

Notice of Meeting

Overview and Scrutiny Committee

Date: Wednesday 10 April 2024

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

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
Andover, Hampshire,
SP10 3AJ

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

PUBLIC PARTICIPATION SCHEME

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

Membership of Overview and Scrutiny Committee

MEMBER

WARD

| | |
|-----------------------------------|------------------------|
| Councillor I Jeffrey (Chairman) | Mid Test |
| Councillor J Neal (Vice-Chairman) | Andover Millway |
| Councillor G Bailey | Blackwater |
| Councillor C Borg-Neal | Andover Harroway |
| Councillor K Brooks | Andover Romans |
| Councillor D Cattell | Andover St Mary's |
| Councillor S Gidley | Romsey Abbey |
| Councillor A Gillies | Andover Winton |
| Councillor L Gregori | Andover Harroway |
| Councillor N Gwynne | Romsey Cupernham |
| Councillor S Hasselmann | Anna |
| Councillor R Hughes | Andover Harroway |
| Councillor M Leech | Andover Millway |
| Councillor S MacDonald | Mid Test |
| Councillor L Matthews | Andover Winton |
| Councillor J Parker | Romsey Tadburn |
| Councillor A Warnes | North Baddesley |
| Councillor S Yalden | Ampfield & Braishfield |

Overview and Scrutiny Committee

Wednesday 10 April 2024

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 previous meeting 5 - 8

To approve, as a correct record, the minutes of the meeting held on 6 March 2024.
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 Update on the progress of the Corporate Action Plan Year One 9 - 10

Presentation by the Leader on the progress of the Corporate Action Plan Year One (45 minutes)
- 9 Establishment of a Place-based Working Reference Group 11 - 15

To consider the establishment of a Place-based Working Reference Group (10 minutes)

10 Updates on Panels

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

11 Programme of Work for the Overview and Scrutiny Committee

16 - 29

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

ITEM 5 Minutes of the **Overview and Scrutiny Committee**
of the **Test Valley Borough Council**
held in The Annexe, Crosfield Hall, Broadwater Road, Romsey
on Wednesday, 6 March 2024 at 5.30 pm

Attendance:

Councillor I Jeffrey (Chairman)

Councillor J Neal (Vice-Chairman)

Councillor G Bailey

Councillor R Hughes

Councillor C Borg-Neal

Councillor S MacDonald

Councillor D Cattell

Councillor L Matthews

Councillor S Gidley

Councillor J Parker

Councillor L Gregori

Councillor A Warnes

Councillor S Hasselmann

Also in attendance:

Councillor Z Brooks

Councillor P North

477

Apologies

Apologies for absence were received from Councillors K Brooks, Gillies, Gwynne, Leech and Yalden.

478

Public Participation

Councillor Z Brooks made a statement on item 10 - Update on outcomes of the Communications Panel.

479

Declarations of Interest

There were no declarations of interest.

480

Urgent Items

There were no urgent items to be considered.

481

Minutes of the previous meeting

The minutes of the Overview and Scrutiny Committee held on 7 February 2024 were proposed by Councillor Jeffrey and seconded by Councillor Neal.

Resolved:

That the minutes of the meeting held on 7 February 2024 be confirmed and signed as a correct record.

482

Call in Items

There were no call-in items.

483

Urgent decisions taken since last meeting

There were no urgent decisions.

484 **Presentation from the Recycling and Environmental Services Portfolio Holder**

Councillor Drew gave a presentation which updated Councillors on current and future waste collection services within the borough.

Since 2006 the Council has operated an alternate weekly collection of household waste and recycling. Local Recycling Centres are available for glass bottles and jars, textiles, aluminium foil and cartons. There is also a fortnightly garden waste collection service by subscription only.

A statistical comparison with other local authorities rated the Council as 5th best in Hampshire.

Test Valley Borough Council has the benefit of an in-house service which means it can be reactive, dynamic, adaptable, resilient and means that it is the only Hampshire authority not to have to scale back on frontline waste collection, or associated activity, despite the increasing demand for services during the pandemic. It also provides resilience in responding to change and helping to support other services within the Council.

