

Notice of Meeting

Overview and Scrutiny Committee

Date: Wednesday 25 August 2021

Time: 5.30 pm

Venue: Main Hall, Crosfield Hall, Broadwater Road, Romsey, Hampshire
SO51 8GL

For further information or enquiries please contact:

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Legal and Democratic Service

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

PUBLIC PARTICIPATION SCHEME

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

Membership of Overview and Scrutiny Committee

MEMBER

WARD

Councillor N Lodge (Chairman)	Andover Downlands
Councillor G Bailey	Blackwater
Councillor D Baverstock	Romsey Cupernham
Councillor C Borg-Neal	Andover Harroway
Councillor Z Brooks	Andover Millway
Councillor T Burley	Andover Harroway
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 (Vice-Chairman)	Andover Romans
Councillor R Meyer	Andover Winton
Councillor J Neal	Andover Millway
Councillor J Parker	Romsey Tadburn
Councillor T Swain	Chilworth, Nursling & Rownhams
Councillor A Ward	Mid Test
Councillor A Warnes	North Baddesley

Overview and Scrutiny Committee

Wednesday 25 August 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 14 July 2021
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 Equalities and Inclusion 5 - 14

To provide an update on matters relating to Equalities and Inclusion matters within the organisation since the date of the last report to OSCOM. (20 minutes)
- 9 CIL/S106 Panel Scoping Document 15 - 17

To comment on the draft scope and propose any amendments. (15 minutes)
- 10 Communications Panel Scoping Document 18 - 21

To consider the scoping document for the Communications Task and Finish Panel and the next steps (15 minutes)

11 Updates on Panels

Lead Members to update the Committee on the progress of their Panels (20 minutes)

12 Programme of Work for the Overview and Scrutiny Committee

22 - 37

To consider the next steps following the Away Day and to keep the Committee's future work programme under review (20 minutes)

ITEM 8 **Equalities and Inclusion**

Report of the Head of Legal and Democratic Services

Recommended:

That OSCOM endorses the content of this Report.

SUMMARY:

- This report provides members with an update on matters relating to Equalities and Inclusion matters within the organisation since the date of the last report to OSCOM.
- Members are asked to endorse the content of the report.

1 Introduction

- 1.1 At the OSCOM away day Members were advised that an update on the areas of Equalities and Inclusion would be provided during the course of the year. OSCOM last received a report in April 2019, in a report headed 'Disability Review' which fed back on a programme of work focussed on developing mechanisms for review of equality issues as part of an evidence-led approach to decision-making. OSCOM endorsed the findings of the review.

2 Background

- 2.1 The Council's Equality Objectives are published as part of the Council's Corporate Plan. The current stated 2019-2023 objectives are:

Objective 1

To strengthen the Council's evidence-led approach for developing new policy and strategy. By developing a suite of engagement tools and clear processes that will enable the needs and views of people who share a protected characteristic are understood.

Objective 2

To strengthen the Council's approach to understanding the experience people have of the services they receive. We will develop ways in which the views of people who share a protected characteristic are sought as part of reviewing how services are provided.

The Equality Objectives are intentionally short and succinct, focussing on improving the Council's knowledge of its residents in order to most effectively deliver and target services and information and support effective decision-making, thereby contributing to improving quality of life across the Test Valley area.

