work undertaken by the members of OSCOM and reflects the diligence and hard work over this very stressful times.

Of course none of this would be possible without the dedication and commitment of members and officers throughout the year with particular thanks to my Vice Chairman, Councillor Lodge and Andy Ferrier, James Moody and Caroline Lovelock.

Zilliah Brooks
Chairman
Overview and Scrutiny Committee

ITEM 11

Review of outside bodies

Report of the Chairman of the Panel, Councillor Celia Dowden

Recommended:

That OSCOM endorses the findings of the panel.

SUMMARY:

- This report brings together the findings of the OSCOM panel to review the arrangements in place for councillor's representation on outside bodies.
- The panel felt that the overall benefits of members being appointed to outside bodies was an important aspect of their community leadership role.
- The panel concluded that there should not be any significant changes to the current arrangements regarding member representation on outside bodies. However, the panel agreed that there are opportunities to improve the way in which members report on their work as part of serving on an outside body, so that the council is able to have a broader understanding of the contribution these organisations are making and any issues they may be facing.
- The panel also agreed that the training given to members acting as representatives, especially those acting in a legal role as a director or trustee, should be reviewed and that a summary version of the guide for members on outside bodies should be produced.

1 Introduction

- 1.1 This report brings together the findings of the OSCOM panel to review the arrangements in place for member representation on outside bodies.

2 Background

- 2.1 Each year councillors are appointed by the council to serve on a range of outside bodies, including voluntary organisations, local government associations and companies. These appointments are made at Annual Council each year with the exception of some where Members are appointed for a fixed term.
- 2.2 In 2020 a total of 45 appointments were made to 33 separate bodies.
- 2.3 24 members were appointed to sit on 18 local organisations and charities (4 of these are held by the Mayor, *ex officio*). Examples of such bodies include Andover Charities Trustees, Enham Trust, Test Valley Arts Foundation, Unity and Improvement and Efficiency South East.

- 2.4 16 members were appointed to 11 Local Authority Cooperation bodies. Examples include Hampshire Police and Crime Panel, Local Government Association General Assembly, New Forest National Park Authority and Project Integra Management Board.
- 2.5 Four members were appointed to Four Liaison Panels. Examples include Roke Manor Liaison Panel and Yokesford Liaison Panel.
- 2.6 The current process for appointing representatives to Outside Bodies commences in February each year where each Outside Body is written to enquiring as to whether they require a Test Valley Borough Council representative. Once confirmed, appointments are then made at Annual Council.

3 Findings of the panel

- 3.1 The panel met on three occasions and was chaired by Cllr Celia Dowden. It also included Cllr Lodge, Cllr Parker, Cllr Hamilton and Cllr Brooks. The scope of the panel was to consider the following issues:
- the purpose of representation on outside bodies,
 - the extent to which there should be regular briefings by members on the work undertaken by the outside body and,
 - to identify the best mechanisms in which members can provide feedback.
- 3.2 The panel felt that the overall benefits of members being appointed to outside bodies was an important aspect of their community leadership role. This was seen as a reciprocal arrangement in that it not only provides support to such bodies in their endeavours, but also enables the council to have a deeper understanding of the invaluable work that such bodies fulfil and the benefit they bring to local communities across the borough.
- 3.3 The panel accepted that representation on outside bodies was not a one-size-fits-all approach. Some members will be more involved than others in their outside body with some taking on key roles within the organisation such as a director or trustee and others providing more of an ambassadorial role or being a key contact. Overall, the panel felt that this provides an opportunity for the council to hear more about local organisations, what they do and how they serve the community.
- 3.4 Having considered the main aspects of the scope approved by OSCOM, the panel concluded that there should not be any significant changes to the current arrangements regarding member representation on outside bodies. However, the panel agreed that there are opportunities to improve the way in which members report on their work as part of serving on an outside body, so that the council is able to have a broader understanding of the contribution these organisations are making and any issues they may be facing.

