

## Notice of Meeting

# Overview and Scrutiny Committee

**Date:** Wednesday 19 January 2022

**Time:** 5.30 pm

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

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

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**Legal and Democratic Service**

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

**PUBLIC PARTICIPATION SCHEME**

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

### **Membership of Overview and Scrutiny Committee**

#### **MEMBER**

#### **WARD**

Councillor N Lodge (Chairman)	Andover Downlands
Councillor N Matthews (Vice-Chairman)	Andover Romans
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 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 19 January 2022

### **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 15 December 2021**
- 6 Call in Items**
- 7 Urgent decisions taken since last meeting**
- 8 Budget Update from Budget Panel**  
  
Verbal report to provide an update on the budget setting process for 2022/23 and to provide information on proposals to close the budget gap (20 minutes)
- 9 Informal Procedure for Improving the Efficiency of the Overview and Scrutiny Committee Portfolio Reviews** **5 - 10**  
  
To review the informal procedure for Portfolio Reviews (20 minutes)
- 10 Updates on Panels**  
  
Lead Members to update the Committee on the progress of their Panels (10 mins)

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

**11 - 29**

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

## **ITEM 9            Informal Procedure for Improving the Efficiency of the Overview and Scrutiny Committee Portfolio Reviews**

Report of the Chairman of the Overview and Scrutiny Committee

### **Recommended:**

- 1. That the Committee endorses the informal procedure set out in this report for improving the efficiency of portfolio reviews.**
- 2. That Committee approves the inclusion of this informal procedure in the next revision of the Overview and Scrutiny Handbook.**

### **SUMMARY:**

- Throughout most of 2021 the Overview and Scrutiny Committee has been trialling a new approach to the review of Portfolio Holders and their portfolios.
- This has aimed to increase efficiency by focussing on specific aspects of each portfolio and by targeting questioning towards future strategic issues, for example: strategic priorities, actions to mitigate future threats, future performance targets (including with regard to climate and ecological issues), future resources, and actions being taken to resolve any on-going problems.
- This report takes experiences from the trial and incorporates them into a final revision of the earlier draft procedure which is offered to the Committee for approval.

### **1 Introduction**

- 1.1** Portfolio reviews are an important means by which the Overview and Scrutiny Committee scrutinises the Council's services and holds Portfolio Holders to account for the performance of these services.
- 1.2** Overview and Scrutiny members have been considering the efficiency of the information exchange and scrutiny processes being practiced during annual portfolio reviews which are held during Overview and Scrutiny Committee meetings. Efficiency is considered particularly important because of the need to explore detailed performance issues within a relatively short period of time.
- 1.3** Following an ideas-generation meeting with members in Feb 2021, a new draft procedure was arrived at which aimed: to employ a background overview of the salient issues affecting each portfolio; to focus the attention of the review solely upon these issues; and to target questioning in order to maximise their investigatory value. In particular, issues of a strategic nature and those looking towards the future, were to be encouraged.
- 1.4** In order to inform the focus of each review, the new procedure foresaw the appointment of coordinators from within the Overview and Scrutiny Committee, who will keep a watching eye on each individual portfolio and who will advise the Committee on the most valuable topics to explore during the review of their particular portfolio.

- 1.5 At its meeting in March 2021, the Overview and Scrutiny Committee voted to conduct a trial of the new procedure which has now been employed for three portfolio reviews. This report brings together the results from that trial and incorporates the lessons learnt into a revised procedure for the Overview and Scrutiny Committee's approval.