- 2.2 These Equality Objectives in turn feed into the Council's Core Values also published as part of the Corporate Plan, one of which is 'Inclusiveness': ' we value diversity, promote equality of opportunity for all and ensure that our services are accessible to everyone in Test Valley'.
- 2.3 In order to assist compliance with the Council's Public Sector Equality Duty and other Equality Act obligations, statistics are collated and published annually in relation to protected characteristics across the Borough.
- 2.4 The "Equality information" data published in March 2021 regarding protected characteristics across the Test Valley area was as follows:
- (a) Gender – according to Hampshire Small Area Population forecast 2021 51.8% of Test Valley residents are women and 48.2% are men.
 - (b) Age – (Older) according to the Hampshire County Council Small Area Population Forecast for 2021:
 - i. 23.4% of the Test Valley population is over 65 years old.
 - ii. 55% of over 65s are women and 45% male.
 - iii. 64% of over 85s are women and 36% men.
 - (c) Age – (Younger) 18.9% of Test valley residents are 15 years of age or under and 48.8% of those aged 15 and under are girls and 51.2% boys.
 - (d) Ethnicity – according to the 2011 Census (we should have the 2021 Census results in 2022 to assist us) 92.6% of the population in Test Valley is White British and 7.4% from Black and Minority Ethnic backgrounds. 72 different languages are spoken in Test Valley schools and 10% of pupils have English as an additional language.
 - (e) Gypsies and Travellers. At the time of the 2011 Census there were 153 people who identified as White Gypsies living in the Borough. According to the Ethnic Minority and Traveller Achievement Service figures, 22 children from Gypsy or Roma backgrounds were attending Test Valley schools as at March 2021.
 - (f) Disability – According to 2011 figures there were 2,047 people with a disability or long-term illness living in the Borough.
 - (g) Religion – 67.8% of people living in Test valley have a religious belief or faith, whilst 25.1% claimed to have no religion, with 7.1% declining to specify. Of those who declared a religious belief, 96.9% said they were of the Christian faith. The second largest religious Group being followers of Islam at 0.6% of residents.

- (h) LGBT – there are no statistics available about the number of gay and lesbian residents in the Borough. Stonewall estimates that there are 3.7 million lesbian, gay or bisexual people in the UK which is 5.8% of the population. Similarly, there are no reliable statistics for transgender people within Test Valley. A 2018 report by the Government Equalities Office states that there is ‘no robust data on the UK trans population exists’ although they estimate that there are approximately 200,000-500,000 trans people living in the UK.

It will be very interesting compiling and contrasting these statistics in 2022 when the results of the 2021 Census are known.

- 2.5 The Council also regularly compiles anonymised data to best ascertain the prevalence of protected characteristics within the Test Valley Borough Council workforce. An anonymised staff survey was undertaken in March 2021. Of the circa 500 employees at Test Valley Borough Council, 271 responses were received which revealed the following findings:

Q1. What is your age?

16-24	4.8%
25-34	11.1%
35-44	23.6%
45-54	28.8%
55-64	27.3%
65+	2.2%
Prefer not to say	2.2%

Q2. What is your gender?

Female	57.2%
Male	41%
Non-binary/third gender	0.0%
Other	0.4%
Prefer not to say	1.5%

Q3. Do you consider yourself to be transgender?

Yes	0.0%
No	96.6%
Prefer not to say	3.4%

Q4. What is your ethnic background?

White English/Welsh/Scottish/Northern Irish/British	91.4%
White Gypsy/Irish Traveller	0%
Other white background	3.4%
Mixed/multiple ethnic group	2.3%
Black/African/Carribbean/Black British	0.8%
Other ethnic group	0%
Prefer not to say	2.3%

Q5. A disabled person is defined under the Equality Act 2010 as someone with a 'physical or mental impairment which has a substantial and long term adverse effect on that person's ability to carry out normal day to day activities'.

Do you consider yourself to have a disability?

Yes	3.7%
No	93.7%
Prefer not to say	2.6%

Q6. what is your sexual orientation?

Bisexual	1.5%
Gay/Lesbian	2.3%
Straight/heterosexual	91.7%
Other	0.4%
Prefer not to say	4.2%

Q7. What is your religion or belief (including non-belief)

Buddhism	0%
Christianity	50.8%
Hinduism	0.4%
Islam	0.8%
Judaism	0%
Sikhism	0%
No religion or belief	39.0%
Other	4.2%
Prefer not to say	4.9%

Q8. Are you married or in a civil partnership?

Yes	65.4%
No	31.2%
Prefer not to say	3.3%

Q9. Are you currently pregnant or on maternity leave?

Yes	1.1%
No	97%
Prefer not to say	1.9%

2.6 As part of its obligations and responsibilities under the Equality Act 2010 the Council (as an organisation employing 205 or more staff) is obliged to report on their gender pay gap. The gender pay gap is the difference between the average pay for all men and for all women within a workforce. NB this is different to equal pay, which relates to men and women being paid the same to do the same jobs, or work of equal value.

2.7 The Council is required to publish:

- (i) the percentage gender difference in mean and median hourly pay rate.
- (ii) the percentage of male and female employees who receive bonuses.
- (iii) the percentage difference in mean and median bonus pay.