The Council is working hard to provide educational information in order to encourage behavioural change around recycling. This has reduced our contamination rates, which are currently the best in the County.

In June 2022 plans were approved to roll out a new waste and recycling system. However, in October 2023 the Government changed their position to a 'simpler recycling' strategy which would allow co-mingled recycling. The implications of this are being considered by partners across Hampshire and the Council still has an aspiration to deliver its new waste and recycling collection service as soon as possible.

Councillor Hasselmann complimented the Environmental Services Team on their hard work and helpful attitude.

485

Cost of Living

Consideration was given to a report of the Head of Housing and Environmental Health and the Community Manager which reviewed the approach taken by the Council and its partners to support residents with the increasing cost of living.

The Chief Officer of Citizen's Advice Test Valley, Ange Moon, shared her insights on the impact on the work of her organisation and the clients they support.

The recommendation as set out below was proposed by Councillor Jeffrey and seconded by Councillor MacDonald. Upon being put to the vote the motion was carried.

Resolved:

That the lessons learnt by the Council and its partners be noted.

486

Update on outcomes of the Communications Panel

Consideration was given to a report of the Head of Strategy and Innovation which provided an update twelve months on from the completion of the Communications Panel as resolved by the Overview and Scrutiny Committee and set out where the Council has been able to progress many of the key issues identified by the Committee.

In July 2021, the Overview and Scrutiny Committee appointed a member panel to review how the Council communicates information to residents, how effective this is and what opportunities there are to develop and strengthen its approach in the future based on new technology and changing habits.

The panel explored a range of different communications methods and approaches. The scope of the panel included a review of the following areas:

- Website and online services
- Digital communications
- Councillor and Officer Communications
- Communications via letters

The report findings set out a series of proposals that the Overview and Scrutiny Committee endorsed. It was resolved that the proposals should be considered as part of informing the strategic approach to communications and that the Committee should receive an update on progress within twelve months.

The recommendation as set out in the agenda was proposed by Councillor Jeffrey and seconded by Councillor Matthews. Upon being put to the vote the motion fell.

The recommendation as set out below was proposed by Councillor Jeffrey and seconded by Councillor Hasselmann. Upon being put to the vote the motion was carried.

Resolved:

That the progress made over the last year to deliver the recommendations of the Communications Review be reviewed and included in the Overview and Scrutiny Work Programme.

487

Updates on Panels

Budget Panel

Councillor Neal advised that there had not been a meeting since January. The next scheduled meeting was 8 July 2024.

Regeneration Panel

The panel had its first meeting on Friday 9 February where they considered and agreed the scope. Dates for Andover Vision and Romsey future meetings were circulated to panel members so they could attend these meetings as observers ahead of the next Panel meeting which is scheduled to take place on Monday 26 March.

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

The Chairman took the Committee through the work programme and the following amendments were agreed:

- Place-based working – report to be considered by the Committee in April proposing a reference group to be established.
- Further update on actions relating to the outcomes of the Communications Panel to be brought to Committee in July.

The Committee requested that roundtables be advertised as sponsored by OSCOM but open to all Councillors and made more accessible.

The recommendation, as set out below, was proposed by Councillor Jeffrey and seconded by Councillor Neal. Upon being put to the vote the motion was carried.

Resolved:

That the Overview and Scrutiny Work Programme, as amended, be approved.

(The meeting terminated at 8.10 pm)

ITEM 8 Update on the progress of the Corporate Action Plan Year One

Report of the Head of Strategy and Innovation

Recommended:

That the progress made to date, in the delivery of the programmes that form the Corporate Action Plan during year one, be endorsed.

SUMMARY:

Each year the Leader of the Council provides a report to Overview and Scrutiny Committee on the progress made in delivering the programmes of the Corporate Action Plan. The Leader will make a presentation to the committee and slides will be published in advance of the meeting.

1 Introduction

- 1.1 This report sets the context for the presentation that the Leader of the Council will make to Overview and Scrutiny Committee at its meeting in April.
- 1.2 The presentation will provide the committee with an update on the progress made during year one of the Corporate Action Plan. Copies of the slides will be published ahead of the committee meeting.