## **2 Background**

- 2.1 Overview and Scrutiny members wished to explore the possibility of improving the efficiency of the information exchange and scrutiny processes being practiced during Portfolio Holder appearances at the Overview and Scrutiny Committee meetings. These appearances, nominally of 30-minute duration, typically involved a presentation followed by questions. Left to their own devices, many Portfolio Holders merely described the scope and structure of their service portfolios and (partly through time constraints) did not deal with significant issues such as: performance measured against: the annual Service Plan, the Corporate Plan and the Corporate Action Plan; strategies for future service development including environmental issues; or specific achievements and deficiencies.
- 2.2 Insufficiently robust questioning from members was also considered to be a contributory factor in the efficiency of reviews. Many thought that it did not sufficiently probe the strategic direction of the portfolios, and sometimes did not adequately explore controversial service issues with the Portfolio Holders.
- 2.3 On 4th February 2021 a group of interested Overview and Scrutiny Committee members was convened via Teams by Cllr Lodge to explore possible alternative approaches. The group also examined some earlier practices of portfolio scrutiny, one dating back to 2009.
- 2.4 The group collectively developed a new approach to portfolio reviews which it believed responded to the concerns and dissatisfaction which had been raised. In particular, it sought to delve into a selected part of a portfolio and to examine this part in detail. It also sought to coordinate the questioning to ensure that it focussed on relevant strategic issues and did not stray into time-wasting minutiae. Key to these improvements was to be the appointment of volunteer Portfolio Coordinators.
- 2.5 The role of a Portfolio Coordinator would be that of a resident Overview and Scrutiny Committee specialist on each of the Council's service portfolios and who would propose the topics to be examined when their respective Portfolio Holder was due to appear before the Committee. The Portfolio Coordinator role was not considered to be an onerous one but is one which, it was believed, would greatly improve the efficiency of the review process. Portfolio Coordinators would also be the members who would initiate questioning at the review itself.
- 2.6 The limited time available for portfolio reviews would always remain a crucial factor, so it would be for the Chairman to be vigilant in dealing with irrelevant or non-strategic questions, and of nebulous or lengthy answers. The Chairman would also ensure that all targeted topics were explored and would be the ultimate arbiter of the time spent on a particular review.

- 2.7 It was also considered important that the Portfolio Holder should personally deliver the focussed presentation to the Overview and Scrutiny Committee, and where possible, answer the review questions. It is understood, however, that an attendant Head of Service may need to be called upon to provide detailed answers.
- 2.8 A first draft of the full procedure was considered by the Overview and Scrutiny Committee on 17th March 2021 and the Committee voted to conduct a trial of it. This began with the Environment Portfolio at this same meeting, and subsequently was used in the review of the Housing and Environmental Health Portfolio (14th July 2021) and the Community, Leisure and Tourism Portfolio (15th December 2021).

### **3 The Trial of the Procedure**

- 3.1 First it should be acknowledged that despite many appeals, volunteers for the roles of Portfolio Coordinator were not especially forthcoming. A reason for this may have been the 'over-specification' of the role in the earlier draft; this has been simplified in the revision below. There were, however, more than sufficient Coordinators to allow the trial to progress.
- 3.2 The topic of focus for the first review, that of the Environment Portfolio, was chosen by the Overview and Scrutiny Committee to be: waste collection, particularly looking towards the significant national changes being planned under the Government's Environment Bill. We would also be interested in examining the internal strategic planning currently taking place to facilitate the impending changes. The then Overview and Scrutiny Committee Vice Chairman, briefed the Portfolio Holder, Cllr Johnston, about the Overview and Scrutiny Committee 's experimental scrutiny process and told her of our wish to examine the topic of waste collection. She embraced the requirement and made several helpful suggestions for the procedure. Her subsequent appearance, with support from the Head of Service, worked extremely well and was considered especially informative by members.
- 3.3 For the second review, that of the Housing and Environmental Health Portfolio, the Overview and Scrutiny Committee adopted the advice of its Portfolio Coordinators that the review should examine the handling of homeless people during the pandemic and the planning for post-COVID housing issues potentially arising from the resumption of evictions and the end of the furlough scheme. The Chairman had spoken in advance, and at some length, with the Head of Service to explain the requirements of our new focussed review. The presentation, which was not available to members in advance, was given at the Overview and Scrutiny Committee by Portfolio Holder, Cllr Phil Bundy. It addressed the whole portfolio and included many slides containing detailed statistics. Cllr Bundy highlighted the significant, diverse and successful work carried out by his whole team over a very difficult year, but unfortunately this was not the specific area that we had wished to examine and in the interest of the trial, the Chairman felt duty-bound to point this out, resulting in some bad feeling. Subsequently, the Head of Service verbally and precisely summarised the homelessness issues in which we were interested, and valuable questions were asked and answered. Despite the extended time taken and some unhappiness, the review was successful; but

there had obviously been a communication problem or misunderstanding. This highlighted a need to ensure that both the Portfolio Holder and Head of Service should be involved when the requirements of the focussed review are communicated.