All are to be published for a 'snapshot' date which, in the case of the 2021 figures was 31 March 2020.

	Median	Mean
Single figure pay gap	-10.4%	2.1%

The median calculation of the single figure pay gap shows that the median female employee earns more than the median male employee. However the mean figure provides a different perspective of the average pay gap, showing that female employees are earning slightly less.

Nationally, the median pay gap is 15.5%, meaning that the UK's female employees earn 84.5% of that earned by male employees.

- 2.8 At its meeting on 24 April 2019, OSCOM endorsed the findings of the Disability Review presented to it and recommended that Cabinet adopted the approach contained in the report when reviewing equality issues. That report embraced a focus-group approach, noting that to be effective, groups did not necessarily need to be large but support in hosting the sessions was key along with careful consideration of venue and timing. Further, that supporting staff and councillors to work with diverse groups was important and that again, tailored, well supported and appropriately facilitated sessions were key.
- 2.9 That ethos has continued and evolved since the date of the last report. As members will recall, Test Valley was one of the three Councils nationally selected to take part in the Innovation in Democracy programme, resulting in the Citizen's Assembly held in Romsey over two weekends in November 2019, the findings of which helped inform the Romsey South of Town Centre Masterplan and will help the next Local Plan and Romsey Future work.
- 2.10 The deliberative process with its in-depth local input and in particular the invaluable ability to hear first-hand lived experiences is an exciting take-away from the Citizen's Assembly. Officers and members are now giving active consideration to where the process – which can be appropriately scaled – can assist with ongoing work, projects and activities.
- 2.11 Councillor Hamilton, the Council's Equality and Diversity Member Champion continues to promote the use of new and existing models of engagement that ensure the voices of those with protected characteristics are heard as part of the Council's inclusive and importantly, evidence-led approach to decision making. Initial plans to hold an equalities workshop had to be put on hold as a result of the pandemic, but it is hoped that this can be brought back on track sooner rather than later, potentially using some elements of the deliberative process referred to above.
- 2.12 Throughout the Covid pandemic, Councillor Hamilton has continued to engage with differing communities virtually. Cllr Hamilton attended virtual meetings with the Romsey Disabled People's Partnership, sharing her knowledge and experience of disability awareness and understanding of the challenges faced by disabled residents during the pandemic.

- 2.13 Councillor Hamilton also attended the Westminster Insight Disability Digital Conference in June 2021 where speakers included the Disability Unit of the Cabinet Office, Disability Rights UK and Scope.
- 2.13.1 Throughout the pandemic the Council's Communications team has played a key role, running a radio, newspaper and social media advertising campaign to promote the local Covid support groups helping to assist the clinically extremely vulnerable during the pandemic as well as sharing links to Covid information in a range of languages and formats. The team also worked with the Community Team to produce a series of videos encouraging residents from the BAME communities to take the Covid vaccine following findings that certain ethnicities had a lower take-up rate. Eight community faith leaders took part in this initiative along with three local GPs.
- 2.13.2 The Communications team continue to work with designers and suppliers to ensure that documents and promotional material meet accessibility guidelines. The team has worked with Solent University on a project to review the Council's website in terms of design, layout and accessibility – this work is ongoing.
- 2.13.3 At the start of the pandemic, the Community team undertook a piece of work to identify the factors rendering people more vulnerable. Evidence showed an increased vulnerability in males, older age groups and the clinically extremely vulnerable. Consultation was undertaken with community leaders, disability groups, mental health charities, older persons support groups and youth groups to better understand the challenges faced by these groups during the pandemic. This facilitated a timely supply of translated resources, grant information and general support for local residents who may have been at increased risk.
- 2.13.4 Once the roll out of the vaccination began, work was undertaken with the Primary Care network to ensure that local diverse communities had equal and easy access to vaccination centres.
- 2.13.5 The Community team also secured funding for certain Covid-related projects including an i-pad lending scheme 'Test Valley Connected' in partnership with the Hampshire Learning in Libraries. The project aims to reduce digital exclusion through a lack of knowledge, confidence or appropriate technology – this could include the elderly, residents with a disability, those experiencing financial hardship or experiencing isolation.
- 2.13.6 The Communities and Leisure service's wider community inclusivity work has recently included:
- (a) Establishing the Romsey Disabled People Partnership at the end of 2019. Recent successes of the group include establishing hour-long sessions at the Romsey Rapids for disabled users only.
 - (b) Andover and District Older Peoples Forum has been supported in moving to virtual platforms and producing newsletters for members. More recently, an intergenerational project with support from Test Valley Borough Council with a local primary school and care home to organise activities later in the year.

