

Notice of Meeting

Overview and Scrutiny Committee

Date: Wednesday 17 March 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>

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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 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 March 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 February 2021**
- 6 Call in Items**
- 7 Urgent decisions taken since last meeting**
- 8 Environmental Portfolio Holder Presentation on recycling and green waste**

To review recycling and green waste including a presentation by the Environmental Portfolio Holder and a question and answer session (30 mins)

- 9 Climate Emergency Action Plan 5 - 22**

An update on the delivery of actions contained within the Climate Emergency Action Plan (20 mins)

- 10 Updates on Panels**

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

11 **Work Programme**

23 - 34

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

ITEM 9 Update on Climate Emergency Action Plan

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

Recommended:

That OSCOM notes and endorses the six-monthly progress update on the Climate Emergency Action Plan.

SUMMARY:

- An update has been provided on the delivery of actions contained within the Climate Emergency Action Plan.
- Data has been collated for the Council's greenhouse gas emissions for 2019/20, which can be compared to data held for 2018/19. As part of this, it is acknowledged that there have been changes in the services being provided which influences the overall emissions we are reporting on.

1 Introduction

- 1.1 This report provides an update on the implementation of the Council's Climate Emergency Action Plan (CEAP).

2 Background

- 2.1 The Council declared a climate emergency on 4 September 2019 and committed to '*investigating clear and effective options to become a carbon-neutral organisation*'. Through the efforts of seven cross party member and officer work streams, the Council was able to produce a Climate Emergency Action Plan (CEAP). This was approved by the Council in June 2020.
- 2.2 The CEAP sets out that this Committee will be the forum for formally monitoring progress, with reports presented at six-monthly intervals. The last such report was presented in September 2020

3 Climate Emergency Action Plan Update

- 3.1 The CEAP has always been seen as a living document. Actions may happen at a different pace than originally anticipated, for example reflecting specific circumstances that we may face. As reported to this Committee in September, the pandemic is a live example that continues to have an influence – quicker progress has been made on some aspects but has also caused challenges in other areas.

- 3.2 Appendix 1 to this report provides an action by action update on the CEAP. This has been collated through bringing together information from across the Council's Services, reflecting the way we have been embedding climate change across the organisation.
- 3.3 The information within Appendix 1 reflects on the last year, therefore includes items that were reported to this Committee in September 2020. Some of the key areas of progress in the last six months include:
- Electricity is now bought from a Renewable Energy Guarantee of Origins backed scheme¹;
 - Projects to reduce the energy consumption of some of the Council's buildings have been delivered, including in relation to lighting at the Chantry Centre multi-storey car park and for heating at Beech Hurst;
 - A study on the renewable and low carbon energy potential within the Borough has been completed, which will help inform the preparation of the next Local Plan; and
 - Three refuse collection vehicles with electrically operated bin lifts had been ordered and are in operation.
- 3.4 As noted at the end of Appendix 1, we have also been able to work with other organisations to help businesses within the Borough access support to undertake energy audits and access grants to deliver low carbon projects. Through this scheme, businesses across the Borough have been awarded over £100,000 of grant support.
- 3.5 In terms of deliverables anticipated prior to the next six-month report, we anticipating the following to have been progressed:
- Implemented changes to the mowing regimes for some of the Council's green spaces to reduce operational emissions and improve wildlife value;
 - The survey of parish & town councils on climate and sustainability activity to have closed, with analysis of the responses completed to help inform the way forward;
 - Added further electric vehicles to the fleet (replacing diesel vehicles) to bring the total to 11 such vehicles; and
 - Support partners through Andover Vision in delivering the Climate Day of Action (subject to any need to review the revised date due to the pandemic).

