

## Notice of Meeting

# Overview and Scrutiny Committee

**Date:** Wednesday 2 March 2022

**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 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 2 March 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 19 January 2022**
- 6 Call in Items**
- 7 Urgent decisions taken since last meeting**
- 8 Presentation on local policing**  
  
To receive a presentation on local policing followed by questions (45 minutes)
- 9 New ways of working programme update 5 - 18**  
  
To provide an update on the Council's new ways of working programme (30 minutes)
- 10 Review of Outside Bodies Final Report 19 - 25**  
  
To consider the final conclusions of the Overview and Scrutiny Committee panel to review the arrangements in place for member representation on outside bodies (15 minutes)

**11 Away Day**

To discuss the Committee's Away Day for 2022 (10 minutes)

**12 Updates on Panels**

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

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

**26 - 44**

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

## **ITEM 9                      New ways of working programme update**

Report of the Head of Strategy and Innovation

### **Recommended:**

**Overview and Scrutiny Committee endorse the council's new ways of programme.**

#### **SUMMARY:**

- Overview and Scrutiny Committee will receive an update on the council's new ways of working programme.

### **1            Introduction**

- 1.1    The Head of Strategy and Innovation and Innovation and Business Change Manager will present an update to the Overview and Scrutiny committee on the council's new ways of working programme. The presentation is attached in annexe 1.

### **2            Background**

- 2.1    Over the last 12 months, the council has been bringing together a strategic framework for how the council can begin to develop its new ways of working. This forms part of an onward modernisation journey enabling the council to continue to meet the needs of its residents and communities and fulfil its strategic priorities.
- 2.2    One of the impacts of the pandemic was the acceleration in the adoption of more modern, agile working practices such as remote working. The new ways of working programme has taken the opportunity to analyse and explore what has worked well under these circumstances and what has presented some challenges. As we move forward, away from restrictions, the programme will enable the council to develop sustainable working practices focussed on the needs of our residents and communities.
- 2.3    Over recent months the council has explored and piloted different working arrangements to see what works and what might be required in the longer term to embed new ways of working and support the council in its onward modernisation.
- 2.4    The presentation (attached in annex 1) provides an update on the work undertaken to date and sets out future projects which form part of this programme.

### 3 Corporate Objectives and Priorities

- 3.1 The new ways of working programme has been developed with a number of strategic influences at its core, which reflect the council's strategic priorities in the corporate plan.

### 4 Conclusion

- 4.1 The presentation will provide members with an updated position on the council's new ways of working programme. The session at the Overview and Scrutiny Committee will provide members with an opportunity to explore the programme in more detail.

<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:	1		
Author:	Nicola Everett	Ext:	8561
File Ref:	N/A		
Report to:	Overview and Scrutiny Committee	Date:	11 February 2022

# Overview & Scrutiny Committee New ways of working

2 March 2022

## Background

### ANNEX



January 2021, internal discussions started with Management Team



Reviewed current working arrangements due to the Covid-19 pandemic



Agreed future ways of working to be designed to meet strategic priorities



Identified influencing factors for a sustainable programme of modernisation

## New ways of working – the ‘Why’

### ► Strategic Influences:

- A clear focus on communities and enabling them to thrive
- Climate Emergency and the impact on how we work
- Strategic recovery from Covid-19 and how the world has changed
- Regeneration of town centres and the implications for our future estate
- Promote, support and develop the organisations financial stability

# What do we mean by New ways of working?

- ▶ Focus on providing outstanding services, meeting corporate priorities and achieving best outcomes for our residents
- ▶ Flexible approach to working practices, enabling us to become a more modern agile organisation delivering our services more effectively
- ▶ Understand any change in customer/resident expectations around service delivery
- ▶ Develop a balanced approach enabling teams to collaborate and work effectively together face to face and digitally

# New ways of working – the 'What'



Working patterns



Staff wellbeing, support and development



Service delivery



Culture and collaboration



Use of council buildings



IT equipment and facilities

# Principles for Agile Working

Agile working is adopted and recognised as a way in which we will work as an organisation

- The needs of our customers and communities and the delivery of services come first
- The opportunities for agile working will be determined by the job role and tasks being performed
- Arrangements can be flexible however the needs of the business come first. For example, this may mean coming into the office or attending a site on a day you would usually choose to work somewhere else
- Working locations are not restricted to your home or main Council offices but must be suitable for the task being performed
- Teams will come together in person on a regular basis, though the exact frequency will vary from team to team
- Based on the above principles, services and teams are empowered to design their own working patterns/arrangements