- (c) The national Census took place in March 2021 and the Policy and Community Teams liaised with the Census Engagement Manager (CEM) to provide demographic insights and get appropriate messaging out to appropriate communities including translated resources and signposting to support if required. The Housing Team also supported the CEM to reach those without permanent dwellings. Test Valley far-exceeded the pre-Census target of 94% and was one of the best performing areas in the country.
- (d) Engaging with partners on work with the Borough's diverse communities. One example is the Test Valley Arts Foundation who have created the 'Finding Friends' project which is a research, consultation and engagement project for members of ethnic minority populations in the Borough, aiming to explore how we can create and encourage more shared cultural experiences.
- (e) Involvement, along with a local Member, resident and developer to enable the design of a swing for use by wheelchair using children in the local play area. The swing will be installed in October 2021.
- (f) Supporting a consultation event with the Chinese community, coinciding with Chinese New Year, to gain insight about the needs of the community. One area of concern identified was the lack of written and/or spoken English in many residents. The Community Team arranged for a bespoke course with RCS to improve written English.
- (g) In Romsey, community picnics are being organised in parks, enabling residents with dementia and their carers to meet safely (in a socially distanced fashion) in order to access advice and support from other key organisations e.g. Andover Mind.
- (h) The Romsey Future Refresh consultation has ensured that engagement methods are used to reach all local communities. A well-being event has also been planned for anyone feeling nervous about getting back to normal as the Covid restrictions eased.
- (i) Councillor Community Grants have been approved to support a number of projects that support key groups which have included older peoples groups, providers with a focus on pandemic-related social exclusion, the Andover Nepalese Community to support their cultural and education work and organisations supporting people living with a disability across all ages to fund activities and support.

2.13.7 Test Valley Borough Council's Housing Strategy and Preventing Homelessness and Rough Sleeping Strategy ensures that the Council meets the needs of its most vulnerable communities. The Council pledged in 2018 that any local resident presenting to the Council for housing support who would otherwise sleep rough would be offered accommodation. This ideally placed the Council to implement the Government's 'Everyone in' initiative during the pandemic.

- 2.13.8 The Council's housing team helped 40 single people into accommodation in the initial lockdown period, thereby reducing Covid transmission risks for this vulnerable cohort.
- 2.13.9 The Housing Team continued to deliver its Disabled Facilities Grant during this period; supporting those with mobility needs to carry out adaptations, receiving 154 referrals for Disabled Facilities Grants over 2020/21.
- 2.13.10 During 2020/2021 the Council enabled the delivery of 296 new affordable homes including 179 rented units and 117 affordable home ownership units. Within this, 60 units were delivered at social rent to assist those on the lowest incomes. 18 affordable housing units delivered in the year were wheelchair accessible.

3 Corporate Objectives and Priorities

- 3.1 Equality Objectives
- 3.2 Corporate Plan

4 Risk Management

- 4.1 A Risk Management questionnaire has been completed and indicated this report does not require a risk assessment because the issues covered by this report are not significant in terms of risk (in the context of this report).

5 Resource Implications

- 5.1 There are no resource implications of this report.

6 Legal Implications

- 6.1 The Council has equality obligations under the Equality Act 2010 including the Public Sector Equality Duty. This report explains how certain of those obligations are met.

7 Equality Issues

- 7.1 No equality issues arise out of this report itself.

8 Conclusion and reasons for recommendation

- 8.1 This report aims to update Members on both the statutory reporting requirements of the Council along with many of the Council's equality and diversity related activities during the last two years both from Covid-related and 'business as usual' perspectives.
- 8.2 It is recommended that OSCOM endorse the content of this report.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	0	File Ref:	N/A
Officer:	Karen Dunn	Ext:	8401
Report to:	OSCOM	Date:	25 August 2021

ITEM 9 Section 106-CIL Scoping document

Report of the Lead Member: Councillor Hamilton

Recommendation

1. **That the Committee comments on the draft scope and proposes any amendments.**

2. **That the Lead Member engages with the Head of Planning and Building and the Head of Planning Policy and Economic Development to further develop the scope for review.**

SUMMARY:

- The Committee is requested to comment on the draft scope and propose any amendments.