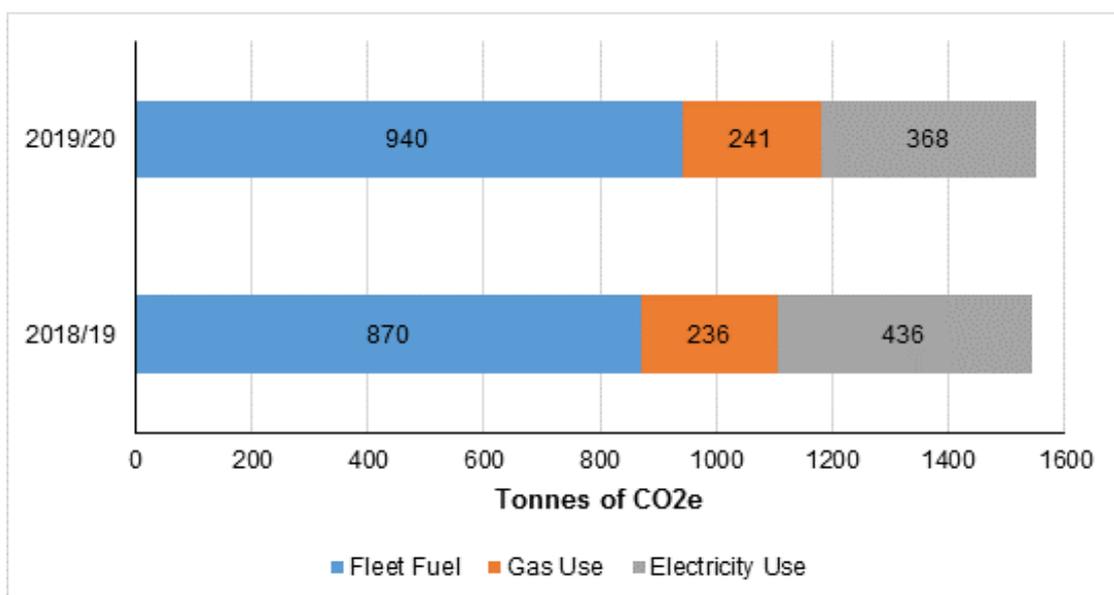
4 Greenhouse Gas Emissions Reporting

- 4.1 The CEAP set out our approach to calculating the Council's greenhouse gas emissions, which concentrated on the energy (gas and electricity) used by the buildings we own and operate, as well as the fuel used in running the fleet.

¹ This OFGEM scheme seeks to ensure that energy has been produced from renewable sources. More information is available from the link included in Appendix 1.

The CEAP provided figures for 2018/19 based on tonnes of carbon dioxide equivalent (CO₂e)². Data is presented below for 2019/20, in comparison to the position for 2018/19, with the table providing the headline figures and the subsequent graph indicating the split by the main components.

	Tonnes of CO ₂ e	
	2018/19	2019/20
Total	1,542	1,550
Total allowing for offsetting electricity back to the grid	1,534	1,543



- 4.2 The table indicates that there was an increase in emissions from 2018/19 to 2019/20 of 0.47%. There was an increase in emission associated with the running of the fleet and a smaller increase in gas use from the buildings (with a decrease in electricity use).
- 4.3 The higher fleet fuel usage was referred to as part of the update to this Committee in September 2020. The increased emissions from the fleet are likely to be linked to serving additional homes for waste & recycling collections, managing additional open spaces, and taking on the glass recycling collection in August 2019. The latter was previously provided by another party and so while there would have been emissions from collecting the glass recycling, they existed outside of the Council's emissions reporting. For information, the emissions associated with the fuel use of the vehicles delivering the glass recycling collection, which involves 2 HGVs, was 39.9 tonnes of CO₂e within the 2019/20 reporting. If this was excluded, the emissions in 2019/20 would have been approximately 1,510 tonnes CO₂e. This would have represented a 2.12% reduction in emissions relative to 2018/19.

² This is the unit of measurement advocated for use by the Government to report on greenhouse gas emissions. It looks beyond carbon dioxide, for example covering methane and nitrous oxide. It records the global warming potential of each greenhouse gas, expressed in terms of the global warming potential of one unit of carbon dioxide.

5 Councillor Workshop

- 5.1 The CEAP includes a commitment to hold annual workshops for all Councillors to distil new ideas and actions that have been identified. The first such workshop was held on 30 November 2020.
- 5.2 During the session Councillors had an opportunity to raise comments or queries around inward and outward looking actions. Some of the comments reflected items within the existing CEAP and general queries, as well as suggestions for further consideration.
- 5.3 As part of the workshop, there were presentations on behalf of the Environment Centre and Greener Villages (a community initiative operating in Chilbolton, Longstock and Wherwell) to help provide context from outside the Council and hear from the experiences of communities. During the discussion that followed, there was a greater focus on outward looking action, in terms of how we work with others to reduce their emissions. This included through education and communication opportunities; working with others (including communities); and promotion / enhancement of grants. There were also comments on specific topics including tree retention & planting, as well as waste and recycling.
- 5.4 All of the points raised will be considered as we move forward with the CEAP, some of which are summarised below for reference. There is an opportunity for us to recognise other Council strategies and policies that are intrinsically linked with climate action, to ensure work is aligned and we avoid duplication in reporting. We can also reflect on the priorities and metrics we can use; changes that have occurred in the last year and are anticipated in the near future; and implications these matters may have for how we move forward with the CEAP.

