

Panel	Lead Member	Progress Update	Report back to OSCOM
Budget Panel	Councillor Neal	<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>Councillor Matthews emailed the progress made at the Budget meeting on 27 June to members of the Committee.</p> <p>Update given at the meeting. Next meeting on 17 January 2023.</p> <p>Councillor Neal, Lead Member of the Budget Panel reported that a meeting had been held on 17 January. The meeting looked at the changes to the 2023/24 budget forecast since the Medium Term Financial Strategy was presented in October. This included the provisional Local Government Finance Settlement, New Homes' Bonus provisional allocations, revenue savings and budget pressures. It also provided an updated Medium Term Financial Forecast covering 2023/24 to 2025/26.</p> <p>It was reported that finances were better than expected and in order to achieve a balanced budget, it will be necessary to close the remaining gap of £104,000 before figures are finalised in February 2023.</p>	

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Enforcement Panel	Councillor Burley	<p>Councillor Burley had met with the Head of Innovation and Strategy and the Head of Planning and Building to discuss how to take the review forward with the resources available. He anticipates having a first meeting with the panel in July to consider how to undertake the review within the provisions of the scope with the review starting formally in September. Members currently are Councillors Brooks, C Dowden, Parker and Warnes.</p> <p>Councillor Burley had emailed an update to the Chairman. The panel has met to look at how to take the review forward and had agreed a programme. The next meeting will look at the legislative framework for enforcement</p> <p>The Head of Planning and Building had given an interesting and in-depth presentation to the panel. The next meeting will be in November.</p> <p>The meeting due to be held on 17 January 2022 was cancelled due to covid restrictions and will be rescheduled.</p> <p>The Enforcement Panel met on 6 April 2022 where they learnt of the challenges faced by the Enforcement Team. The Panel worked through useful scenarios of cases dealt with. The Lead Member, Councillor Burley, will meet with officers to see if there is any further information required. The next meeting will be held mid May.</p> <p>Councillor Burley has met with the Interim Head of Planning and Building and the Head of Strategy and Innovation to discuss the next steps. He is looking at a public engagement session and exploring how this would be formulated. He reported that the Panel were formulating recommendations around communications and processes.</p>	April 2023

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Enforcement Panel	Councillor Burley	<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 Lead Member will meet with the Head of Strategy and Innovation to discuss the next stage. The topic will feature at the next meeting of the Test Valley Association of Town and Parish Councils.</p> <p>Councillor Burley informed the committee that the Head of Strategy and Innovation will arrange a meeting with the new Head of Planning and Building in a few weeks. A workshop has been held with the Test Valley Association of Town and Parish Councils at their Annual Conference which proved very informative.</p> <p>Councillor Burley reported that there had been a significant delay in the panel due to the departure of the Head of Planning and Building and the start of the new one. He had met with the new Head of Planning and Building, the Head of Strategy and Innovation and the Democratic Services Officer to discuss the next meeting. The Head of Strategy and Innovation held a session with the Test Valley Association of Town and Parish Councils and will circulate a copy of the questions asked at the meeting. The next meeting will be held on 24 January 2023 in Conference Room 3 at 5.30pm. It is anticipated that the panel's final report will be considered at the meeting in April 2023.</p>	

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Communications Panel	Councillor Brooks	<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> <p>Councillor Brooks has met with the Communications Manager who advised that she had not received any feedback from Members on the new Members' Information Bulletin. The Communications Manager will circulate a survey to members for their feedback. Councillor Brooks also discussed the new website and the new telephony system. She has also spoken to the Customer Services Manager about communication issues between Members and staff. Councillor Brooks requested that a workshop be held on the new telephone system for Members and staff. The Panel's recommendations will also focus on the template letters. Councillor Brooks was disappointed that only 4 people attended the communications focus group and she was working with Councillor Hamilton and Terry Bishop to try to get more groups involved.</p> <p>The Lead Member, Councillor Brooks reported that the Panel met on 22 February and the discussion focused on the website and the planned communications focus group. The Panel will send round a briefing note on their progress so far and ideas for the future.</p> <p>The Communications Panel have circulated a briefing note to all members to update them on what the Panel has discussed and the next steps. Focus Groups will be held in Romsey on 7 May and in Andover on 14 May 2022.</p>	March 2023

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Communications Panel	Councillor Brooks	<p>The Focus Groups scheduled to take place in May were cancelled due to lack of interest. The Lead Member will meet with Councillor Baverstock, the Communications Manager and Head of Strategy and Innovation to discuss the next steps.</p> <p>The Head of Strategy and Innovation reported the last meeting of the panel was cancelled due to the passing of the late Queen. Another meeting will be scheduled.</p> <p>A meeting was held on 31 October 2022 and the main focus of the meeting was to go through the points raised by Councillor Brooks who was unable to attend. The Communications Manager was asked to send round some information documents. A focus group has been organised for the 17 November 2022. The Head of Strategy and Innovation will meet with the panel to update them on the website.</p> <p>A focus group was held on 17 November to look at communications and the services the Council provides, a briefing session on the proposed new website will be held for the panel on 18 January 2023. Officers are currently updating the key letters reviewed by the panel in line with the feedback they provided and officers are identifying where the issues lie in respect of officer contact since the authority adopted agile working. The remaining focus groups and website briefing session will be held in January and the panel will then meet at the end of January to finalise its thinking and shape its report to the committee in March 2023.</p> <p>Councillor Brooks, Lead Member updated the Committee on the work of the Communications Panel. The Communications Panel has been looking at how the Council communicates with communities and how it communicates with residents when they access our services. The panel have held a couple of focus groups to draw on experience from residents and looking at where the council can modernise its services. Consultants from Method who are IT consultants spoke to the panel about the general direction of travel for council websites, benchmarking and different ways of communicating with residents.</p>	