2 Background

- 2.1 The Corporate Action Plan (CAP) is the delivery document of the Council's Corporate Plan. The CAP shows in detail how the Council intends to make progress against its strategic priorities through the key projects to be delivered over the four-year period.
- 2.2 The Council approved its current Corporate Plan 2023-27, 'A Place for Everyone – Supporting our communities to thrive' in April 2023. The Corporate Plan is one of the key documents that forms the Council's policy framework, setting out key priorities and can be used in conjunction with the Medium-Term Financial Strategy and the Local Plan as part of the overarching strategic plans for the Council.
- 2.3 The Corporate Plan, 'A Place for Everyone – Supporting our communities to thrive' is about making the wider opportunities for our communities a reality. Progressing long-term strategic projects such as the regeneration of town centres and the Council's approach to climate change and being able to influence partners so that together we can deliver the best outcomes and quality of life across the borough.

2.4 The Corporate Plan is underpinned by the Corporate Action Plan (CAP) which runs for the lifetime of the Corporate Plan. The CAP details the key projects that will be delivered in pursuit of the strategic priorities of the Council. Given that the CAP is a four-year programme and reflects the major projects that the Council is delivering, it is expected that most projects that feature on the CAP will do so for multiple years given their scale and scope.

2.5 Cabinet approved the Corporate Action Plan – year one at its meeting on 23 August 2023. A copy of the plan can be accessed via the following link.
[Corporate Action Plan - Annex.pdf \(testvalley.gov.uk\)](#)

3 Conclusion

3.1 The Corporate Action Plan shows in detail how the Council intends to make progress by focusing on the projects it will take forward against each of the priorities of the Corporate Plan. As a result, it informs decision making and allocation of resources across the Council.

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|--|---------------------------------|-------|---------------|
| <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: | James Moody | Ext: | 8130 |
| File Ref: | N/A | | |
| Report to: | Overview and Scrutiny Committee | Date: | 10 April 2024 |

ITEM 9

Overview and Scrutiny Committee Community Councillor Reference Group

Report of the Head of Strategy and Innovation

Recommended:

- 1. That a Community Councillor Reference Group comprising members of the Overview and Scrutiny Committee be established.**
- 2. That six members of the Overview and Scrutiny Committee be appointed to the Community Councillor Reference Group.**

SUMMARY:

- The report sets out a proposal for the further engagement of members of the Overview and Scrutiny Committee in supporting the Council's work to support its communities to thrive.
- The proposed community councillor reference group will provide direction and support to the Member and Community Development Group by providing insight from their experiences working as community leaders and facilitators, reflecting on areas of focus for the Council in continuing to develop its approach and support for councillors in their community councillor role and the way in which communities are engaged with.

1 Introduction

- 1.1 The purpose of this report is to seek the Committee's approval to establish a community councillor reference group of councillors from the membership of Overview and Scrutiny Committee.
- 1.2 The reference group will work with the Member and Community Development Group to further develop the Council's community councillor model and its thriving communities work as set out in the Corporate Plan.

2 Background

- 2.1 The Council has a longstanding track record of its work to empower communities, in particular the importance of enhancing democracy through the work of local councillors and supporting them in their role as community councillors.
- 2.2 Over the last twelve years, this has included work with the LGA Keep it Real programme, contributions to the Councillor commission, unique partnerships with other local authorities such as Kirklees MBC, and more recently our engagement with the New Local Network.

