

COUNCIL – 16 APRIL 2012

ANNUAL REPORT OF OVERVIEW AND SCRUTINY PANELS - 2011-2012

FOREWORD

This report provides a brief summary of work carried out by the Council's three overview and scrutiny panels and their achievements in the last council year. It also gives a flavour of how members engaged in the scrutiny process. A report from each panel follows these introductory remarks.

As Councillors will be aware, the Council implemented a new scrutiny structure in May 2011. The number of panels was reduced from 7 to 3. In streamlining the structure efforts were made to remove overlaps between the work of the panels and Portfolio Holders and we consider that this has largely been achieved, with consequent organisational benefits. There has also been a saving of £18,608 in members' special responsibility allowances as a result of the changes in scrutiny.

This year has been a challenging one for all members as collectively we have faced the need to make financial savings while at the same time maintaining services to residents of the District. These challenges are likely to remain over the next few years and we consider it important that scrutiny members focus their efforts on achieving economies with the minimum of disruption to services.

The panels were encouraged to make use of task & finish groups to undertake detailed investigation of issues. This process has been embraced by the panels and we consider that positive outcomes are evident. The establishment of the groups has meant that members with an interest in and/or experience of a particular topic have more opportunity to contribute to reviews and influence the way forward.

The panels appoint and oversee the work of the task & finish groups and receive regular updates on their work, culminating in a recommendation. The panels consider the recommendations and in turn make recommendations to the appropriate decision-maker or body. It is pleasing to us as Chairmen of the panels and a tribute to the work of scrutiny members that most recommendations emanating from the panels have ultimately been agreed and implemented.

A new approach to monitoring the Council's budget-setting has developed. Rather than all panels looking individually at the budgets within their portfolios, a dedicated group was established under the auspices of the Corporate Overview & Scrutiny Panel (COSP) to consider the budgets across all portfolios. Further information is contained in the report of COSP.

We feel that the new arrangements have facilitated a more collaborative relationship between panels and their Portfolio Holders. Portfolio Holders, at each of the panel meetings, have had an opportunity to update the members of that panel on current and future activities. This open dialogue provides scrutiny members with opportunities to express views before decisions are made.

Each of the panels has engaged with outside partners and members of the public. We have found that the informal format of the task and finish groups is better suited to meeting outside groups and individuals, than the more structured meetings of the review panels. We intend to continue to engage with partners and interested parties in the

scrutiny and review process as we see stakeholder and external views crucial to some decision-making.

Feedback from members and officers suggests that the new way of working has been well received and that a good start has been made on realising the potential of scrutiny. We consider that scrutiny has added real value to the decision-making process over the past year, and we are confident that benefits will continue to emerge.

Finally, we would like to thank all those who have been involved in overview and scrutiny over the past year - partners, the public, members and officers - for their work and enthusiasm during the past year which have resulted in sound recommendations on a wide range of significant issues.

Cllr J Ward – Chairman, Corporate Overview & Scrutiny Panel
Cllr Mrs P Jackman – Chairman, Community Overview & Scrutiny Panel
Cllr Mrs C Ford – Chairman, Environment Overview & Scrutiny Panel

COMMUNITY OVERVIEW & SCRUTINY PANEL

The Community Overview & Scrutiny Panel's remit includes those service areas within the responsibility of the Health and Leisure and Housing and Communities Portfolios. Over the past year the Panel has embraced the new emphasis on Task & Finish Working Groups, which have examined a number of matters that are and will continue to be of significant importance to the Council and its residents.