- 3.4 The third review, that of the Community, Leisure and Tourism Portfolio, had to be delayed because a Cabinet reshuffle had brought Cllr Drew into a new portfolio with which he was initially unfamiliar. Our Portfolio Coordinators here, advised that we should examine post-COVID recovery of leisure venues (especially sporting ones) and the provision of facilities in these venues for disabled people. Again the Chairman had advance communication (by email) with the Head of Service and explained our specific requirements. The Head of Service asked that the issue of facilities for disabled people be covered through questioning rather than as part of the presentation, and this was agreed; this matter being of special interest to the Council's Disability Champion and the Overview and Scrutiny Committee member, Cllr Hamilton. Cllr Drew's presentation with support from his Head of Service fulfilled our brief well and was considered to be very successful with questioning from Portfolio Coordinators and other members concentrating on strategic matters, priorities and future plans. One unforeseeable disappointment was that Cllr Hamilton was unable to be present so we were unable to pursue our interest in the provision of facilities for disabled people.
- 3.5 Experience during the trial revealed that an overall time of 45 minutes was realistic for a review, where the presentation should occupy 20-25 minutes of this time.

## **4 The Proposed Informal Procedure**

### **4.1 Portfolio Coordinators**

- the Overview and Scrutiny Committee shall appoint a pair of Portfolio Coordinators for each of the Council's cabinet portfolios. Where possible, each member of the pair shall be from a different political group, which will promote interworking and reduce any personal bias. The role of these Coordinators is to be the resident specialists on each portfolio and to be responsible for suggesting the questioning of their respective Portfolio Holder at their annual review.
- It should be noted that the Portfolio Coordinator role is defined strictly within the Overview and Scrutiny Committee and confers no additional authority upon the role holder outside of the Committee;
- Portfolio Coordinators keep a general watch on all matters relating to their portfolios and remain aware of the most important strategic issues currently influencing the portfolio (eg. performance measured against the Corporate Plan, financial pressures, controversial issues, unforeseen difficulties, successes and failures, specific complaints, new initiatives, on-going studies or experiments and future plans and objectives);
- At the meeting immediately prior to a portfolio review, the Coordinators advise the Overview and Scrutiny Committee of the most appropriate topic and lines of questioning which might be followed during the review. These are then refined and agreed by the Overview and Scrutiny Committee;

- At the portfolio review the Chairman will invite the Coordinators to initiate the questioning of the Portfolio Holder; and
- Following the review, the Coordinators will ensure that any actions arising, either by the Portfolio Holder, Head of Service or the Overview and Scrutiny Committee itself, are subsequently carried out.

#### 4.2 Portfolio Holder presentation at the review

- Portfolio Holders and their Heads of Service will be informed, either by the Chairman or by the Overview and Scrutiny Committee's Legal and Democratic Officer, of the specific topic(s) that will be examined during their review;
- This will normally be done with a minimum of 1 month's notice;
- The topic may cover specific strategic issues, or more general matters such as: performance against the Annual Service Plan; successes and failures; reasons for any failures, actions taken and lessons learnt; how significant complaints were addressed; unexpected happenings and how they were dealt with; new strategic initiatives, trials and experiments; financial investments; and personal aspirations of the Portfolio Holder and/or Head of Service.
- The Chairman will advise the Portfolio Holder of the time allocated to his/her presentation and to questioning (normally a total of 45 mins); and
- Where the Portfolio Holder intends to present a slide show, he/she should send a copy to the Overview and Scrutiny Committee members in advance (even if it is not a final draft).