Smarter working and use of technology

- 5.5 The Covid-19 pandemic has accelerated progress on some of the CEAP actions for smarter working. Through the Councillor workshop there were queries around continuing more remote working and opportunities for virtual or hybrid meetings³ going forward. The Council is actively considering such matters as part of its modernisation agenda, including in the context of the climate emergency and other strategic priorities, albeit at the time of writing this paper there is no indication of an extension to the legislation permitting 'remote' Council meetings which currently comes to an end on 6 May 2021.

Communication and education

- 5.6 A range of comments were raised during the workshop on this matter, including thinking about access to trusted sources of information, the approach to communication and specific comments about the website.

³ The potential for hybrid committee meetings would depend on legal obligations. Temporary legislation permitting 'remote' formal Council and Committee meetings 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020' currently expire on 6 May 2021.

- 5.7 Information can be shared through a variety of means, including the Council's website, social media, articles in Test Valley News, and news releases. However, it is recognised that we all have a role in communication which extends beyond the above mentioned routes.
- 5.8 Since the Councillor workshop, some changes have been made to the content of our website and how information on this matter is accessed. Climate change and the Climate Emergency Action Plan are included on the 'A to Z of Council Services'. Additionally, on the homepage a 'button' has been added for 'Environment, Sustainability and Climate Change' within the full list of Services. The content of the website in relation to climate change and sustainability will be kept under review. It is also proposed that we turn the progress update provided as part of this report into a document that can be published on the website alongside the CEAP.

Working with others (including promotion of grants)

- 5.9 Looking beyond our own emissions, the Council has some opportunities to influence including through delivering our services and responsibilities (e.g. as the planning authority⁴, enforcing Building Regulations and enforcing minimum energy efficiency standards for domestic private rented properties), through partnership working, and through our purchasing of goods and services⁵.
- 5.10 As referred to in Appendix 1, a survey is currently underway with parish and town councils to help enhance our understanding of sustainability and climate change activities that are underway. The outputs from this survey will help inform our next steps in working with town and parish councils, including looking at sharing best practice between communities and how the Council can support this. The Council's Community Asset Fund has been used to help fund works to improve the energy efficiency of community buildings.
- 5.11 It is important to recognise that other organisations and businesses, including those in the public sector, may have their own strategies and ambitions in relation to climate action, which can influence emissions across the Borough. For example, Hampshire County Council's climate action plan⁶ includes consideration of schools and other buildings and services for which they are responsible.
- 5.12 There are a range of grants available for different purposes and different target groups; grants that the Council offer form part of this. The Council's Home Improvement Grants are focused on owner occupiers on very low incomes. Beyond the Council, grants available for improvements to homes include through the Energy Company Obligation and Green Homes Grant (each have their own eligibility criteria, etc).

⁴ The CEAP includes an action to ensure planning policies are written to facilitate the move towards carbon neutrality as part of the preparation of the next Local Plan.

⁵ The CEAP includes an action to update our Procurement Strategy in the context of the climate emergency.

⁶ Available at:

<https://www.hants.gov.uk/landplanningandenvironment/environment/climatechange/whatarewedoing/climatechangestrategy>

6 Conclusion

- 6.1 An update has been provided on the actions within the CEAP. Quicker progress has been made on some aspects but there have been challenges in other areas, for example as a result of the pandemic.
- 6.2 An increase in greenhouse gas emissions has been reported for 2019/20, this has been driven by the Council taking on a service that was previously provided by a third party. Such changes need to be kept under review and reflected in our reporting, which otherwise would have shown a decrease in emissions.
- 6.3 Discussion arising through the Councillor workshop has already influenced and will continue to inform the way forward for the CEAP.
- 6.4 The Committee is asked to note and endorse the progress update on the Climate Emergency Action Plan.