In setting its work programme for 2011/12 and 2012/13 the Panel considered the emerging priorities for the Council within the Panel's terms of reference. Budget restrictions and the economic downturn have been and will continue to be a primary driver in the work of the Panel. The Task & Finish Working Groups set out in Appendix 1 have been established. Progress with each is also indicated. Below are further details of reviews that have significant implications in the coming years:

➤ Community Grants

Over a series of three meetings the Working Group reviewed the allocation of community grants for 2012/13 and the process for future allocation. It met with ten representatives of some of the community groups which the District Council funded. Members explored how the Council's funding supported and assisted the work of the groups and how any reduction in funding could be managed. The Working Group endeavoured throughout to balance the needs of the Council in meeting its budget targets against the needs of the community groups and the good work they provided within the community. The Working Group approached this by not only prioritising some community groups over others, but by recognising that all groups would have to share some level of reduction. As such the Working Group made recommendations to individual Portfolio Holders on the allocation of community grants for 2012/13. These recommendations were taken forward by the Cabinet in its budget setting.

They also recommended that the Cabinet appoint a pool of councillors to serve on a Community Grants Advisory Panel to support the Portfolio Holders' decision making by regularly reviewing levels of financial support and performance of organisations in receipt of Council grant funding. The Panel would also make recommendations to individual Portfolio Holders on individual grant applications.

➤ Dibden Golf Centre

The Working Group was established to identify potential partners for the ongoing provision of golf at Dibden through a formal tender process based on a medium term lease for the management and operation of the Golf Centre. Following a comprehensive and robust tendering process, including site visits and presentations from tenderers, the Working Group recommended a preferred provider to the Panel and the Cabinet. This provider was appointed in April 2012. The Scrutiny Panel along with the Cabinet will monitor the progress of the provider on a regular basis. The decision to appoint a provider to manage the golf centre represented a financial benefit to the Council of between £816,000 and £1,281,000 over the next 5 years. The Working Group would meet with the provider in the summer to monitor progress against the contract targets.

➤ Housing Revenue Account

This Working Group was established to examine the implications of the Government's review of housing finance. As part of the Localism Act 2011 the Government, on 1 April 2012, introduced a self-financing system allowing Councils to manage their own stock by retaining rents instead of passing on income to the Government as was the case under the old system. The new model required the Council to pay a settlement of approximately £143 million. The Working Group met on 6 occasions and discussed various options for loan repayment strategies. It concluded that the best option was one which would leave £40 million of loan outstanding at the end of the 30 year business plan and for the first 5 years would pay only the interest on the loan, with no loan principal repayments. This approach would generate new funds to increase the HRA housing stock with 200 new affordable homes by 2017. The Working Group recommended to the Cabinet that this was the best loan option for the Council. The Cabinet and subsequently full Council, adopted this recommendation.

This year the Panel has also:-

- Received a presentation on the requirements of Police Reform and Social Responsibility Act 2011 and the impact this would have on the Council.
- Monitored the work of all of the Panel's Task & Finish Working Groups established throughout this municipal year;
- Reviewed the progress of the sheltered housing review and the impact on tenants and members of staff; and
- Regularly monitored and reviewed the progress of the Panel's work programme.

The Panel will continue to welcome and receive regular updates from both Portfolio Holders whose portfolios are within the Panel's terms of reference.

The Panel also continues to encourage and values input from Tenant and Police Authority representatives.

Finally, I would like to thank all members, officers and especially individuals and organisations who have taken part or contributed to the work of the panel throughout 2011/12.

**Cllr Mrs P Jackman
Chairman**

Opposition Spokesperson's Comments

As an authority with an important role to play in the health agenda, I would like to see the Council being more pro-active in encouraging more people to exercise, particularly where there is advantage in making greater use of our leisure centres. There should be some flexibility, experimenting with more ways of encouraging swimming (for example), by offering free swims for different groups of people with the aim of selling more gym

memberships. It is complacent to say we are doing well with obesity and heart attacks becoming an increasing feature of our communities.

We might also be more imaginative in seeking to enable people to access our facilities more easily, for example by part subsidising bus services which have been cut.