#### 4.3 Questioning of the Portfolio Holder at the review

- The Chairman will invite the Portfolio Coordinators to ask the first questions;
- It is expected that Portfolio Holders will personally answer questions but it is understood that an attendant Head of Service may need to be called upon to provide answers to detailed or specialist questions;
- Questions on topics of a strategic nature and those looking towards the future, are especially encouraged;
- Time will always remain critical during reviews, so it will be for the Chairman to be watchful of irrelevant or non-strategic questions, and of nebulous or lengthy answers. The Chairman will also ensure that all targeted topics are explored and will be the ultimate arbiter of the time spent on a review;
- Questioning should follow the Dos and Don'ts of the 'critical friend' philosophy outlined in Annex 4 of the Overview and Scrutiny Committee Handbook, this should not however, deter members from asking questions of a challenging or robust nature whenever necessary; and
- The required outcome from scrutiny is that it should improve the Council's efficiency in such a way that the process is viewed constructively by all concerned and that it builds upon the strong reputation of the Overview and Scrutiny Committee as a vehicle for positive advancement.

## 5 Resource Implications

- 5.1 There are no significant resource implications from the adoption of the revised procedure.

## 6 Legal Implications

- 6.1 No legal implications are known from the adoption of the revised procedure.

## 7 Conclusions

- 7.1 This report has outlined the reasons for a revision of the practices employed in the Overview and Scrutiny Committee portfolio reviews. It has also proposed a procedure which improves efficiency both in the use of time and in the targeting of effort towards the most salient issues affecting the performance of each individual portfolio. Furthermore, the approach seeks to place a greater emphasis on the examination of strategic issues and encourages a forward-looking analysis to ensure that future threats and opportunities are being properly anticipated.
- 7.2 The approach has been trialled across several portfolio reviews and generally found to provide the benefits which were hoped for. Some useful lessons have been learnt from the trial and these have been included in the present revision.

<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:	None		
Author:	Cllr Nicolas Lodge	Ext:	N/A
File Ref:	N/A		
Report to:	Overview and Scrutiny Committee	Date:	19 January 2022

## ITEM 11

### **Programme of Work for the Overview and 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 Annex 1 tracks the recommendations to Cabinet and Council.
- 1.2 The Overview and Scrutiny Committee Task and Finish Panels update is presented at Annex 2 for the Committee's review and comments.
- 1.3 The Overview and Scrutiny Committee Work Programme is presented at Annex 3 for review and approval. The updated work programme includes the topics that the committee has prioritised as a result of the Away Day in July 2021.
- 1.4 The Cabinet Work Programme is attached at Annex 4 for the Committee to consider.
- 1.5 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:	4		
Author:	Caroline Lovelock	Ext:	8014
File Ref:	N/A		
Report to:	Overview and Scrutiny Committee	Date:	19 January 2022

## Part 5 – Action Tracking

Climate Emergency						
	Agreed			Start Date	Action	Progress Update
Recommendation	OSCOM 18.3.20	Cabinet	Council 10.06.20			
<p><b><u>Recommended to Council:</u></b></p> <p>That the draft Climate Emergency Action Plan annexed to the report be agreed.</p>	√		√		<p><b><u>Resolved at Council</u></b></p> <ol style="list-style-type: none"> <li>1. That the Climate Emergency Action Plan (Annex 1 to the report) be approved.</li> <li>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.</li> </ol>	<p>The Climate Emergency Action Plan sets out that the Overview &amp; Scrutiny Committee will receive 6-monthly reports to aid with monitoring. The most recent report was presented in October 2021. The next report is programmed for April 2022.</p> <p>The Council’s greenhouse gas emissions reporting for 2020/21 was shared, which indicated the influence of the COVID-19 pandemic. Updates were provided on action delivery, this included; implementing changes to the mowing regime on some of the Council’s green spaces, adding electric vehicles to the fleet (replacing diesel vehicles), and supporting the delivery of the Andover Climate Day of Action</p>