- 2.3 Working at the most local of levels, recognising that one size doesn't fit all, and ensuring that a diversity of voices are heard, have been key principles of the approach. This has been underpinned by opening up access to resources through council funding where there is a proven evidence of community need. The council's community-led approach over the last twelve years has recently been the subject of a podcast produced by New Local which can be accessed via the following link ["Everything we do is driven by our communities": Inside Test Valley's ground-breaking approach to community engagement - New Local](#)
- 2.4 The new Corporate Plan - a place for everyone, supporting our communities to thrive; reinforces the commitment to work with communities across Test Valley at a level which is meaningful to them. The plan sets out how the council will deliver its strategic priorities that have been shaped by local communities ensuring they are relevant and appropriate to local circumstances.
- 2.5 At its meeting in January, Overview and Scrutiny Committee received a report highlighting how the council will build upon its community councillor model as part of strengthening the approach to public involvement and engagement. The committee expressed its support for this work and an ongoing willingness to play an active role alongside the Member and Community Development Group where appropriate to do so.
- 2.6 The Member and Community Development Group was first established in 2011 by the Leader of the Council following on from the successes and valuable insight gained as part of the council's involvement in the national Keep it Real pilot. The Group is a cross-party group consisting of group leaders, cabinet members and ward councillors chaired by the Leader. It has played a key role in developing the support and initiatives taken by the council to support the role of the community councillor alongside important developments such as the Councillor Community Grant scheme and the Community Asset Fund.
- 2.7 Following the adoption of the new corporate plan, the Member and Community Development Group has undertaken a review of its work programme which has been designed to continue to support and enhance the role of councillors with a focus on three broad areas, each supported by a number of targeted projects which have been identified through councillor and officer engagement and reflections on the place-based work being undertaken.
- 2.8 The work programme and associated projects are based on three interconnected themes:
- Using the community councillor model to enhance local democracy and deliver actions for communities.
 - Information, communication and measuring impact at a community level.
 - Councillor development.

- 2.9 The work programme includes areas of work to support councillors in their role including the use of local data and information, developing the offer to councillors to be able to access support for community-led planning and reviewing and updating the programme of member development.
- 2.10 Over recent years the composition of the group has changed and is currently made up of a majority of councillors who have appointed roles such as cabinet members and senior members of the opposition. The MCDG reflected on this when considering the views of the wider membership in developing its work programme and agreed that the insights of the broader membership would be helpful in continuing to develop the Council's approach.
- 2.11 The MCDG therefore propose that it would be beneficial to the work being developed to support the community councillor role if a wider group of councillors were engaged in shaping and piloting initiatives. This will be particularly helpful given the focus on developing the support and resources available to councillors at a local level.
- 2.12 With Overview and Scrutiny's policy development role in mind, and that the committee comprises of councillors who in the main are not appointed to other roles, it is proposed that a community councillor reference group comprising councillors from the overview and scrutiny committee is formed.

Key Areas of Focus for the Group

- 2.13 The community councillor reference group will work directly with the Member and Community Development Group to test and pilot new areas of work that support councillors in their role working with local communities.
- 2.14 Through this work the group will be able to provide feedback and draw upon their experiences of how this works in practice, highlighting areas where the council could further refine and develop its member support and development offer.
- 2.15 As a reference group that is formed by Overview and Scrutiny Committee, the group will be able to provide both a policy development and scrutiny role providing the committee with insights and ideas for improvement that could be recommended (informally) to the Member and Community Development and formally to Cabinet. The key areas of focus initially for the group will be:
- Testing the offer of support to community councillors to evaluate how it works in practice when undertaking community-led planning exercises.
 - Testing and providing feedback on the information, data and insights available to ward councillors to support them in knowing the make-up of their communities and the potential key issues relevant to that area.
 - Evaluating and understanding the impact of our work in communities and ongoing member development support that councillors require.

2.16 Options and option appraisal Option 1 – to establish a community councillor reference group.

2.16.1 The benefits of this proposal are that it enables Overview and Scrutiny Committee to play an active and ongoing role in shaping the council's approach to how it works with local communities which is a key pillar of the council's corporate plan. It will also support the involvement of a wider group of councillors in the policy development associated with this area of work as well as building upon the cross-party approach that has been a hallmark of this work over the last twelve years.

2.16.2 This is the recommended option.

2.17 Option 2 – to not establish a community councillor reference group.

2.17.1 This option is not recommended as the establishment of a reference group will allow the Overview and Scrutiny Committee to participate in the development of policy in relation to how the council works with its communities as well as having direct input into the development of the support and resources available to councillors in their role as community leaders.

3 Corporate Priorities

3.1 The new Corporate Plan, A Place for Everyone - Supporting our Communities to Thrive, is about making the wider opportunities for our communities a reality, progressing long term strategic projects underpinned by a community focus to ensure the council's approach is tailored and relevant to local circumstances.