## New ways of working – the ‘How’ Phase Two Work Areas

Innovation, Insight and Service Delivery

Culture & People

Business Infrastructure and Technology

# Innovation, Insight & Service Delivery

## ANNEX



Use data/evidence to better understand our communities needs and inform service delivery



Explore access to our services:

Channels  
Demand and behaviour



Develop engagement methods and practices:

Equality Impact assessments  
Utilise deliberative engagement  
Review approach to measuring customer satisfaction



Innovations in service delivery

Learning from partners and other external businesses/organisations  
Reflect and assess our Digital Transformation Strategy  
Pursue business process changes across the organisation

# Culture & People

## ANNEX

### Culture and Collaboration

- Promote cross service working
- Create collaboration opportunities
- Work with wellbeing group

### Recruitment

- Recruitment, onboarding and induction process
- Feedback from apprentices and new staff

### During employment

- Contracts (agile working clause)
- Business mileage claims
- Review all supporting policies
- Data protection considerations

### Learning and Development

- Approach and delivery methods for training activities
- Ensuring our Leadership and Development program align with our modernisation agenda

# Business Infrastructure and Technology

## Workspaces and environments

- Explore different uses for space in Council buildings
- Explore all types/locations
- Assess Wifi in Council facilities

## Hybrid meeting facilities

- Focus on the experience
- Technology
- Locations

## IT infrastructure and tools

- Roadmap/strategy
- Resource/investment
- Website
- Telephony

## Data storage

- Corporate consistencies
- Digitalisation paper records

## Digital processes

- Printing/Mailing
- Role of Artificial Intelligence
- Review digital strategy

NWOW – delivering a modernisation program across the organisation

Focused on meeting the demands of our residents and communities

Designed around strategic influences which meet strategic priorities

## Conclusions

Any  
questions?

## **ITEM 10                      Review of Outside Bodies Final Report**

Report of the Panel Lead Member, Councillor C Dowden

### **Recommended:**

**That the findings of the panel be endorsed.**

#### **SUMMARY:**

- This report brings together the final conclusions of the Overview and Scrutiny Committee panel to review the arrangements in place for councillor's representation on outside bodies. This report follows the initial findings report that was presented to the committee in April 2021.
- The panel felt that the overall benefits of members being appointed to outside bodies was an important aspect of their community leadership role.
- The panel concluded that there shouldn't be any significant changes to the current arrangements regarding member representation on outside bodies. However, the panel agreed that there are opportunities to improve the way in which members report on their work as part of serving on an outside body, so that the council is able to have a broader understanding of the contribution these organisations are making and any issues they may be facing. This report brings together the work to develop this further.

### **1            Introduction**

- 1.1    This report brings together the final conclusions of the Overview and Scrutiny Committee panel to review the arrangements in place for member representation on outside bodies.

### **2            Background**

- 2.1    In 2021 Overview and Scrutiny Committee commissioned a panel to review the arrangements in place for member representation of outside bodies. The Panel, chaired by Councillor C. Dowden, reviewed the current list of organisations, the process for how member representation was requested and considered the mechanisms in place for how members could add most value by being a representative on an outside body.
- 2.2    The Panel reported its initial conclusions in April 2021 and Overview and Scrutiny Committee resolved that it would endorse the overall findings of the panel. In addition the committee requested that the panel work with the council's Member and Community Development group to take forward some of the proposals contained within the review and explore how they could be developed further. This work has now been undertaken and this report brings together the final proposals for consideration by the committee so that the review can be concluded.