Review of Armed Forces Covenant						
Recommendation	Agreed			Start Date	Action	Progress Update
	OSCOM 20.1.21	Cabinet 10.2.21	Council			
<p><b><u>Recommended to Cabinet</u></b></p> <p>1. That a Civilian/military forum is created to take forward the action plan – Subsumed and intrinsically linked to the Test Valley Partnership. The composition of which will include the various professional and authority representatives from each topic in the report below. Additionally, Army Welfare Service and garrison wellbeing officers, alongside CTP and/or RFEA, where appropriate.</p> <p>2. That a Forces Gateway Single Point of Contact (SPOC) is created on the TVBC website - enabling all information, advice and signposting for all the applicable services, including links to housing, community engagement, health, education, business, local Forces charities and potential available grants.</p>	√	√			<p><b><u>Resolved:</u></b></p> <p>1. That a Civilian/military forum is created to take forward the action plan – Subsumed and intrinsically linked to the Test Valley Partnership. The composition of which will include the various professional and authority representatives from each topic in the report below. Additionally, Army Welfare Service and garrison wellbeing officers, alongside CTP and/or RFEA, where appropriate.</p> <p>2. That a Forces Gateway Single Point of Contact (SPOC) is created on the TVBC website - enabling all information, advice and signposting for all the applicable services, including links to housing, community engagement, health, education, business, local Forces charities and potential available grants.</p>	<p>An update was received at the Overview and Scrutiny Committee on 3 November 2021.</p> <p>Progress has been made as follows:</p> <ul style="list-style-type: none"> <li>• Formation of new community engagement network</li> <li>• Production of family welfare packs which includes local information</li> <li>• Details of GP veteran friendly practices</li> <li>• Local education champions from Harrow Way and Middle Wallop to help support service children.</li> <li>• Creating collaborative service schools activities.</li> <li>• Activities and events for all service children.</li> <li>• Housing Advice office joining the CMF to assist with housing challenges</li> </ul>

						<ul style="list-style-type: none"> <li>• <b>Compilation of database of local businesses who have signed the covenant and those who are veteran friendly.</b></li> <li>• <b>Mental Health Provision.</b></li> <li>• <b>Formed a mental health focus group.</b></li> <li>• <b>Working with Unity to support local veterans with complex needs.</b></li> <li>• <b>Veterans coffee morning every week starting on 4 December to meet other veterans and get help and support.</b></li> </ul>
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Budget Strategy Update						
Recommendation	Agreed			Start Date	Action	Progress Update
	OSCOM 20.1.21	Cabinet 10.2.21	Council			
<p><b><u>Recommended to Cabinet:</u></b></p> <p>That Cabinet accepts and agrees the draft budget.</p>	√	√			<p><b><u>Resolved:</u></b></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><b>Council agreed the Budget at its meeting on 26 February 2021.</b></p>

Panel	Lead Member	Progress Update	Report back to OSCOM
Budget Panel	Councillor Matthews	<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> <p>The panel had considered the draft budget and fees and charges for 2021/22 and 22/23. This was considered by Overview and Scrutiny as a separate item on 6 October 2021.</p> <p>The next meeting of the Budget Panel will be held on 10 January 2022.</p>	
Audit Panel	Councillor Borg-Neal	<p>At the meeting on 26 July 2021 the panel agreed the schedule for the next year. Councillor Borg Neal suggested that the panel should see the final Audit Report before it is considered at the General Purposes Committee. This will be looked at for 2021/22.</p> <p>The panel had considered the Annual Audit report which was considered by Overview and Scrutiny as a separate item on 6 October 2021.</p> <p>Meeting held on 22 November 2021. The Auditors have recommended that the Audit Panel ceases and an Audit Committee be created who would be responsible for the signing off of the annual audit. The panel reviewed the selection process for appointing external auditors and concluded that they would support the option to be part of the national scheme.</p>	

Panel	Lead Member	Progress Update	Report back to OSCOM
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. The Member and Community Development Group are scheduled to meet in the New Year.</p>	21.4.21
Enforcement Panel	Councillor Burley	<p>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.</p> <p>Councillor Burley had emailed an update to the Chairman. The panel has met to look at how to take the review forward and had agreed a programme. The next meeting will look at the legislative framework for enforcement</p> <p>The Head of Planning and Building had given an interesting and in-depth presentation to the panel. The next meeting will be in November.</p> <p>The panel recently met and the focus was to explore the performance of the planning enforcement function. There has been a lot of information and advice on how the Council has to work within legislation and this needs to be explained to residents</p>	