<u>Background Papers (Local Government Act 1972 Section 100D)</u> Climate Emergency Action Plan (June 2020)			
<u>Confidentiality</u> It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1		
Author:	Karen Eastley	Ext:	8258
File Ref:	n/a		
Report to:	OSCOM	Date:	17 March 2021

Appendix 1: Climate Emergency Action Plan (2020) - Action Monitoring (by Theme)

[Priority actions identified in bold and italic text]

Corporate Action

Action	Update
Throughout timeline	
<i>Ensure the implications of the climate emergency are taken into account in all Council strategic and policy documents, as well as in service planning and decision making processes</i>	<p>The Service Plan preparation process includes consideration of climate change, with committee report templates also incorporating a section on sustainability and climate change. Performance Boards, that monitor progress in Service Plan delivery, include consideration of sustainability and climate change.</p> <p>The COVID-19 Recovery Plan and Green Space Strategy are examples of recently developed strategy that have taken into account the climate emergency. The interim Economic Development Strategy also reflects on the alignment between the climate emergency and growth in the low carbon economy.</p> <p>For all new projects by the Property & Asset Management Service, as part of the tendering process marks are given for any sustainable solutions and improvements for the works required. Contractors are also encouraged to work sustainably.</p>
<i>Take opportunities to lobby the government to encourage action on the transition towards carbon neutrality</i>	In responding to relevant consultations by the Government, climate change considerations have been highlighted (e.g. consultation response to the Planning White Paper). The Council has also supported the five priority recommendations by a coalition of organisations seeking to provide a blueprint to accelerate climate action and a green recovery ¹ .
<i>Work closely with partners to share best practice and work</i>	Council officers are part of the Hampshire Climate Change

¹¹ See: <https://www.adeptnet.org.uk/news-events/climate-change-hub/show-your-support-five-immediate-priorities-green-recovery>

Action	Update
<i>jointly on initiatives</i>	<p>Officers Group which enables sharing of information with other authorities in the county. There are further specific working groups that allow the exchange of information between authorities. Such groups can also have a role in supporting project delivery, for example we are helping to raise awareness of a scheme being progressed by Hampshire County Council to support homeowners purchase solar panels at a competitive price through a group-buying scheme².</p> <p>Work undertaken and information shared by the Local Government Association (LGA) is also used. For example, the Council is signed up to the LGA's Green Economic Recovery Forum of local authorities.</p> <p>There are also wider opportunities for joint working and sharing best practice through a number of additional partnerships the Council is part of, this includes Romsey Future and Andover Vision, with some examples of initiatives set out separately.</p>
<i>Identify and learn from leading carbon neutral employers</i>	Officers have joined relevant webinars which provide an opportunity to learn from others, including through sharing information on projects and strategies.
<i>Facilitate behaviour change of staff and members to put reducing carbon emissions at the centre of our approach, reducing our carbon footprint both at work and in wider life.</i>	No updates directly on this action however some work related to other actions may have implications for this.
<i>Update the Procurement Strategy in the context of the Climate Emergency and build ethical, sustainable criteria into the procurement process</i>	Work has not yet commenced on this review. The update in the context of climate emergency is part of a wider review of the Procurement Strategy and the Council's Contract Standing Orders

² For more information on this scheme, see: www.solartogether.co.uk/test-valley

Action	Update
	(CSOs). Government guidance is currently being reviewed in light of leaving the European Union. The intention is to address any implications on the Procurement Strategy and CSOs at the same time. It is likely that this will be completed early in the next financial year.

Property & Energy

Action	Update
Throughout timeline	
Review and reduce energy loss associated with windows, including through draft proofing and, where relevant, assessing the feasibility of the installation of new double glazed windows or secondary glazing	A condition survey template has been prepared and is ready to roll out, however the review has yet to commence. The Covid-19 pandemic has impacted this programme.
Short term	
<i>Review and improve energy data collection and monitoring</i>	Officers are working with our electricity supplier to review the availability and access to data including through automatic meter readings for Council buildings and online energy monitoring. At present there is access to data for 5 meters, with the programme of installation of additional meters paused due to the Covid-19 pandemic.
<i>Carry out an audit of the office waste produced in Council owned and occupied buildings</i>	Details of the existing arrangements for management of specific waste streams at different sites has been collated as a first step in this process.
Review energy purchasing and procurement	Review has been completed. As at 1 October 2020, electricity is bought from a REGO ³ backed tariff. At this stage, the additional price of purchasing gas from 'green' sources is prohibitive.
Deliver measures to improve energy efficiency and reduce our energy consumption, including: <ul style="list-style-type: none"> Review lighting within and external to the Council's buildings Replace boilers at Beech Hurst 	<ul style="list-style-type: none"> In terms of lighting, the Chantry Centre car park lights are being upgraded to energy efficient LED units with movement sensors to reduce power consumption. The replacement of boilers at Beech Hurst has been