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 Hamilton	Ext:	8014
File Ref:			
Report to:	OSCOM	Date:	25 August 2021

ANNEX

Section 106-CIL - Scoping Form

Test Valley Borough Council Overview & Scrutiny Committee

Panel Reviews - Scoping Template

1	Review of Section 106-CIL Money																					
2	<p>Lead Member(s)/Chairman of Panel: Cllr Karen Hamilton</p> <p>Panel members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 30%;">North</th> <th style="width: 35%;">South</th> </tr> </thead> <tbody> <tr> <td>Panel members</td> <td>Cllr Hamilton</td> <td></td> </tr> <tr> <td></td> <td>Cllr Swain</td> <td></td> </tr> <tr> <td></td> <td>Cllr Zilliah Brooks</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		North	South	Panel members	Cllr Hamilton			Cllr Swain			Cllr Zilliah Brooks										
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Panel members	Cllr Hamilton																					
	Cllr Swain																					
	Cllr Zilliah Brooks																					
3	<p>Key Areas of Focus</p> <p>To undertake a review of the projects that 106/CIL money is being utilised for during this term 2019-2023</p>																					
4	<p>What will be developed or reviewed?</p> <p>The purpose of the panel is to understand how 106/CIL money is being spent, where and why. The review will include the following:</p> <ol style="list-style-type: none"> 1. How much money we have received or will receive in this 4 year cycle. 2. How much has been spent on each project. 3. Who decides where the money goes? 4. Annual report of expenditure, information about the projects in that year. 5. Pros & cons related to the project. 																					
5	<p>Rationale – Why now/why at all?</p> <p>Costs to all Council projects can be impacted by budget restraints/Covid impact. Is resource being taken from these pots to cover other scenarios, when initially for other projects.</p>																					

6	<p>Anticipated Benefits Understanding the full impact on public money spending. Are we getting it right for the future of our communities?</p>
7	<p>Resource Implications</p> <p>Will require limited meetings and officer resource.</p>
10	<p>Does the Project require Public Involvement</p> <p>Not at this stage, possibly down the line.</p>
11	<p>How will the Project assist the achievement of a Corporate Priority or Priorities?</p> <p>The council's corporate plan has a strategic focus on growing the potential of communities and recognises the important role we play in future development. Councillors need clear guidance on the expectations of spending 106 and CIL money.</p>
12	<p>What do you want OSCOM to do now?</p> <p>OSCOM to endorse this scoping document at the 25 August meeting.</p>

ITEM 10 Communications Scoping document

Report of the Lead Member: Councillor Brooks

Recommended

That the Communication Panel's scoping document and next steps be approved.

SUMMARY:

- The Committee is requested to consider the scoping document for the Communication Task and Finish Panel and the next steps.

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 Brooks	Ext:	8014
File Ref:			
Report to:	OSCOM	Date:	25 August 2021

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>Communicating with residents</p>															
2	<p>Lead Member(s)/Chairman of Panel</p> <p>Cllr Brooks & Cllr Baverstock</p> <p>Panel members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 33%;">North</th> <th style="width: 32%;">South</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Panel members</td> <td>Cllr Brooks</td> <td>Cllr Baverstock</td> </tr> <tr> <td></td> <td>Cllr Hamilton</td> <td>Cllr Bailey</td> </tr> <tr> <td></td> <td></td> <td>Cllr Parker</td> </tr> <tr> <td></td> <td></td> <td>Cllr Swain</td> </tr> </tbody> </table>		North	South	Panel members	Cllr Brooks	Cllr Baverstock		Cllr Hamilton	Cllr Bailey			Cllr Parker			Cllr Swain
	North	South														
Panel members	Cllr Brooks	Cllr Baverstock														
	Cllr Hamilton	Cllr Bailey														
		Cllr Parker														
		Cllr Swain														
3	<p>Portfolio Holder(s)</p> <p>Leader of the Council</p>															
4	<p>Key Areas of Focus</p> <p>The review aims explore</p> <ul style="list-style-type: none"> • How the council communicates information to residents and how effective this is and what opportunities are there to develop/strengthen in the future. • How members communicate with departments and residents • How officers communicate with members 															
5	<p>What will be developed or reviewed?</p> <p>The panel will look at this from three perspectives:</p> <ul style="list-style-type: none"> • How the council communicates key information through media such as the council website • How services communicate key information directly to service-users 															