Panel	Lead Member	Progress Update	Report back to OSCOM
Communications Panel	Councillor Brooks	<p>The panel has received a presentation from the Community Manager to look at the role of members as community Councillors and how they communicate with their residents and communities. They also discussed how members and officers communicate with each other.</p> <p>The next panel meeting will be on 11 November to continue the discussion on members/officer communication, Member's area of the website and Member's bulletin, internal communications, website visioning and planning for a focus group.</p> <p>The panel met on 11 November where they discussed IT and the website. Hope to get a new website in the spring. Lots of discussed communication between officers and members and residents. The next meeting will be held on 19 January 2022.</p>	
S106/CIL Panel	Councillor Hamilton	<p>Councillor Hamilton will meet with the Head of Planning and Building and the Head of Planning Policy and Economic Development to consider the way forward.</p> <p>The panel has been deferred to early 2022. In the meantime Councillor Hamilton will finalise the scoping document to come back to the committee for a final agreement.</p>	
Climate and Ecological Emergency Bill Panel	Councillor Lodge	<p>The first panel meeting was held on 3 November 2021 and a plan for the review has been compiled.</p> <p>The panel are tracking the Bill through Parliament, the second reading has been delayed until 21 March. A lot of work has been done on the work plan. The next meeting will be held mid January 2022.</p>	

OVERVIEW AND SCRUTINY WORK PROGRAMME - JANUARY 2022

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<b><u>19 JANUARY 2022</u></b>			
Review of the trial of the revised approach towards portfolio holder scrutiny			To consider the trial of the revised approach to portfolio reviews originally proposed by Cllr Lodge, which involves focussing on specific portfolio topics and asking exploratory questions which look more towards the future than the past. The aim will be to agree any proposed modifications and to formally launch the procedure. <b>(Councillor Lodge) (20 minutes)</b>
Budget Update from Budget Panel			This report provides an update on the budget setting process for 2020/21 and provides information on proposals to close the budget gap <b>(Councillor Matthews) (20 minutes)</b>
<b><u>2 MARCH 2022</u></b>			
Romsey Future round table discussion			
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 and wellbeing of the workforce. <b>(Head of Strategy and Innovation) (20 minutes)</b>
Presentation on Local Policing			To receive a presentation on local policing (45 minutes)
<b><u>7 APRIL 2022</u></b>			
The Green Economy - round table discussion			To hold a roundtable led by the Head of Planning Policy and Economic Development and to invite the relevant Portfolio Holder to take part. The purpose of the roundtable is to learn more about how the Council will play its part in the development of the green economy.
Climate Emergency Action Plan			To consider the Climate Emergency Action Plan (Head of Planning Policy and Economic Development) (20 minutes)
Chairman's Draft Annual Report			To consider the Chairman's Draft Annual Report prior to Council (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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## ANNEX 3

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<b><u>17 MAY 2022</u></b>			
Chairman's Final Annual Report			
Corporate Action Plan Annual Review			A presentation by The Leader on the Corporate Action Plan (30 minutes).
Safeguarding Children and Vulnerable Adults			To look at the policy of safeguarding adults and children (Head of Community and Leisure) (20 minutes)
<b><u>29 JUNE 2022</u></b>			
Risk Management			To consider the Corporate Risk Register (Principal Auditor) (20 minutes)
<b><u>NEW TOPICS TO COME FORWARD IN 2021/22</u></b>			
Approach to developing the new Corporate Plan Round Table Discussion			To consider the approach to developing the new Corporate Plan.
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. <b>Draft scope prepared and to be considered by OSCOM in August 2021</b>
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. <b>The committee to be advised of the appropriate timeframes for undertaking this work.</b>