### **3 Findings of the panel**

- 3.1 The panel met on five occasions and was chaired by Cllr Celia Dowden. It also included; Cllr Lodge, Cllr Parker, Cllr Hamilton.
- 3.2 The panel felt that the overall benefits of members being appointed to outside bodies was an important aspect of their community leadership role. This was seen as a reciprocal arrangement in that it not only provides support to such bodies in their endeavours, but also enables the council to have a deeper understanding of the invaluable work that such bodies fulfil and the benefit they bring to local communities across the borough.
- 3.3 The panel accepted that representation on outside bodies was not a one-size-fits-all approach. Some members will be more involved than others with some taking on key roles within the organisation and others providing more of an ambassadorial role or being a key contact. Overall the panel felt that this provides an opportunity for the council to hear more about local organisations, what they do and how they serve the community.
- 3.4 The panel concluded that there should not be any significant changes to the current arrangements regarding member representation on outside bodies. However, the panel agreed that there are opportunities to improve the way in which members report on their work as part of serving on an outside body, so that the council is able to have a broader understanding of the contribution these organisations are making and any issues they may be facing. The panel requested that the Member and Community Development Group, be asked to further develop these options for how to improve the feedback mechanisms for members who are representatives on outside bodies so that it is developed within the wider context of the council's work with local communities.
- 3.5 The Member and Community Development has now completed its work and has fed back to the panel. The following conclusions have been adopted by the panel and form the basis of its conclusions for consideration by Overview and Scrutiny Committee.
- 3.5.1 The current list of outside bodies (attached in annex one) are categorised into the following groups:
- Mayoral
  - Local charity/group (predominantly ward or town based)
  - TV-wide charity/group
  - Partnership
  - Strategic Body
- 3.5.2 These groupings provide a clearer view of the types of organisations that seek representation from the council. They help define the level and type of communication that may be relevant dependent on the scale of the work of the organisation.

- 3.5.3 The panel felt that some of the groups to which the Mayor is appointed should be reviewed in future years. The Democratic Services Manager will undertake more research about the nature of Mayoral appointments to outside bodies, to determine how the council can best support these organisations alongside managing the demands placed upon the Mayor.
- 3.5.4 The panel recognised that the number of organisations requesting a representative has reduced over recent years. In the main, representation on outside bodies are linked to specific portfolios or are ward-specific. In general the panel felt that there needs to be greater clarity on what organisations are looking for from a representative of the council, and what role they would like councillors to fulfil. To support this, council officers will be more proactive each year in seeking this information from prospective organisations as part of the annual review before a member is nominated to take up a role.
- 3.5.5 In considering how Members could be better inducted/supported in taking up a role with an outside body, the panel felt that more information is required upon appointment. In conjunction with the Member and Community Development Group, the panel have developed an Outside Bodies Information Sheet (annex two) which will be used to provide members with bespoke information on the organisation that they have been appointed to, the nature of the role, how they can access relevant training and support and the methods they can best use to communicate information about the organisation they are working with. Where required for more in-depth roles such as trusteeships, the Democratic Services Manager will work with respective members to ensure access to appropriate training and accessible guidance to support them is in place.
- 3.5.6 The panel also concluded that it would be beneficial for the wider membership of the council if the process by which representatives on outside bodies report back be improved. The panel recognised however, that this needs to be proportionate and informative rather than procedural as it is about understanding the added value of organisations rather than a form of performance management.
- 3.5.7 To support members in being able to communicate about the organisation they are supporting, it is proposed that this should now be aligned with the categories of the groups which reflects the scale or reach of the organisation. Democratic services will work with members who are appointed to outside bodies to support them in sharing information through the most appropriate channels using internal methods such as the new Members Information Bulletin and through wider communications channels where appropriate. The panel felt that members should also be encouraged to provide a first report via the members information bulletin which should be a fuller description, introducing the organisation what it does and the value for TVBC residents. It is suggested that this first report is produced following appointment to an outside body in the first year of the council. It is proposed that this commences from 2023.

- 3.6 The panel's final conclusion recognises the difference between those organisations who are outside bodies and are seeking a representative from the council (as listed in the spreadsheet in annex one), compared to those voluntary sector organisations who receive funding from the council. For those organisations who receive funding, separate reporting and monitoring of this will be undertaken by the Community Manager who will provide a report to Overview and Scrutiny committee on an annual basis

#### **4 Corporate Objectives and Priorities**

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

#### **5 Consultations/Communications**

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

#### **6 Options**

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

#### **7 Resource Implications**

- 7.1 None

#### **8 Legal Implications**

- 8.1 None

#### **9 Equality Issues**

- 9.1 None

#### **10 Other Issues**

- 10.1 Wards/Communities Affected – All

## 11 Conclusion

- 11.1 The panel felt that the overall benefits of members being appointed to outside bodies was an important aspect of their community leadership role. The panel concluded that there shouldn't be any significant changes to the current arrangements regarding member representation on outside bodies. However, the panel agreed that there are opportunities to improve the way in which members report on their work as part of serving on an outside body so that the council is able to have a broader understanding of the contribution these organisations are making and any issues they may be facing. The final conclusions of the panel have been developed in conjunction with the Member and Community Development Group and could be implemented in time for 2023.