³ Renewable Energy Guarantees of Origin (more information at: <https://www.ofgem.gov.uk/environmental-programmes/rego/about-rego-scheme>)

Action	Update
<ul style="list-style-type: none"> Investigate heating controls and optimum start controls to the heating system at Beech Hurst Review and install pipework insulation Assess the feasibility of installing more energy efficient water heaters 	<p>completed.</p> <ul style="list-style-type: none"> Optimised heating controls have also been installed at Beech Hurst. High level pipework insulation is yet to proceed. The survey in relation to usage of point of use water heaters is yet to commence as there is little usage at present.
Undertake a general review of buildings and removal of redundant equipment	Work on this action is yet to commence. It will form part of condition surveys and be an ongoing activity.
<i>To consider an integrated waste collection contract across all sites that maximises the range of materials that can be separated and recycled</i>	Work on this action is yet to commence.
To develop an office based system that 'dovetails' with the range of materials that can be collected	Work on this action is yet to commence.
Establish a network of staff champions, looking at energy and recycling	This action has not yet progressed.
Medium term	
Review the estate energy strategy	Work on this action is yet to commence.
Assess the feasibility of the use of voltage optimisation in all buildings	Voltage optimisation is already installed at Beech Hurst. Initial investigations show no discernible energy reduction but full energy analysis is yet to be carried out.
Investigate opportunities to reduce the unnecessary use of disposable / single use materials	This is yet to be investigated. For information, Council agendas and papers are now supplied to Members without the single use plastic previously provided.
Assess the feasibility of the collection of rainwater from our buildings for reuse	Work on this action is yet to commence.
Assess the feasibility of installing living walls and green roofs	Work on this action is yet to commence.
Long term	
Review the need for and install new boilers or suitable alternatives, and assess the feasibility of heating control, anti-dry cycling and optimum start control to the heating system in our buildings	Work on this action is yet to commence. It will form part of condition survey activity.
Re-assess the feasibility of installing solar panels at Beech Hurst,	Work on this action is yet to commence.

Action	Update
Bourne House, the FMC and the Chantry Centre car park. Include a review of battery storage options	

Smarter working and use of technology

Action	Update
Short term	
<i>Install video conferencing facilities at Beech Hurst and other Council offices to facilitate meetings and appointments, where there is a business need</i>	Video conferencing facilities are available within Beech Hurst, with Conference Room 1 available and used for Council meetings. Further work is underway on this project to look at the options available and improvements needed.
<i>Investigate the digital casting of meetings</i>	This is linked to the item above and is being included as an option to take forward a hybrid meeting solution. Options and costings are currently being investigated.
<i>Seek to minimise travel except where there is a specific business or training need</i>	Increase in the use of virtual meetings as a result of the Covid-19 pandemic, which has resulted in a reduction in the vehicle travel by those participating remotely.
<i>Reduce the unnecessary use of paper including through: Reducing internal printing of documents and agenda papers Reducing internal forms and roll out payroll / HR self-service to all employees and members Challenging the Government around any statutory requirements for hard copy papers Analysing and reduce paper coming into the Council Enabling digital signing</i>	<p>In September 2019 printers were replaced in Council buildings, these came with improved reporting and management tools. In terms of total pages printed, monitoring indicated that in December 2019 we printed 147,895 pages, while in December 2020 we printed 77,236 pages. Monitoring will continue along with work to understand printing requirements of Services.</p> <p>E-billing through Revenues reduces the proportion of bills that use paper and require less resourcing requirements (reported to OSCOM in September 2020 that 17% of Council Tax and 32% of Business Rates bills are issued via E-billing).</p> <p>There has been an increase in printing for democratic meetings as</p>

Action	Update
	a result of the Covid-19 pandemic to enable tablets to be used for the video conference calls for the meeting so cannot also be used for accessing agenda and papers at the same time.
Review of future IT equipment and what is available in the market to enable the Council to equip people with the right tools and kit to enable flexible and sustainable working. Evaluate further roll out of mobile devices/tablets within the wider business.	This action will be taken forward as part of the wider modernisation agenda and included when considering the organisation's new ways of working.
Medium term	
Expedite the focus on channel shift, moving residents to digital communication channels, reducing printing and postage and increasing self-service.	Since the start of the Covid-19 pandemic we have seen an increase in the number of customer contacts via our online, self-serve method. Since March 2020, we have seen a 10-15% increase compared to the previous year.