## ANNEX 3

<b>TBC</b>			
New Neighbourhoods Review Update	3	Cabinet	To receive an update on the review of new neighbourhoods <b>(Head of Planning Policy and Economic Development) (20 minutes)</b>
Scope for second stage of Health Review			To receive a proposed scope for a further OSCOM Panel on health provision <b>(Councillor Baverstock, Lead Member) (20 minutes)</b>
	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
Review of the Area Planning Committee Pilot	2	Committee	The Review of Planning Committees be delayed until the Committees have received 'business as usual' for a period of 12 months after the date at which in the opinion of the Head of Planning and Building Service in consultation with the Planning Portfolio Holder, measures have been established to adequately address the issue of nitrate neutrality in planning applications therefore this item will be put on hold on the Work Programme <b>(Head of Planning and Building) (30 minutes)</b>

# Cabinet Work Programme

January 2022

## Further information

1. This is a formal notice under Regulation 9 of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012. This edition supersedes all previous editions.
2. Documents submitted to the Cabinet or Cabinet Member(s) for decision will be in the form of a formal report, which if public and non-urgent, will be available for public inspection on this website at least 5 clear working days before the date that the decision is due to be made.
3. Background papers for such reports are listed in this Programme where their identity is known in advance of the report being written.
4. Documents shown will be available from the Democratic Services Manager at Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hants, SP10 3AJ. They can also be contacted at [admin@testvalley.gov.uk](mailto:admin@testvalley.gov.uk).
5. Please note that additional documents relevant to those matters mentioned in the Work Programme may be submitted to the decision maker.
6. Whilst the majority of the Cabinet's business at the meetings listed in this Work Programme will be open to the public and media organisations to attend, this is formal notice under the above regulations that part of the Cabinet meetings listed in this Work Programme may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.
6. To view details of the members of the Council's Cabinet who will be making these decisions, please click the link below:  
[Cabinet Members](#)

## KEY DECISIONS

A key decision is one which is likely

1. to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or

2. to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

The Council's thresholds are

- |  |   |                  |
|--|---|------------------|
| a. Decisions on spending which are within the annual budgets approved by the Council                         | NO THRESHOLD  | NOT KEY DECISION |
| b. Decisions on cash flow, investments and borrowings.   | NO THRESHOLD  | NOT KEY DECISION |
| c. Decisions for spending or savings outside the budget, or included in the annual budget with reservations. | SPENDING EXCESS OF £75,000 PER ITEM IS A KEY DECISION |                  |

### **Arrangements for making representations to the cabinet regarding decisions contained within the work programme**

A member of the public may address the Cabinet in accordance with the Public Participation Scheme. Notice must be given to the Democratic Services Manager by noon on the day before the meeting.

Members of the public are welcome to write to the appropriate Head of Service as listed in the Work Programme on any matter where a decision is to be made.

**ANNEX 4**

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
12 Jan 2022 Romsey	Appointment of External Auditors	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	7 Dec 2021
12 Jan 2022 Romsey	Budget Forecast Update	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	21 Jun 2021
12 Jan 2022 Romsey	Council Tax Support Scheme 2022/23	Yes	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	2 Nov 2021
23 Feb 2022 Andover	Draft Infrastructure and Developer Contributions Supplementary Planning Document	No	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning Policy and Economic Development	21 Sep 2021
23 Feb 2022 Romsey	Allocation of CIL Funds	Yes	Council	Open	Report of the Planning Portfolio Holder	Head of Planning and Building	29 Sep 2021
23 Feb 2022 Romsey	Revenue Grant Funding Recommendations for 2022-25	Yes	Cabinet	Open	Report of the Community, Leisure and Tourism	Head of Community and Leisure	6 Dec 2021
23 Feb 2022 Andover	Revenue Budget & Council Tax Proposals	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	21 Jun 2021