	<ul style="list-style-type: none"> • How members communicate key information to their residents and communities. • How the Council communicates key information through all media such as the Council website or by telephone including print and social media. • The Council recognises this is a two way exchange.
6	<p>Rationale – Why now/why at all?</p> <p>As the council now emerges from the impacts of the pandemic this will be an opportune moment to undertake this review.</p> <p>Building on a previous roundtable session in 2019 which explored some of these topics and a previous panel on public involvement, this proposed panel will aim to review how the implementation of previous recommendations have worked and explore those ideas that were unable to be implemented at the time as well as identify new opportunities that may have emerged as a result of having to communicate differently throughout the pandemic.</p> <p>What are the advantages and disadvantages that staff members have identified.</p>
7	<p>Anticipated Benefits</p> <p>The pandemic has highlighted how organisations have had to think differently about how they communicate. Reviewing how we communicate as set out in section 5 will help us to learn the lessons from the last year and explore what worked/ or didn't work as well in how we communicated with residents throughout this empowering them and their communities.</p>
8	<p>Resource Implications</p> <p>Officers' time which may include access to information as well as the Communications Manager and Head of Strategy and Innovation, engagement with the portfolio holder and OSCOM members' time. Engagement with residents will be through surveys and focus groups which may have resource implications.</p>

9	<p>Are there any Partner Organisations involved in the Project? If so, which?</p> <p>No</p>
10	<p>Will you require external partners to attend the Panel?</p> <p>No</p>
11	<p>Does the Project require Public Involvement?</p> <p>Some public engagement would be anticipated and this could be done through either a survey, either written or in person, or focus group.</p>
12	<p>How will the Project assist the achievement of a Corporate Priority or Priorities?</p> <p>It is hoped that any recommendations will help to build upon the councils approach to communicating with residents, service users and local communities.</p> <p>As the council moves towards developing its next corporate plan and revised local plan this will involve engagement with local residents and communicating how people can get involved will be important.</p>
13	<p>What do you want OSCOM to do now?</p> <p>OSCOM is asked to consider the scope and next steps.</p>

ITEM 12

Programme of Work for the Overview & Scrutiny Committee

Report of Head of Legal and Democratic Services

Recommended:

The Committee is requested to:

- 1. Discuss the topics raised at the Away Day with relevant officers to consider the way forward.**
- 2. Approve the future work programme.**

SUMMARY:

- The purpose of this report is for members to consider the topics raised at the recent Away Day and to keep the Committee's future work programme and recommendations update under review.

1. Background

- 1.1 Following the Away Day on 10 July 2021 members came together to review the topics and issues raised and undertake a prioritisation exercise. The next step will be to discuss these with the relevant Heads of Service to consider the way forward.
- 1.2 Annex 1 tracks the recommendations to Cabinet and Council.
- 1.3 The OSCOM Task and Finish Panels update is presented at Annex 2 for the Committee's review and comments.
- 1.4 The OSCOM Work Programme is presented at Annex 3 for review and approval. The updated work programme now includes the topics that the committee has prioritised as a result of the recent Away Day. In order to fully update the work programme the annex also lists those topics not prioritised at the Away Day and the recent round table and should therefore be removed from the work programme.
- 1.5 The Cabinet Work Programme is attached at Annex 4 for the Committee to consider.
- 1.6 Action tracking is attached at Annex 5.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	5		
Author:	Caroline Lovelock	Ext:	8014
File Ref:	N/A		
Report to:	Overview and Scrutiny Committee	Date:	25 August 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 - 25 August 2021

Panel	Lead Member	Progress Update	Report back to OSCOM
Budget Panel	Councillor Matthews	<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 panel had met on 28 June and considered the Outturn Report and discussed the revenue position for 2020/21 including the impacts faced by the Council as a result of the pandemic. The next meeting will be held on 4 October 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> <p>The next meeting of the Audit Panel will take place on 26 July 2021.</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> <p>Working with the Member and Development Group on how representatives are selected and to improve the way in which representatives report back and the panel will report back in due course.</p>	21.4.21