- 3.5 The Panel recognised that a small number of the outside bodies are also those organisations who are in receipt of a three-year grant from the council. Given the arrangements that are already in place for managing these grants, it is proposed by the panel that the Community Manager could provide an annual report bringing together an overview of the organisations funded, what they do and how they benefit Test Valley. In preparing this report the Community Manager will engage with members who have been appointed to serve on these organisations for their feedback.
- 3.6 The Panel also concluded that it would be beneficial for the wider membership of the council if the process by which representatives on outside bodies report back be improved. The Panel recognised however, that this needs to be proportionate and informative rather than procedural as it is about understanding the added value of organisations rather than a form of performance management. The panel considered a variety of options such as the use of the Member Information Bulletin, future OSCOM roundtables and the extent to which members should provide a report/overview of the body they are part of. The panel would like to request that the established cross-party working group, the Member and Community Development Group, further develop these options for how to improve the feedback mechanisms for members who are representatives on outside bodies so that it is developed within the wider context of the council's work with local communities.
- 3.7 The Panel also felt that both the guidance and training for members who are appointed to outside bodies be refreshed and it was again felt that the Member and Community Development Group could support this work. This is particularly important for members who are appointed as directors or trustees. The panel thought that a simple summary to the existing rather legalist guidance for members on outside bodies should be produced.

4 Corporate Objectives and Priorities

- 4.1 The council's corporate plan sets out a clear commitment to support local communities and recognises the important democratic role local councillors play in ensuring the needs of all our communities are heard. Working with local organisations and outside bodies forms an important way in which members can advocate on behalf of the needs of local communities and support local voluntary action.

5 Consultations/Communications

- 5.1 Each year the council seeks feedback from the outside bodies which request a representative. As part of this review members were also given the opportunity to feedback on their experiences to inform the work of the panel.

6 Options

- 6.1 OSCOM has the option to endorse the findings of the panel, make amendments and endorse or not to endorse the findings of the panel.

7 Resource Implications

- 7.1 None

8 Legal Implications

8.1 None

9 Equality Issues

9.1 None

10 Other Issues

10.1 Wards/Communities Affected - All

11 Conclusion

11.1 The panel felt that the overall benefits of members being appointed to outside bodies was an important aspect of their community leadership role. The panel concluded that there should not be any significant changes to the current arrangements regarding member representation on outside bodies. However, the panel agreed that there are opportunities to improve the way in which members report on their work as part of serving on an outside body so that the council is able to have a broader understanding of the contribution these organisations are making and any issues they may be facing. The proposals contained within the report provide opportunities for how this can be practically addressed via the councils Member and Community Development Group.

<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:	None		
Author:	Cllr Celia Dowden	Ext:	
File Ref:			
Report to:	OSCOM	Date:	12 April 2021

ITEM 13

**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:

21 April 2021

OVERVIEW AND SCRUTINY WORK PROGRAMME - APRIL 2021

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<u>21 APRIL 2021</u>			
Portfolio Co-ordinators			To consider the appointment of Portfolio Co-ordinators (Cllr Lodge) (20 mins)
Climate Emergency Action Plan Panel			To appoint members to the Climate Emergency Action Plan Panel.
Review of Outside Bodies	3		To consider the findings from the Review of Outside Bodies Panel (Councillor C Dowden) (20 minutes)
Chairman's Draft Annual Report	1		To consider the Chairman's draft Annual Briefing prior to being submitted to Council (Chairman) (20 mins)
<u>2 JUNE 2021</u>			
Annual Review of the Corporate Action Plan	2		To receive an update on the Corporate Action Plan (Head of Strategy and Innovation) (20 minutes)
Chairman's Final Annual Report	1		To consider the Chairman's final Annual Briefing prior to being submitted to Council (Chairman) (20 mins)
Presentation by the Regeneration Manager			To receive a presentation by the Regeneration Manager on regeneration (Regeneration Manager) (20 minutes)
Covid-19 Recovery and Resilience Update			To receive an update on the work being undertaken as part of Covid-19 Recovery (Head of Strategy and Innovation) (20 mins)
<u>14 JULY 2021</u>			
Equality and Inclusion Annual Report			To receive the Disability, Equality and Inclusion Annual Report (Community Engagement Manager) (20 mins)

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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<u>25 AUGUST 2020</u>			
Corporate Action Plan Update			To receive an update on the Corporate Action Plan (Head of Strategy and Innovation) (20 mins)
<u>ON HOLD</u>			
<u>DATE TBC</u>			
New Neighbourhoods Review Update	3	Cabinet	To receive an update on the review of new neighbourhoods (Head of Planning Policy and Economic Development) (20 mins)
Scope for second stage of Health Review			To receive a proposed scope for a further OSCOM Panel on health provision (Cllr Baverstock) (20 mins)
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 (Head of Planning and Building)

BRIEFING NOTES

There are no briefing notes scheduled.