**ANNEX 4**

23 Feb 2022 Andover	Capital Programme Update	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	21 Jun 2021
23 Feb 2022 Andover	Treasury Management Strategy	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	21 Jun 2021
30 Mar 2022 Romsey	Community Transport Funding - 2022/23	Yes	Cabinet	Open	Report of the Recycling, Environmental Services and Car Parking	Head of Planning Policy and Economic Development	6 Dec 2021
30 Mar 2022 Andover	New Forest Partnership Plan	No	Cabinet	Open	Report of the Planning Portfolio Holder	Head of Planning Policy and Economic Development	26 Jan 2021
30 Mar 2022 Romsey	Write off of uncollectable debts	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	26 Oct 2021
30 Mar 2022 Romsey	Carry Forward of Unspent Revenue Budget	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	17 Nov 2021
30 Mar 2021 Romsey	Annual Governance Statement	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	17 Nov 2021
11 May 2022 Andover	Corporate Annual Report	Yes	Cabinet	Open	Report of the Leader	Chief Executive	17 Nov 2021

**ANNEX 4**

11 May 2022 Andover	Housing Strategy Annual Progress Report	No	Council	Open	Report of the Housing and Environmental Health (including Diversity and Inclusion)	Head of Housing and Environmental Health	17 Nov 2021
11 May 2022 Andover	Draft Calendar of Meetings	No	Council	Open	Report of the Democracy and Governance	Head of Legal and Democratic	17 Nov 2021
22 Jun 2022 Andover	Project Enterprise Outturn Report	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	17 Nov 2021
22 Jun 2022 Andover	Treasury Management Review	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	17 Nov 2021
22 Jun 2022 Andover	Asset Management Outturn	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	17 Nov 2021
22 Jun 2022 Andover	Capital Outturn	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	17 Nov 2021
22 Jun 2022 Andover	Revenue Outturn	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	17 Nov 2021
22 Jun 2022 Romsey	Member Champions	Yes	Cabinet	Open	Report of the Leader	Chief Executive	17 Nov 2021

**ANNEX 4**

22 Jun 2022 Romsey	Valley Housing Outturn Report	No	Cabinet	Fully exempt	Report of the Finance and Resources	Head of Community and Leisure, Head of Housing and Environmental Health	7 Dec 2021
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## ACTIONS FROM LAST MEETING

## ANNEX 5

Agenda item title	Action type	Action	Comments
<a href="#">Authority's Monitoring Report 2020-2021</a>	Follow-up from Meeting	<a href="#">To inform members on the indicators why Test Valley's carbon footprint is higher than the national average.</a>	Response sent to members on 21.12.21
<a href="#">Covid-19 Recovery and Resilience Update</a>	Follow-up from Meeting	<a href="#">How much of the Welcome Back fund has been spent and what is available.</a>	The Head of Strategy and Innovation to update members at the meeting.
<a href="#">Covid-19 Recovery and Resilience Update</a>	Follow-up from Meeting	<a href="#">Community Team to contact Cllr Warnes about support following the loss of groups supporting the elderly.</a>	The Community Manager will ensure that one of his team makes contact with Councillor Warnes.
<a href="#">Community, Leisure and Tourism Portfolio Holder Presentation</a>	Follow-up from Meeting	<a href="#">To check the number of car parking spaces at Ganger Farm.</a>	Response sent to members on 22.12.21
<a href="#">Community, Leisure and Tourism Portfolio Holder Presentation</a>	Follow-up from Meeting	<a href="#">Provide a statement on details for Ganger Farm confidentially</a>	24/12/2021: - We are incredibly grateful to all of the clubs, local residents and future users for their patience as we look to adopt the new Ganger Farm sports facility.  We recognise that the uncertainty about when the site can and will open has been extremely frustrating for everyone involved – we share that frustration, and are doing everything we can to move things along with the developer as quickly as possible so we can take ownership. To ensure the building and wider facilities are fit for purpose and meet all requirements to provide for current and future generations, additional work, snagging, and improvements have been necessary. We have been proactively working with the developer to provide guidance of these outstanding items, but until these have been addressed we will not be in a position to confirm dates for opening.
Agenda item title	Action type	Action	Comments
<a href="#">Authority's Monitoring Report 2020-2022</a>	Follow-up from Meeting	<a href="#">To inform members on the indicators why Test Valley's carbon footprint is higher than the national average.</a>	Response sent to members on 21.12.22