<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:	2		
Author:	James Moody	Ext:	8130
File Ref:	N/A		
Report to:	Overview & Scrutiny Committee	Date:	2 March 2022

Outside Bodies	Main Objectives of the organisation	Appointments 2021-22	Title of appointment	Broad Category	Support from TVBC	Potential reporting back options
Enham Trust	Supporting disabled people	The Mayor (ex-officio)	Mayoral	Mayoral	N/A	N/A Mayor acts as figure head
Michelmersh Silver Band	music performance	The Mayor (ex-officio)	Mayoral	Mayoral	N/A	N/A Mayor acts as figure head
Romsey Agricultural and Horse Show	Agricultural show	The Mayor (ex-officio)	Mayoral	Mayoral	N/A	N/A Mayor acts as figure head
Test Valley Brass Band	Band	The Mayor (ex-officio)	Mayoral	Mayoral	N/A	N/A Mayor acts as figure head
Andover Charities Trustees	Alms House management	Burley, Coole and Mr M Lloyd, Lodge, Budzynski, Mr Barlow	Lodge - Trustee & Chairman Budzynski - Trustee Coole - Trustee Burley - Trustee & Treasurer	Local Charity/Group	offer links to trustee training	ClIr to report back informally to relevant local cllrs
Andover Cruse Bereavement Care	Supporting bereaved persons	Budzynski	Trustee	Local Charity/Group	offer links to trustee training	ClIr to report back informally to relevant local cllrs
John Hanson Foundation Trust	To provide prizes for students	Brooks, Ecclestone, Neal		Local Charity/Group	specific to organisation	ClIr to report back informally to relevant local cllrs
Andover Town Football Club Board	To support and enhance sports curriculum & football academy	Mr I Carr	Member	Local Charity/Group	specific to organisation	ClIr to report back informally to relevant local cllrs
Yokesford Liaison Panel (Ampfield & Braishfield Ward)	Information exchange and discussion	Hatley	Member	Local Charity/Group	specific to organisation	ClIr to report back informally to relevant local cllrs
Roke Manor Liason Panel (Blackwater Ward)	Information exchange and discussion	Adams-King	Chairman	Local Charity/Group	specific to organisation	ClIr to report back informally to relevant local cllrs
Lee Lane Liaison Panel (Chilworth, Nursling & Rownhams Ward)	Information exchange and discussion	Bundy, Maltby	Member	Local Charity/Group	specific to organisation	ClIr to report back informally to relevant local cllrs
A303 Facility at Longparish Liaison Panel	Information exchange and discussion	Drew	Member	Local Charity/Group	specific to organisation	ClIr to report back informally to relevant local cllrs
Test Valley Citizens Advice Bureau Management Committee	Provision of free advice to all	Hamilton	Member	Test Valley Wide Charity/Group	specific to organisation	annual report back via MIB
Test Valley Arts Foundation	To support and encourage arts and culture	Brooks	Member	Test Valley Wide Charity/Group	specific to organisation	annual report back via MIB
Unity	To provide development services for charities and community groups	Hamilton	Member	Test Valley Wide Charity/Group	specific to organisation	annual report back via MIB
New Forest Consultative Panel	Management of National Park	Bailey	Forum Member	Partnership Working	specific to organisation	ClIr to report back informally to relevant local cllrs
New Forest National Park Authority	Management of National Park	Bailey	Member	Partnership Working	specific to organisation	ClIr to report back informally to relevant local cllrs
North Wessex Downs AONB Management Committee	To conserve and enhance the natural beauty of the area	P North	Member	Partnership Working	specific to organisation	ClIr to report back informally to relevant local cllrs
Soutampton International Airport Consultative Committee	Exchange of information between aerodomes and interested parties	Hatley, A Dowden (deputy)	Member	Partnership Working	specific to organisation	ClIr to report back informally to relevant local cllrs
Andover Crisis and Support Centre	Accommodation for women and children in need of support	Tasker	Member	Local Charity/Group	specific to organisation	Portfolio Appointment - feeds into the work of the portfolio
Hampshire & Isle of Wight Local Government Association	Discussion Forum	CE, P North, Flood	Member	Strategic Body	specific to organisation	Feeds into existing work programmes where appropriate
Local Government Association General Assembly	Local Government Forum	P North	Member	Strategic Body	specific to organisation	Feeds into existing work programmes where appropriate
Project Integra Management Board	Waste management partnership	Adams-King, P North (deputy)	Adams-King - Board Member	Strategic Body	specific to organisation	Portfolio Appointment - feeds into the work of the portfolio
Partnership for South Hampshire (PFSH) Joint Overview and Scrutiny	Scrutiny function for PFSH	Maltby, Swain	Members	Strategic Body	specific to organisation	Fed into work of PFSH
Hampshire Police and Crime Panel	To enable effective scrutiny of the PCC	P Lashbrook	Member	Strategic Body	specific to organisation	Fed in through member champion role
Tourism South East	To support the performance and growth of tourism	Drew	Member	Strategic Body	specific to organisation	Portfolio Appointment - feeds into the work of the portfolio
South East Employers	To provide training and consultancy and employment support	Flood	Member	Strategic Body	specific to organisation	Portfolio Appointment - feeds into the work of the portfolio