3.2 Therefore, the contribution of the proposed community councillor reference group alongside the work of the Member and Community Development Group will cut across a number of the corporate priorities and is about strengthening the way we work and supporting local councillors in helping their communities to thrive.

4 Legal Implications

4.1 There are no legal implications associated with the recommendation contained within the report. The proposed Community Councillor Reference Group will not have any decision making authority and will make any suggestions for the development of policy and initiatives via the Member and Community Development Group which makes recommendations to Cabinet.

5 Equality Issues

5.1 There are no equality issues arising from the recommendation contained within the report.

6 Other Issues

6.1 Community Safety - None

6.2 Environmental Health Issues – None

6.3 Sustainability and Addressing a Changing Climate - None

6.4 Property Issues - None

6.5 Wards/Communities Affected - None

7 Conclusion

7.1 The Committee is asked to consider approving the recommendation to establish an Overview and Scrutiny Community Councillor Reference Group and consider appointing six members to the Community Councillor Reference Group.

7.2 To ensure the Committee is kept up to date with the progress of the work of the community councillor reference group, it is recommended that an opportunity to update is provided by the relevant councillors as part of the Panels updates section which is a standing item on the Overview and Scrutiny Committee agenda.

| | | | |
|--|---------------------------------|-------|---------------|
| <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: | James Moody/ Emma Silverton | Ext: | 8130/8001 |
| File Ref: | N/A | | |
| Report to: | Overview and Scrutiny Committee | Date: | 10 April 2024 |

ITEM 11

Programme of Work for the Overview and Scrutiny Committee

Report of the Chairman

Recommended:

That the Overview and Scrutiny Work Programme – April 2024, as shown in Annex 2 to the report, be approved.

SUMMARY:

The purpose of this report is to enable members to keep the Committee's future work programme and recommendations update under review.

1. Introduction

- 1.1 The Overview and Scrutiny Committee approves a work programme every year, detailing selected issues that affect Test Valley or its residents. The work programme represents the work of scrutiny throughout the municipal year and is managed by the Overview and Scrutiny Committee. The work programme is a rolling plan of in-depth reviews alongside standing items such as finance and performance.

2 Corporate Objectives and Priorities

- 2.1 Effective processes are used when selecting and prioritising review topics to ensure meaningful outcomes and tangible improvements. This involves including topics that are of community concern, contribute to the Council's Corporate Priorities, add value to the Council's overall performance, and have defined objectives and clear outcomes.

3 Conclusion and reasons for recommendation

- 3.1 Effective processes are used when selecting and prioritising review topics to ensure meaningful outcomes and tangible improvements. This involves including topics that are of community concern, contribute to the Council's Corporate Priorities, add value to the Council's overall performance, and have defined objectives and clear outcomes. The Overview and Scrutiny Committee Work Programme is presented at Annex 2 for review and approval.
- 3.2 The Overview and Scrutiny Committee is responsible for examining decisions made by the cabinet as a whole, and individual Portfolio Holders, as well as key decisions delegated to Senior Officers. With each agenda, the Committee receives copies of the Cabinet Work Programme. The Committee can then decide or use pre-scrutiny for forthcoming decisions on the Cabinet Work Programme. The Cabinet Work Programme is attached at Annex 3 for the Committee to consider.

- 3.3 Task and Finish Groups (panels) are small groups of members set up to examine specific issues in detail and report back to the Committee. The Overview and Scrutiny Committee Task and Finish Panels update is attached at Annex 4.
- 3.4 For Overview and Scrutiny to have an impact, it is important that recommendations to Cabinet and Council are followed up. At each meeting the Committee considers follow up action on recommendations to Cabinet and Council as part of the review of the Work Programme (Annex 1). Also as part of the Work Programme the Committee considers actions arising from the previous meeting (Annex 5)

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|--|---------------------------------|-------|---------------|
| <u>Background Papers (Local Government Act 1972 Section 100D)</u> | | | |
| None | | | |
| <u>Confidentiality</u> | | | |
| It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public. | | | |
| No of Annexes: | 5 | | |
| Author: | Councillor Jeffrey | Ext: | 8014 |
| File Ref: | N/A | | |
| Report to: | Overview and Scrutiny Committee | Date: | 10 April 2024 |