Housing, Development & Infrastructure

Action	Update
Short term	
<i>Promote and raise awareness of grants available to residents to improve their homes, including in terms of energy performance</i>	Information is shared via the Council's website and Test Valley News publication. Some details have also been shared using the Council's social media platforms. It is intended that the stock condition database will be used to target contact on grant promotion to those identified as low energy efficiency properties, with low income and owner occupiers. This has been delayed due to the Covid-19 pandemic. In some cases we are able to direct those who contact the Council to others (such as the Environment Centre) who can assist with other grants.
Complete the review of the potential for renewable and low carbon energy sources in the Borough and use to inform the next Local Plan	A renewable and low carbon energy study was completed by consultants to help inform the next Local Plan. A Member briefing session on this work was held on 8 February 2021 and the study

Action	Update
	is now available on the Council's website ⁴ .
Continue to support Government's proposals to increase energy performance requirements for new development through national Building Regulations	Responded to government consultation on increasing energy performance standards through Building Regulations. The Government published its response to this on 19 January 2021 indicating an interim uplift in energy efficiency standards would be introduced, prior to the introduction of the Future Homes Standard in 2025. A further consultation is now underway related to this matter.
Medium term	
Target action on enhancing energy performance of existing private rented homes in the Borough	There are obligations on landlords to comply with minimum energy efficiency standards which the Council has a role in enforcing. A project focusing on rented properties is due to commence in the next financial year. Where relevant, information and advice can be shared via the Private Landlords Forum – meetings are currently on hold due to the Covid-19 pandemic but information has been sent out via the email mailing list.
In relation to historic buildings, share available advice on how to reduce energy consumption whilst conserving the heritage assets	Advice would be largely dependent on the specific building under consideration. Wording has been updated on the energy efficiency webpages to highlight alterations to listed buildings may require consent and that pre-application advice can be sought for such works. A link to Historic England guidance documents on energy efficiency and historic buildings has been added to the Council's webpage on listed buildings.
<i>Through the preparation of the next Local Plan, ensure policies are written to facilitate the move towards carbon neutrality, in the context of national legislation and policy</i>	Consultation on the Refined Issues and Options stage of local plan in the summer of 2020 highlighted this matter and some of the policy options available.
Raise awareness of best practice examples within the Borough to share insight	Work on this action has not yet started.
Long term	
Develop promotion scheme to provide advice to owners on energy efficiency improvements and trusted installers	Work on this action has not yet started. Processes for the Government's Green Home Grant Local Authority Delivery

⁴ Available from: <https://testvalley.gov.uk/planning-and-building/planningpolicy/evidence-base/evidence-base-environment>

Action	Update
	scheme may assist with this and the Council is exploring with local partner organisations how we may be able to deliver this.

Transport, Travel and Plant

Action	Update
Throughout the timeline	
<i>For refuse vehicles, before 2025 undertake an assessment and trial of the practicalities of introducing electric or alternative fuel vehicles. This assessment would ensure that such vehicles would meet the service needs. From 2025 there will be a phased programme of replacing current fleet with electric or alternative fuel vehicles with the intention that this will be completed by 2035.</i>	In relation to the Council's fleet, electric vans have been ordered to replace existing diesel versions where possible, and this will bring the total number of full electric vehicles to 11 by May 2021. At present, 9 of our 19 small vans are electric (i.e. about 47% of the small vans).
Short term	
In conjunction with relevant partners, continue to support the delivery of infrastructure to support the use of sustainable modes of travel. This will include the preparation of a Walking and Cycling Strategy and promoting the availability of sustainable modes of travel.	<p>There has been involvement in a range of projects relating to sustainable travel, including supporting Hampshire County Council, community groups and other partners.</p> <p>Officers have been working with colleagues at Hampshire County Council on the production of Local Cycling and Walking Infrastructure Plans (LCWIP) for Andover and the south of Test Valley (area around Romsey and links to Southampton). Work has continued with Hampshire County Council to implement highway improvements in the Borough that have been secured through legal agreements linked to planning permissions. This has a focus on sustainable transport.</p> <p>Officers have been continuing to work with the Romsey Future Cycling and Walking work stream looking at the implementation of cycling and walking routes in Romsey. The Council has supported</p>