## TVBC Appointment to Outside Body Information Sheet 2022/23

**Outside Body:** XXXXX

**Type of Organisation:** XXXXXX

**TVBC Representative:** Councillor XXXXX

**Date Appointed:** XXXXXX

### What Happens Next

On appointment to an outside body, the Democratic Services team will contact that outside body to update them on your appointment and pass on your contact details.

The outside body will be asked to make contact with you to provide any relevant information, discuss what is expected of you as a representative and to send you any information that might be relevant including the date(s) for any forthcoming meetings you are required to attend.

### Training and Support

There are a range of roles undertaken by Councillors across outside bodies. If having spoken to a representative from the outside body you are appointed to, and you feel you would like further details, support, guidance or training, please do not hesitate to contact Democratic Services who will look at what provision can be put in place to support you in this role.

For those undertaking the role of Trustee there is a range of guidance and support available from Unity which can be accessed [here](#).

### Feeding Back

The roles undertaken by Councillors across outside bodies vary and maybe relevant to the whole Council Membership, fellow Ward Members or Members in a more place based setting.

Members are asked to consider the most appropriate way to feedback relevant information to other Councillors on the work being undertaken by the outside body they sit on. This may differ depending on whether your group is specific to a particular ward/ local area, has a wider place based remit such as town wide or is borough wide. Some suggested ways to feedback are set out below:

- Email updates
- Through your own informal networks
- Place based networks
- Member briefings
- Details included in the Members' Information Bulletin

**ITEM 13**

**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.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

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

No of Annexes: 5

Author:	Caroline Lovelock	Ext:	8014
File Ref:	N/A		
Report to:	Overview and Scrutiny Committee	Date:	2 March 2022

Part 5 – Action Tracking

Climate Emergency						
Recommendation	Agreed			Start Date	Action	Progress Update
	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> <li>• Compilation of database of local businesses who have signed the covenant and those who are veteran friendly.</li> </ul>

						<ul style="list-style-type: none"> <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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<b>Budget Strategy Update</b>						
	<b>Agreed</b>			<b>Start Date</b>	<b>Action</b>	<b>Progress Update</b>
<b>Recommendation</b>	<b>OSCOM 19.1.22</b>	<b>Cabinet 23.2.22</b>	<b>Council 25.2.22</b>			
<p><u><b>Recommended to Cabinet:</b></u></p> <p><b>That Cabinet accepts and agrees the draft budget.</b></p>	√				<p><u><b>Recommended</b></u></p> <p><b>That Cabinet notes that Overview and Scrutiny Committee received and approved a Budget Update and endorsed the work undertaken to deliver a Budget for 2022/23.</b></p>	<p><u><b>Recommended to Council</b></u></p> <p><b>Council agreed the Budget at its meeting on 25 February 2022.</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> <p>The next meeting will be 14 March 2022.</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> <p>A report will be considered by the Member and Community Development Group on 2 February 2022. The panel will meet on 8 February 2022 to consider a final report for the Overview and Scrutiny Meeting on 2 March 2022.</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>	

Panel	Lead Member	Progress Update	Report back to OSCOM
		<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> <p>The meeting due to be held on 17 January 2022 was cancelled due to covid restrictions and will be rescheduled.</p>	
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> <p>The panel met on 19 January 2022 where they discussed template letters from across the Council that are sent out to residents. The next meeting will be held on 9 February 2022.</p>	