Part 5 – Action Tracking

Summary of Recommendations to Council and Cabinet

| Title | Recommended to Council/Cabinet | Resolved at Council/Cabinet | Action |
|---------------------------------|---|--|---|
| <p><u>Climate Emergency</u></p> | <p><u>18 March 2020</u></p> <p>That the draft Climate Emergency Action Plan annexed to the report be agreed</p> | <p><u>10 June 2020</u></p> <ol style="list-style-type: none"> 1. That the Climate Emergency Action Plan (Annex 1 to the report) be approved. 2. That the Head of Planning Policy and Economic Development, in consultation with the Environment Portfolio Holder, be authorised to make changes of a minor nature to improve the presentation of the Climate Emergency Action Plan and correct typographical errors prior to publication – 10.6.20 | <p>The Climate Emergency Action Plan sets out that the Overview & 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> |

| Title | Recommended to Council/Cabinet | Resolved at Council/Cabinet | Action |
|---|---|--|---|
| <p>Review of Armed Forces Covenant</p> | <p><u>20 January 2021</u></p> <ol style="list-style-type: none"> 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. 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><u>10 February 2021</u></p> <ol style="list-style-type: none"> 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. 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>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"> • Formation of new community engagement network • Production of family welfare packs which includes local information • Details of GP veteran friendly practices • Local education champions from Harrow Way and Middle Wallop to help support service children. • Creating collaborative service schools activities. • Activities and events for all service children. • Housing Advice office joining the CMF to assist with housing challenges • Compilation of database of local businesses who have signed the covenant and those who are veteran friendly. • Mental Health Provision. • Formed a mental health focus group. • Working with Unity to support local veterans with complex needs. <p>Veterans coffee morning every week starting on 4 December to meet other veterans and get help and support.</p> |

| Title | Recommended to Council/Cabinet | Resolved at Council/Cabinet | Action |
|------------------------|--|---|--|
| Budget Strategy Update | <p><u>19 January 2022</u></p> <p>That Cabinet accepts and agrees the draft budget.</p> | <p><u>25 February 2022</u></p> <p>That Cabinet notes that Overview and Scrutiny Committee received and approved a Budget Update and endorsed the work undertaken to deliver a Budget for 2022/23.</p> | <p>Council agreed the Budget at its meeting on 25 February 2022.</p> |

OVERVIEW AND SCRUTINY WORK PROGRAMME - APRIL 2024

| | *Scrutiny Indicator | Requested by | Purpose of Report (Responsible Officer / Member) |
|--|---------------------|--------------|--|
| <u>10 APRIL 2024</u> | | | |
| Round Table on Youth Services/Amenities | 3 | | To explore the provision of services and amenities for young people within local communities (Head of Community and Leisure) |
| Update on the progress of the Corporate Action Plan Year One | 2 | | Presentation by the Leader on the progress of the Corporate Action Plan Year One (Councillor P North) (45 minutes) |
| Establishment of a Place-based Working Reference Group | 2 | | To consider the establishment of a Place-based Working reference Group (Head of Strategy and Innovation) (10 minutes) |
| <u>5 JUNE 2024</u> | | | |
| S106/CIL Presentation | 2 | | To receive a presentation on S106 and CIL money (Head of Planning and Building) (30 minutes) |
| Progress on the recommendations of the Communications Review | 2 | Committee | Progress made over the last 12 months to deliver the recommendations of the Communications Review (Head of Strategy and Innovation) (20 minutes) |
| Report of the Council Tax Support Scheme Panel | 3 | | To report back on the findings of the Council Tax Support Scheme Panel and to make a recommendation to Cabinet on the scheme to consult on (Councillor Macdonald, Lead Member) (20 minutes) |
| Chairman's Annual Report | 2 | | To consider the Chairman's Annual Report prior to Council (Councillor Jeffrey) (20 minutes) |
| Safeguarding Children and Vulnerable Adults | 2 | | To look at the policy of safeguarding adults and children (Community Engagement Manager) (20 minutes) |

* Scrutiny Indicator Key:

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

OVERVIEW AND SCRUTINY WORK PROGRAMME - APRIL 2024

| | *Scrutiny Indicator | Requested by | Purpose of Report (Responsible Officer / Member) |
|----------------------------|---------------------|--------------|---|
| <u>17 JULY 2024</u> | | | |
| Test Valley Partnership | 2 | | To provide members of the Committee with an update on the work of the Test Valley Partnership (Head of Strategy and Innovation) (20 minutes) |

BRIEFING NOTES

| TOPIC | DATE CIRCULATED |
|--|-----------------|
| Briefing Note on Affordable Housing (Head of Housing and Environmental Health) | |
| Briefing Note - Neighbourhood Plans (Head of Planning Policy/Head of Planning and Building and Head of Community and Leisure) | |

TO BE INCLUDED IN WORK PROGRAMME

| | | | |
|--|---|--|---|
| Presentation by the Strategic Regeneration and Partnerships (South) Portfolio Holder | 2 | | To receive a presentation from the Strategic Regeneration and Partnerships (South) Portfolio Holder on the progress and plans for the Romsey Regeneration (Councillor Adams King) (45 minutes) |
| Round Table on Climate Action in the Community | 4 | | To explore the role that communities can play in tackling climate change (Head of Planning Policy) |
| Round Table on the efficiency of recommendations to Cabinet | 2 | | (Head of Strategy and Innovation) |

Cabinet Work Programme

March 2024

Further information

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

KEY DECISIONS

A key decision is one which is likely

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

or

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

The Council's thresholds are

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

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

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

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

ANNEX 3

| 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 |
|------------------------|--|--------------|----------------|---|--|--|---|
| 3 Apr 2024 Andover | Allocation of Community Infrastructure Levy (CIL) Funds - Community Projects Reserve | Yes | Cabinet | Open | Report of the Planning Portfolio Holder | Head of Planning and Building | 4 Sep 2023 |
| 3 Apr 2024 Romsey | Adoption of the Economic Development Strategy 2024-2029 | No | Cabinet | Open | Report of the Leader | Head of Planning Policy and Economic Development | 15 Jan 2024 |
| 3 Apr 2024 | Corporate Action Plan Review | No | Cabinet | Open | Report of the Leader | Head of Strategy and Innovation | 18 Jan 2024 |
| 3 Apr 2024 Romsey | Valley Housing Business Plan | No | Cabinet | Part exempt | Report of the Finance and Resources Portfolio Holder | Head of Property and Asset Management | 29 Jan 2024 |
| 3 Apr 2024 Romsey | Net Zero Carbon Advice Note | No | Cabinet | Open | Report of the Planning Portfolio Holder | Head of Planning Policy and Economic Development | 1 Mar 2024 |
| 29 May 2024 Andover | Councillor involvement in Strategic Planning | No | Cabinet | Open | Report of the Planning Portfolio Holder | Head of Planning Policy and Economic Development | 11 Jan 2024 |

ANNEX 3

| | | | | | | | |
|---------------------|---|----|---------|------|---|------------------------------|-------------|
| 29 May 2024 Andover | 2023/24 Treasury Outturn | No | Cabinet | Open | Report of the Finance and Resources Portfolio Holder | Head of Finance and Revenues | 31 Jan 2024 |
| 29 May 2024 Andover | 2023/24 Asset Management Outturn | No | Cabinet | Open | Report of the Finance and Resources Portfolio Holder | Head of Finance and Revenues | 31 Jan 2024 |
| 29 May 2024 Andover | 2023/24 Capital Outturn | No | Cabinet | Open | Report of the Finance and Resources Portfolio Holder | Head of Finance and Revenues | 31 Jan 2024 |
| 10 Jul 2024 | 2023/24 Project Enterprise Outturn | No | Cabinet | Open | Report of the Finance and Resources Portfolio Holder | Head of Finance and Revenues | 31 Jan 2024 |
| 10 Jul 2024 Andover | 2023/24 Revenue Outturn | No | Cabinet | Open | Report of the Finance and Resources Portfolio Holder | Head of Finance and Revenues | 31 Jan 2024 |
| 2 Oct 2024 Romsey | Gambling Act 2005 - Statement of Licensing Principles | No | Cabinet | Open | Report of the Democracy and Governance Portfolio Holder | Head of Legal and Democratic | 15 Jan 2024 |