Action	Update
	a Community Infrastructure Levy (CIL) bid that seeks to deliver improvements to a cycling / walking route to make it more accessible.
<i>In conjunction with relevant partners, continue to support the delivery of infrastructure to support the use of Electric Vehicles including the installation of EV charging points at public car parks and council offices.</i>	During 2019/20, 18 22kW fast chargers were installed in the Council's public car parks, comprising 6 in Romsey and 12 in Andover ⁵ . The charge points were part funded by a grant from the Office of Low Emission Vehicles, on the basis of providing public charge points in locations where residents do not have off street parking on which to provide their own charge points, which is a potential barrier to electric car ownership. The Council's car parks are well located for this purpose in town centre locations where the properties often do not have off street parking.
Consider viability of electrically operated bin lifts for refuse collection vehicles by the end of 2020	3 refuse collection vehicles with electrically operated bin lifts were delivered in January 2021. These are in operation.
Medium term	
<i>To investigate the infrastructure required for a fleet that may become increasingly reliant on electricity as its source of power by the end of 2022</i>	Work commenced in early 2020, with a preliminary survey having been carried out to consider feasibility. There have been some delays due to the Covid-19 pandemic but work is ongoing.
To transition to electrically operated hand plant by the end of 2023	Some trials / demonstrations have been undertaken to identify particular makes that meet necessary criteria for the hand plant we use. In light of these trials for certain hand plant, including long pole hedge trimmers, loop handle strimmers, and hand held blowers, we are moving from petrol to electric products when replacing end of life machines.
To ensure that end of life vehicles and plant are disposed of in an environmentally friendly way	Vehicles and plant are part exchanged where possible. When it is required to send equipment to auction, they are sent to the nearest municipal specialist. Items are generally collected in multiples on a low loader to reduce individual vehicle journeys.

⁵ An interactive map showing the location of electric vehicle charge points, including those in the Council's car parks, is available at: <https://www.zap-map.com/live/>

Supporting Communities and Businesses

Action	Update
Short term	
Identify and support climate change initiatives that emerge through communities undertaking local action planning, for example through Andover Vision and Romsey Future, or through rural action planning in the Parishes.	There are actions proposed through the Green Space Strategy that support this action, including exploring opportunities for a tree planting grant, as well as wilder Andover / Romsey projects. The Council is also working alongside partners to contribute to the Andover Climate Day of Action referred to below.
Contribute to the Andover Vision-led Day of Action including high profile involvement on the day.	The Climate Day of Action was originally scheduled to take place in April 2020. This was postponed because of the Covid-19 pandemic. This event is now scheduled for June 2021, subject to review nearer the time of the Covid-19 restrictions. The Council is continuing to work alongside partners through the Andover Vision to help contribute this event.
Work with partners to deliver a business event to offer best practice, networking and promote access to Hampshire and Isle of Wight Sustainable Business Partnership support for businesses.	Completed through a virtual event.
Specialist learning event for Parish and Town Councils and community organisations who have well developed local climate activities (what worked and what didn't, how could we share to all)	A survey was sent out to parish councils in January 2021 to request information on climate change and sustainability activities that are underway. The feedback from this survey will help us to formulate this event.
Business event at University of Southampton Science Park to highlight innovative carbon reduction techniques in business and industry	This has not been progressed to date due to the Covid-19 pandemic.
All Parish / Town Council event, following on from learning event, to celebrate and share best practice, inspiring other Councils and groups to follow suit. Also highlighting resources available (officer support and grants).	This event will follow on from the specialist learning event for Parish and Town Councils. Through the Test Valley Association of Parish and Town Councils (TVAPTC), there has already been some discussion and sharing of information regarding projects being undertaken between Parish and Town Councils (for example at the TVAPTC/TVBC Annual Conference in 2020).
Recycling Behaviour Change Project – working in two specific areas to explore best ways to improve recycling behaviour	Background research was undertaken including an online survey and workshops. The project was scheduled to take place between March and July 2020 but was postponed because of the Covid-19 pandemic. We are now working with Solent University to develop

Action	Update
	the project. A number of work packages have been identified which will be used to apply for appropriate funding calls when they become available, hopefully in summer 2021.