Panel	Lead Member	Progress Update	Report back to OSCOM
Climate Emergency Action Plan	Councillor Gwynne	<p>The first meeting of the Climate Emergency Action Plan Panel will be held on Monday 24 May.</p> <p>The Panel held their first panel meeting and planned monthly meetings on 16 June, 21 July, 16 August and 22 September.</p> <p>The panel is going well and the next meeting is on 22 July 2021.</p>	6 Oct 2021
Process for the selection of Chairman and Vice-Chairman of the Committee	Councillor Dowden	Councillor Dowden is compiling comments on the process adopted by the Committee and will report back on whether the process agreed will be the process that will go forward.	
Enforcement Panel	Councillor Burley	Councillor Burley had met with the Head of Innovation and Strategy and the Head of Planning and Building to discuss how to take the review forward with the resources available. He anticipates having a first meeting with the panel in July to consider how to undertake the review within the provisions of the scope with the review starting formally in September. Members currently are Councillors Brooks, C Dowden, Parker and Warnes.	

OVERVIEW AND SCRUTINY COMMITTEE - AUGUST 2021

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<u>25 AUGUST 2021</u>			
Equality and Inclusion Annual Report			To receive the Disability, Equality and Inclusion Annual Report (Head of Legal and Democratic Services) (30 minutes)
S106/CIL scope	3		To review the spending for CIL and S106 funding. (Head of Planning and Building/Head of Planning Policy) (20 minutes)
Communications scoping document	2		To bring forward a scoping document on communications relevant to the pandemic. (Councillor Brooks) (20 minutes)
<u>6 OCTOBER</u>			
Portfolio Holder Presentation	2		(Portfolio Holder) (45 minutes)
Regeneration Officer presentation			To receive a presentation from the Regeneration Officer (20 minutes)
Budget Panel Report draft Budget and Draft Fees and Charges	2		To consider the Budget Panel's report on the draft budget and draft fees and charges. Councillor Matthews (Lead Member) (20 minutes)
Climate Emergency Action Plan			Head of Planning Policy and Economic Development (20 minutes)
Climate Emergency Action Plan Panel	4		To consider the findings of the Climate Emergency Action Plan Panel. (Councillor Gwynne, Panel Lead Member) (20 minutes)
Annual Audit Report	2		To consider the annual audit report. Councillor Borg Neal (Lead Member) (20 minutes)

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<u>3 NOVEMBER</u>			
Work of the Community Safety Management Group	2		To be informed of the work of the Community Safety Management Group. (Community Development Manager) (30 minutes)
Complaints	2		To receive the Annual Review report. (Kathryn Binfield) (20 minutes)
<u>15 DECEMBER</u>			
Round Table on Communications	2		(Communications Manager) (20 minutes)
Covid-19 Recovery and Resilience Update	2		To receive feedback on the Climate Emergency Action Plan. (Head of Strategy and Innovation) (20 mins)
<u>TOPICS TO COME FORWARD</u>			
Community Resilience			To receive a presentation or roundtable from Cllr Lashbook (Member Champion for resilience) on the progress made in supporting local communities to undertake resilience planning and how this is co-ordinated through the Test Valley Resilience Forum.
The Green Economy			Round table led by the Head of Planning Policy and Economic Development and the Planning Portfolio Holder to learn more about how the council will play its part in the development of the green economy.
Communications			To review how the council communicates directly with residents through letters etc. To explore opportunities to improve internal communications with Members. Final scope to be considered by OSCOM in August 2021.
Funding infrastructure within communities			To review and scrutinise the approach taken to the distribution of S106 and CIL and the impact this has had on local communities. Draft scope prepared and to be considered by OSCOM in August 2021