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> <p>The next meeting of the Budget Panel is scheduled to be held on 28 June 2021.</p>	
Audit Panel	Councillor Borg-Neal	<p>A meeting was held on 15 March where the panel agreed the next meetings and went through position on current audit. All items that have been completed were agreed without issues.</p>	
Review of Outside Bodies	Councillor C Dowden	<p>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.</p> <p>Awaiting comments on the survey prior to the next meeting.</p>	21.4.21
Informal Process for the selection of Chairman of OSCOM	Councillor C Dowden	<p>To consider the process for the informal selection of the Vice-Chairman of OSCOM</p>	21.4.21

Cabinet Work Programme

April 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.
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
14 Apr 2021 Andover	Release of developer contributions towards securing access to Home Wood and Kennels Copse, Stoneham	No	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning Policy and Economic Development	17 Mar 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
26 May 2021 Andover	CIL Spending Protocol Review	Yes	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning and Building	10 Mar 2021
26 May 2021 Andover	Independent Retailers Grant	No	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning Policy and Economic Development	17 Mar 2021
26 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
26 May 2021 Romsey	Asset Management Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	7 Jan 2021

26 May 2021 Romsey	Revenue Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	7 Jan 2021
26 May 2021 Romsey	Project Enterprise Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	7 Jan 2021
26 May 2021 Romsey	Treasury Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	7 Jan 2021
26 May 2021 Romsey	Capital Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	7 Jan 2021
26 May 2021 Andover	Draft Calendar of Meetings	No	Council	Open	Report of the Corporate Portfolio Holder	Head of Legal and Democratic	26 Jan 2021
26 May 2021	Corporate Action Plan - Year 3 Update	No	Cabinet	Open	Report of the Leader	Chief Executive	27 Oct 2020
7 Jul 2021 Romsey	Member Champions	No	Cabinet	Open	Report of the Leader	Chief Executive	2 Mar 2021
29 Sep 2021 Andover	Corporate Financial Monitoring (4 months)	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	2 Mar 2021

29 Sep 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
27 Oct 2021 Andover	Medium Term Financial Strategy	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	2 Mar 2021
27 Oct 2021 Andover	Fees and Charges	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	2 Mar 2021
8 Dec 2021 Andover	Corporate Financial Monitoring (6 months)	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	2 Mar 2021
8 Dec 2021 Andover	Asset Management Plan Update	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	2 Mar 2021
8 Dec 2021 Andover	Capital Programme Update	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	2 Mar 2021

Part 5 – Action Tracking

Climate Emergency						
	Agreed			Start Date	Action	Progress Update
Recommendation	OSCOM 18.3.20	Cabinet	Council 10.06.20			
<p><u>Recommended to Council:</u></p> <p>That the draft Climate Emergency Action Plan annexed to the report be agreed.</p>	√		√		<p><u>Resolved at Council</u></p> <ol style="list-style-type: none"> 1. That the Climate Emergency Action Plan (Annex 1 to the report) be approved. 2. That the Head of Planning Policy and Economic Development, in consultation with the Environment Portfolio Holder, be authorised to make changes of a minor nature to improve the presentation of the Climate Emergency Action Plan and correct typographical errors prior to publication. 	<p>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 The next update will be discussed at the meeting on 17 March 2021</p>

Review of Armed Forces Covenant						
Recommendation	Agreed			Start Date	Action	Progress Update
	OSCOM 20.1.21	Cabinet 10.2.21	Council			
<p><u>Recommended to Cabinet</u></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>	√	√			<p><u>Resolved:</u></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>	<p>1. The first Civilian Military Forum is scheduled for Friday 19 March. Invites have been sent to representatives from military, welfare, health, education, LAs and charities.</p> <p>2. Initial scoping to see how this will sit within TVBC website. Webpage building and content will be linked to the work of the CMF above.</p>

Budget Strategy Update						
	Agreed			Start Date	Action	Progress Update
Recommendation	OSCOM 20.1.21	Cabinet 10.2.21	Council			
<p><u>Recommended to Cabinet:</u></p> <p>That Cabinet accepts and agrees the draft budget.</p>	√	√			<p><u>Resolved:</u></p> <p>That Cabinet notes that Overview and Scrutiny Committee received and approved a Budget Update and endorsed the work undertaken to deliver a Budget for 2021/22.</p>	<p>Council agreed the Budget at its meeting on 26 February 2021.</p>

Test Valley Borough Council - Overview and Scrutiny Committee - 21 April 2021