Cllr D Harrison

SUMMARY OF WORKING GROUPS – 2011/12

Community Overview & Scrutiny Panel

Group	Nature	Date established	Members	Political Balance	TOR	Outcome	Date disbanded
Community Grants	Task & Finish	28 June 2011	Cllrs Binns; Jackman; O'Sullivan; Andrews & J Ward	5 C	To review all grants and procedures	Individual Portfolio Holders agreed, in part, level of grants for 2012/13. The Cabinet appointed an Advisory Panel.	20 September 2011
Dibden Golf Centre	Task & Finish	28 June 2011	Cllrs Russell; Bennison; C Harrison & Kilgour	3 C 1 LD	To participate in the process for the review of the management arrangements at the Golf Centre	Panel and Cabinet agreed the working group's recommendation on the preferred provider.	17 January 2012
Housing Revenue Account	Task & Finish	28 June 2011	Cllrs Davies; Jackman & M S Wade	2 C 1 LD	To review business plan and balance between aspirations and repaying borrowing	The Cabinet and Council agreed that Option 3 be taken forward for future HRA	12 December 2011

Group	Nature	Date established	Members	Political Balance	TOR	Outcome	Date disbanded
Section 106	Task & Finish	20 September 2011	Cllrs Binns; Jackman; Lovelace, O'Sullivan; Andrews & J Ward	6 C	To review the procedure	The Panel have approved the new Guidance which will be submitted to PDC for final approval.	March 2012
Work Programme	Task & Finish	15 November 2011	Cllrs Davies, Jackman and O'Sullivan	3 C	To develop the Panel's work programme	The suggested work programme for 2012/13 was adopted by the Panel.	March 2012
Domestic Homicide Review	Task & Finish	17 January 2012	Cllrs Mrs Lovelace, Penman, M Wade & Clarke	3 C 1 LD	Examine in detail the legislation & guidance governing domestic homicide reviews, in particular to ascertain the extent of the involvement the District Council will have in the review process.	The working group will present their findings and recommendations to the Panel in June.	

CORPORATE OVERVIEW AND SCRUTINY PANEL

Panel Membership

Cllr J Ward (Chairman), Cllr Mrs A Rostand (Vice-Chairman), Cllr A R Alvey, M R Harris, J D Heron, M J Kendal, Mrs A E McEvoy, Mrs M Robinson, A R Tinsley, D B Tipp

Introduction

The remit of the Corporate Overview and Scrutiny Panel includes those services under the Leader's and the Finance and Efficiency portfolios.

Work Programme Formulation

At its meeting in June, the Panel received a breakdown of services within each portfolio and considered a list of work programme items suggested by Heads of Service and Cabinet.

Seven Task and Finish Groups have been set up in 2011/12. With the exception of the two existing Standing Groups referred to below, the Panel always notifies all Councillors about the creation of Task and Finish Groups and invites all members to volunteer, even if they are not on the Corporate Overview and Scrutiny Panel. This gives the opportunity for any member with an interest in a particular subject to take part in an appropriate Task and Finish Group.

The Panel also confirmed that two existing standing groups (Members' IT Group and the "Dragon's Den" IT Investment Panel) would continue under the auspices of the Corporate Overview Panel.

The current schedule of the Panel's Task and Finish Groups is attached as Appendix 1. Reviews which have been, or are being undertaken, include:

- Employment and Tourism
- Budget
- Procurement
- Equalities and Diversity
- Localism Act
- Biomass Heating
- Local Council Tax Support

Employment and Tourism Review

The Employment Task and Finish Group comprised Councillors Mrs Wyeth (Chairman), Beck, Miss Sevier and Tipp.

This review was undertaken to support the delivery of a workstream within the Council's medium term financial plan. The Group met a number of times in October and reported its recommendations to the Panel in November. The recommendations were adopted by the Cabinet in December.