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
Regeneration of town centres			To receive a presentation on the proposed phases and plans for the regeneration of Romsey and Andover town centres and then consider any ongoing work for the committee after the presentation. Presentation by the regeneration manager to take place in October 2021
The impact of the Environment Bill and waste collection in Test Valley			To undertake pre-scrutiny of the proposals of how TVBC will implement the new requirements resulting from the Environment Bill. The committee to be advised of the appropriate timeframes for undertaking this work.
New ways of working			To understand how the council is working differently following the impact of the pandemic and with its ambitions to modernise. Consideration of issues such as future impact on council facilities including Beech Hurst and impact on the health & wellbeing of the workforce. Head of Strategy & Innovation to host a roundtable for members on the work being undertaken so far. Anticipated Jan/Feb 2022.
Corporate Plan and Corporate Action Plan			The Council is likely to commence work on preparing the evidence-base for the development of the next corporate plan 2023 and beyond. There will also be an opportunity to consider how progress is monitored through the Corporate Action Plan including delivery milestones. Initial roundtable in Jan/Feb 2022 to develop approach to public engagement and preparation of wider evidence base.
<u>TOPICS TO BE REMOVED</u>			
Places for People Annual Report			Can be addressed as a topic through future Portfolio Holder briefings.
Communications			Will be superseded by current communications review led by Councillor Brooks.
Planning Enforcement			Will be superseded by the review that is underway led by Councillor Burley.
Waste Strategy			In main work programme for 2021/22 so briefing note not required.
Andover Levy			Round table held in 2021.
Leisure provider monitoring			With the new contract in place with PfP recommendation from Head of Community and Leisure is to remove from work programme.

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
Affordable Housing			Could be aligned with update of housing strategy every 4 years/with opportunity to discuss with Portfolio Holder.
Shared Services			Legacy item when the Council had a variety of shared services and was exploring further options. This is not really reflective of current operating models.
Covid Recovery			Could move from 6 monthly to annual as part of the corporate action plan.
<u>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 minutes)
Scope for second stage of Health Review			To receive a proposed scope for a further OSCOM Panel on health provision (Councillor Baverstock, Lead Member) (20 minutes)
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) (30 minutes)
Feedback from Armed Forces Covenant Panel	2		To hear feedback on the Civilian and Military Forum and delivery of accountable outcomes. (Councillor Matthews, Lead Panel Member) (20 minutes)

BRIEFING NOTES

	<u>DATE CIRCULATED</u>
Corporate Risk Register	12 July 2021
Community Sector Report	5 August 2021

Cabinet Work Programme

September 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
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
29 Sep 2021 Andover	Test Valley Local Development Scheme (2021) and Next Local Plan - Update on Scope and Timescale	Yes	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning Policy and Economic Development	7 Jul 2021
29 Sep 2021 Andover	Andover Masterplan - Cultural regeneration, meanwhile events and activities	No	Cabinet	Part exempt	Report of the Community & Leisure Portfolio Holder	Head of Community and Leisure	4 Aug 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

27 Oct 2021 Andover	Gambling Act 2005 - Review of Licensing Policy	Yes	Council	Open	Report of the Corporate Portfolio Holder	Head of Legal and Democratic	1 Jul 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
12 Jan 2022 Romsey	Budget Forecast Update	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	21 Jun 2021
23 Feb 2022 Andover	Revenue Budget & Council Tax Proposals	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	21 Jun 2021
23 Feb 2022 Andover	Capital Programme Update	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	21 Jun 2021
23 Feb 2022 Andover	Treasury Management Strategy	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	21 Jun 2021
30 Mar 2022 Romsey	Write off of uncollectable debts	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance and Revenues	

Actions from Overview and Scrutiny Meeting held on 14 July 2021

ANNEX 5

Date	Minute N	Agenda item title	Action type	Action	Owner	Comments
14/07/2021 17:30	10	Updates on Panels	Follow-up from Meeting	Send email to all members together with the scoping document to seek further members.	Sally Prior	23/07/2021: - Sent email with scoping document to all Councillors seeking further membership.
14/07/2021 17:30	7	Scrutiny of the Housing and Environmental Health Portfolio	Follow-up from Meeting	Councillor Bundy to ask Cabinet about future plans for the Former Magistrates Court, Andover in response to a question from Councillor Neal about using it to house the	Councillor Philip Bundy	The Housing and Environmental Health Portfolio Holder will discuss this matter directly with the Estates Department.
14/07/2021 17:30	8	Communications Panel Scoping Document	Follow-up from Meeting	Make the Communications Strategy available to the Communications panel.	James Moody	09/08/2021: - Communications Strategy document sent to Communications Panel