Panel	Lead Member	Progress Update	Report back to OSCOM
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> <p>The Lead Member has met with the Head of Planning and Building, Head of Planning Policy and Economic Development and the Head of Community and Leisure who will put some information and then the panel can move forward. If anyone is interested in joining the panel then to let Councillor Hamilton know.</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> <p>The panel had made significant progress in looking at the proposed terms of the Bill and what it might mean for existing legislation and how it might apply locally. The next panel meeting will look at deliberative democracy.</p>	

**OVERVIEW AND SCRUTINY WORK PROGRAMME - MARCH 2022**

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<b><u>2 MARCH 2022</u></b>			
Corporate Action Plan year 4 update round table discussion			
Presentation on local policing			To receive a presentation on local policing from Inspector Taylor and Chief Inspector Thorne <b>(45 minutes)</b>
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) (30 minutes)</b>
Review of Outside Bodies			To receive a final report from the Outside Bodies panel <b>(Councillor Dowden) (20 minutes)</b>
Away Day			Initial discussion on the Committee's Away Day <b>(10 minutes)</b>
<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 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.
Portfolio Holder Presentation			To receive a presentation from a Portfolio Holder (to be confirmed) <b>(45 minutes)</b>
Climate Emergency Action Plan			To consider the Climate Emergency Action Plan <b>(Head of Planning Policy and Economic Development) (20 minutes)</b>
Chairman's Draft Annual Report			To consider the Chairman's Draft Annual Report prior to Council (20 minutes)
<b><u>17 MAY 2022</u></b>			
Chairman's Final Annual Report			
Safeguarding Children and Vulnerable Adults			To look at the policy of safeguarding adults and children <b>(Head of Community and Leisure) (20 minutes)</b>

\* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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## ANNEX 3

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<b><u>29 JUNE 2022</u></b>			
Risk Management			To consider the Corporate Risk Register <b>(Principal Auditor) (20 minutes)</b>
<b><u>10 AUGUST 2022</u></b>			
Corporate Action Plan Annual Review			A presentation by The Leader on the Corporate Action Plan <b>(30 minutes)</b>
Portfolio Holder Presentation			To receive a presentation from a Portfolio Holder (to be confirmed) <b>(45 minutes)</b>
<b><u>21 SEPTEMBER 2022</u></b>			
Budget Panel Report draft Budget and Draft Fees and Charges			To consider the Budget Panel's report on the draft budget and draft fees and charges <b>(Councillor Matthews, Lead Member) (20 minutes)</b>
Annual Audit Report			To consider the annual audit report <b>(Councillor Borg Neal, Lead Member) (20 minutes)</b>
Work of the Community Safety Management Group			To be updated on the work of the Community Safety Management Group <b>(Community Development Manager) (30 minutes)</b>
Complaints			To receive the Annual Complaints Review report <b>(Communications Manager) (30 minutes)</b>
<b><u>2 NOVEMBER 2022</u></b>			
Authority's Monitory Report			To consider the findings from this year's annual Authority's Monitoring Report 2021/22 <b>(Head of Planning Policy and Economic Development) (20 minutes)</b>
<b><u>14 DECEMBER 2022</u></b>			

<b><u>NEW TOPICS TO COME FORWARD IN 2021/22</u></b>			
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>
<b><u>TBC</u></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>
Update on Andover and Romsey regeneration projects			
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>
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
23 Feb 2022 Andover	Revised Braishfield Village Design Statemet	No	Cabinet	Open	Report of the Planning	Head of Planning Policy and Economic Development	20 Jan 2022
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
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	Capital Strategy 2021/22 - 2026/27	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	24 Jan 2022
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	Allocation of CIL Funds	Yes	Council	Open	Report of the Planning Portfolio Holder	Head of Planning and Building	29 Sep 2021

**ANNEX 4**

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
11 May 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
11 May 2022 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	Annual Review of the Corporate Action Plan - Year 4	No	Cabinet	Open	Report of the Leader	Chief Executive	14 Jan 2022
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

**ANNEX 4**

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
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

## ACTIONS FROM LAST MEETING

## ANNEX 5

Agenda item title	Action type	Action	Comments
<a href="#">Informal Procedure for Improving the Efficiency of the Overview and Scrutiny Committee Portfolio Reviews</a>	Follow-up from Meeting	<a href="#">Chairman to circulate list of Portfolio coordinators</a>	