Natural Environment

Action	Update
Throughout the timeline	
Continue to explore opportunities for land acquisition for small scale woodland creation.	There is an action proposed in the Green Space Strategy that supports this. Opportunities for land acquisition, including in relation to potential for tree planting, continue to be explored.
Short term	
Work with Hampshire County Council to review the management of roadside verges which will positively contribute to carbon capture and/or reduce cutting frequency, operational carbon emissions and increase wildlife value. A network of connected verges will be prioritised	The Covid-19 pandemic has slowed progresses on this project. Officers have identified plans to discuss with Hampshire County Council in the context of this action. This could involve reduced mowing frequency in such locations and looking at reseeding to help establish biologically rich roadside verges. Subject to agreement, the proposals could start being implemented in spring 2021.
Through management of green spaces, continue to develop ways to reduce operational carbon emissions across our green spaces whilst improving value of wildlife. A network of linked wild meadow / pollinator corridors will be prioritised.	Areas where there will be a change in the mowing regime have been identified by officers. This will be implemented from spring 2021.
<i>Develop a Tree Management Strategy which will detail overarching management principles and replacement planting across Council property</i>	This is scheduled to be prepared in 2021.
<i>Develop a Tree Planting Strategy to provide a basis for planting in appropriate places across the borough</i>	This is scheduled to be prepared in 2021.
Medium term	
Work with partners to secure appropriate large scale opportunities for wilding and nutrient mitigation which will contribute to carbon sequestration	Work on this action is ongoing, with no such opportunities having yet been secured.
Long term	

Action	Update
Explore the inclusion of policies for woodland creation to increase urban canopy cover within the next Local Plan	Consultation on the refined Issues and Options stage of next Local Plan in the summer of 2020 highlighted this option. This will be further explored as the preparation of the next Local Plan progresses.

Other Updates

- Microsoft Teams has been rolled out to be available for all staff and Members to facilitate video conferencing.
- The Council is one of several Hampshire local authorities to sign up to the Low Carbon across the South East (LOCASE)⁶ business energy reduction programme. This scheme seeks to help provide grant funding for small and medium enterprises looking at 'green' projects, which may include retrofitting buildings (e.g. LED lighting to renewable energy).
- The Council is also working with another energy reduction scheme called Greentech South⁷. This includes opportunities to access energy efficiency grants & research and innovation support and grants for low carbon projects (all up to 36% of costs), as well as free energy efficiency audits for businesses. Support has been provided to a number of businesses across the Borough through this scheme already, with over £100,000 of grant support awarded.
- Business Improvement Grants have been offered to two tech start-ups at the University of Southampton Science Park concerned with energy reduction technology and grant funding is also being provided to the Catalyst Centre at the Science Park.

⁶ More detail available at <https://locase.co.uk>

⁷ More information at <https://greentechsouth.com/emphasis3>

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 March 2021

OVERVIEW AND SCRUTINY WORK PROGRAMME MARCH 2021

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<u>17 MARCH 2021</u>			
Roundtable Session on Corporate Action Plan Year 3	2	Cabinet	A roundtable session on the Corporate Action Plan for Year 3 and Performance Indicators (Head of Innovation and Strategy)
Presentation on the Environmental Portfolio		Committee	To receive a presentation by the Environmental Portfolio Holder on Recycling and Green Waste (Environment Portfolio Holder) (30 minutes)
Climate Emergency Update	2		To receive feedback on the Climate Emergency Action Plan (Head of Planning Policy and Economic Development) (20 mins)
<u>21 APRIL 2021</u>			
Chairman's Draft Annual Report	1		To consider the Chairman's draft Annual Briefing prior to being submitted to Council (Chairman) (20 mins)
Review of Outside Bodies	3		To consider the findings from the Review of Outside Bodies Panel (Councillor C Dowden) (20 minutes)
<u>2 JUNE 2021</u>			
Annual Review of the Corporate Action Plan	2		To receive an update on the Corporate Action Plan (Head of Innovation and Strategy) (20 mins)
Chairman's Final Annual Report	1		To consider the Chairman's final Annual Briefing prior to being submitted to Council (Chairman) (20 mins)
<u>14 JULY 2021</u>			
Covid-19 Recovery Update			To receive an update on the work being undertaken as part of Covid-19 Recovery (Head of Strategy and Innovation) (20 mins)
Disability, Equality and Inclusion			To receive the Disability, Equality and Inclusion Annual Report (Community Engagement

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Annual Report			Manager) (20 mins)
<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)
Scope for second stage of Health Review			To receive a proposed scope for a further OSCOM Panel on health provision (Cllr Baverstock)
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)
<u>BRIEFING NOTES</u>			
	TOPIC		DATE CIRCULATED
There are no briefing notes scheduled at this time.			

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	The next meeting of the Audit Panel is on 15 March 2021	
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>	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.
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	Andover Public Art Programme	No	Council	Open	Report of the Community & Leisure Portfolio Holder	Head of Community and Leisure	16 Feb 2021
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
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><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 - 17 March 2021