The recommendations were developed following research which included meetings with the New Forest National Park Authority, New Forest Business Partnership and New Forest Tourism Association. It was clear that the employment and tourism service was held in high regard, and had been producing good outcomes, whilst also achieving useful savings over the years. However, the Panel found that further significant savings were achievable, while re-focussing the service to support employment more generally, with tourism as a part of the wider economic development role.

The recommendations agreed by the Cabinet include savings of £57,000 in the delivery of core services and £46,000 from the operation of visitor information centres in 2012/13, with additional savings of £20,000 in 2013/14.

Budget

The Budget Task and finish Group comprised Cllrs John Ward (Chairman), Mrs Bennison, Glass, Jeremy Heron, Mrs Robinson and Mrs Ward.

The Group met over 3 months and examined current issues across all areas of the budget. The Group formulated a set of questions for each of the Portfolio Holders, who were invited to attend a meeting of the Group to respond to these questions. The relevant Shadow Portfolio Holders and Chairs of the Overview and Scrutiny Panels were invited to attend the meetings to observe the process. The meetings with Portfolio Holders provided an incisive and comprehensive scrutiny of the portfolio budgets which gave Members an enhanced understanding of the budget process and the component elements.

The Group identified a number of areas where future updates or information would be welcomed, including charges for pre-application planning advice; how all Members could play a part in the development of new capital schemes; a review of the 'revised' strategy for providing affordable housing at the appropriate time; and funding for coastal projects.

As a result of this exercise, the Group was confident advising all Members of the Council that the budget for the 2012/13 financial year was robust, and given the widespread financial uncertainty, the financial strategy was enabling the Council to look to the future with confidence. The findings were presented to the Cabinet in February as part of the Medium Term Financial Plan report, and were made available to all Members of the Council to assist with the setting of a Budget and Council Tax 2012/13. The Leader expressed his appreciation of the work of the Group.

Procurement

The Procurement Task and Finish group comprises of Cllrs Alvey and Harris together with officers.

It held its first meeting on 27 January when Members were briefed on procurement arrangements currently in place across the Council. The briefing also covered the national picture and the regulatory framework that the Council is required to comply with. Members also visited the procurement team at Marsh Lane depot and were shown the centralised systems in place for managing procurement. An initial review of the existing Strategy has been undertaken by the group and a consensus reached that any new strategy needs to be more concise. The Group met in March and discussed a new draft outline strategy, which will be refined with a view to bringing recommendations to the Panel later in the year.

Equalities and Diversity

Councillors Glass, Mrs Hoare and Mrs Robinson are members of the Equalities and Diversity Task and Finish Group, which commenced work in March. The Group's tasks include the development of a statement of commitment to clarify the Council's approach to the promotion of Equalities, and a review of community engagement with relevant groups.

Localism

Councillors Beck, Malcolm Wade and Mrs Rostand worked with the Chief Executive on the recent briefing session to Councillors on the implications for the Council of the Localism Act. The briefing was well received by Members on 27 February.

Biomass Heating

Councillors Mrs Andrews, Mrs Bennison, Puttock and Wappet are the nominated members for a Task and Finish Group to oversee the procurement process for a potential biomass replacement boiler at Lymington Town Hall. Feasibility work is currently being undertaken by the Office Optimisation team to assess the scheme viability.

Local Council Tax Support

A new Task and Finish Group comprising of Cllrs Beck, J Ward, Mrs C Ward, C Harrison, J Heron, Ms R Bellows, Binns, and Mrs Lovelace was being created to look at local policies and arrangements to deal with legislative changes relating to the localisation of Council Tax support.

Brief Summary of other activities

Corporate Plan

The Panel considered a draft Corporate Plan for 2012 to 2016. All members of the Council were invited to attend the Panel meeting. The Corporate Plan was an important statement of the District Council's objectives, which helped members communicate the Council's priorities to employees. Members were in support of the more concise version of the Corporate Plan.

Apprenticeships

The Panel received an update on efforts made by the Council to encourage apprenticeships. A representative from Brockenhurst College attended the Panel meeting, together with officers to advise on the progress being made with this initiative.