| Panel | Lead Member | Progress Update | Report back to OSCOM |
|--------------|-----------------|--|----------------------|
| Budget Panel | Councillor Neal | <p>The budget panel looked at three main areas, which were the mid-year current financial position; the principles included in the Medium Term Financial Strategy (MTFS) and the draft fees and charges for 2024/25.</p> <p>The mid-year financial reporting has since been reported to Cabinet and the MTFS approved by full Council. Whilst a large variance has been reported in the year to date, it is not surprising that the two biggest contributors are investment income (due to rates increasing faster than expected) and salary costs which are our largest expenditure.</p> <p>Most focus was given to the draft fees and charges that services are proposing for the coming financial year. Three areas were closely scrutinised and they were; pest control; sports pitch bookings; and room hire charges. After careful consideration the panel were in agreement with the proposals that had been put forward by services.</p> <p>The overall conclusion of the panel was that the budget setting work for 2024/25 is progressing well and the next update in January is eagerly awaited.</p> <p>The Panel has not met since the update provided to the Committee at its meeting on 22 November 2023. The next meeting of the Budget Panel will take place on Thursday 11 January.</p> <p>Councillor Neal advised that there had not been a meeting since January. The next scheduled meeting was 8 July 2024.</p> | |

| Panel | Lead Member | Progress Update | Report back to OSCOM |
|--------------------|-------------------|--|----------------------|
| | | <p>The Budget Panel had met on 11 January 2024 to discuss the position of the budget for the next financial year, the provisional Local Government financial settlement and updates on various budget. Overall progress was good and a balanced budget has provisionally been made. The panel also discussed the proposed increase in the Council Tax.</p> | |
| Regeneration Panel | Councillor Gwynne | <p>The scope was agreed on 22 November 2023 and membership is being compiled.</p> <p>Members were sought to join the Regeneration Task and Finish Panel. Councillors K Brooks and Cattell would join the Panel along with Councillors Gwynne (Lead Member) Gidley, Gregori and Hasselmann. Councillor Gwynne advised that the first meeting to consider the scope of the Panel would take place in February.</p> <p>Councillor Gwynne, Lead Member explained that the first meeting will take place virtually on Friday at 7pm.</p> <p>The panel had its first meeting on Friday 9 February where they considered and agreed the scope. Dates for Andover Vision and Romsey future meetings were circulated to panel members so they could attend these meetings as observers ahead of the next Panel meeting which is scheduled to take place on Monday 26 March.</p> | |

| Agenda item title | Action | Owner | Comments |
|--|---|----------------|--------------------------------------|
| Climate Emergency Action Plan | Who determines fuel poverty and who determines the number of properties. | Karen Eastley | Circulated 3/10/23 |
| Annual Review of the Corporate Action Plan - Year 4 Review | Councillor Leech requested information on collecting cooking oil from local businesses and the source of the bio fuel for our refuse vehicles | Hollie French | Circulated 6/11/23 |
| Climate Emergency Action Plan Update | Information on the Electric Vans on order | Karen Eastley | Circulated 16/10/2023 |
| Climate Emergency Action Plan Update | Information relating to Sport England Swimming Pool Fund | Karen Eastley | Circulated 16/10/2023 |
| Climate Emergency Action Plan Update | Information relating to the community energy project | Karen Eastley | Circulated 16/10/2023 |
| Climate Emergency Action Plan Update | Information on funding via the Local Electric Vehicle Infrastructure (LEVI) | Karen Eastley | Circulated 16/10/2023 |
| Impact of Revenue Funding for Community Bodies | Funding at local level and sharing more detailed performance monitoring in future reports | David Growcott | Will be applied to next years report |
| Programme of Work for the Overview and Scrutiny Committee | Environment Agency attending roundtable on 30 April | James Moody | |
| Programme of Work for the Overview and Scrutiny Committee | Southern Water invitation to attend the roundtable on 30 April | James Moody | |
| Programme of Work for the Overview and Scrutiny Committee | Enforcement roundtable rescheduled to 22 April | James Moody | |
| Cost of Living | Citizens Advise Bureau to provide a report on their performance | James Moody | |