The Council's involvement was both as an employer, and in its work with the wider community under the banner of "Brand New Forest".

As an employer, the Council had seven apprentices since 2010/11, and work was ongoing to facilitate further apprenticeships.

As part of a Government initiative to improve the skills base of the UK workforce, the National Apprenticeship Scheme (NAS) had been launched in April 2009 to help make it easier for employers to take on apprentices. The Council was working with the New Forest Business Partnership and the New Forest Tourism Association to establish a comprehensive District-wide apprenticeship plan, starting with the hospitality, tourism, marine, retail and engineering sectors to develop a template which could be 'rolled out' into other sectors.

Members were very supportive of the Scheme. It was intended to involve members in the Council's Action Plan to drive the project forward. Further progress reports will be brought to the Panel.

Opposition Spokesperson's Comments

There were none.

Conclusion

This has been a promising start for the Panel in the first year under the new Scrutiny arrangements. The Task and Finish Groups are proving to be the workhorse of the Scrutiny role as intended, and are already achieving useful results. Members have made a real difference in improving how the Council is run and is holding the Executive to account. There have been real cost savings and improvements to services. Whilst not all activities have brought tangible benefits, there have been real enhancements to transparency by detailed discussions with the Cabinet members, so that proper Scrutiny is being done and is seen to be done. Most of the Groups created so far have involved pre-decision scrutiny, but in the future I believe that we will need to expand into what could be said to be monitoring or post decision scrutiny.

Finally, thanks are due to all the officers who have made this first year of the new Scrutiny procedure so successful. In particular I personally thank Bob Jackson and Andy Rogers for their support.

Cllr J Ward
Chairman

SUMMARY OF WORKING GROUPS – 2011/12

Corporate Overview & Scrutiny Panel

Group	Nature	Date established	Members	Political Balance	TOR	Outcome	Date disbanded
IT “Dragons’ Den”	Standing	16 June 2011	Cllrs O’Sullivan; J Ward; Wise	3 C	To consider IT investment bids and scrutinise benefits achieved by ICT projects	Ongoing	-
Members’ IT	Standing	16 June 2011	Cllrs J Heron; O’Sullivan, Robinson; Rostand, J Ward & Wise	5 C 1 LD	Develop and promote use of ICT by members	Ongoing	-
Procurement	Task & Finish	16 June 2011	Cllrs Alvey & Harris	2 C	To review the procurement strategy	Ongoing	-
Budget	Task & Finish	29 September 2011	Cllrs Bennison, Glass, J Heron, Robinson, C Ward & J Ward	5 C 1 LD	To review the budget strategy and its implications for the broader community of the New Forest and make recommendations to Cabinet for 2012	Reported to Cabinet 07/12/11 Comments noted	07/12/11

Group	Nature	Date established	Members	Political Balance	TOR	Outcome	Date disbanded
Employment & Tourism	Task & Finish	29 September 2011	Cllrs Beck, Sevier, Tipp & Wyeth (Chairman)	4 C	See Minute 29 Corporate Overview & Scrutiny Panel 29/09/11	Reported to Cabinet 07/12/11 Recommendations adopted in full	07/12/11 but same members for any further issues
Equalities & Diversity	Task & Finish	17 November 2011	Cllrs Glass, Hoare and Robinson	2 C 1 LD	To review the Council's current approach to Equality and Diversity and its impact on service delivery	First meeting on 19/03/12	
Localism	Task & Finish	17 November 2011	Cllrs Beck, Rostand and M Wade	2 C 1 LD	Assess implications of Localism Act and prepared seminar for 27 February 2012 Council meeting	Seminar well received	27/02/12
Biomass Heating	Task & Finish	19 January 2012	Cllrs Andrews, Bennison, Puttock and Wappet	4 C	Oversee the procurement exercise for a biomass replacement boiler at Lymington Town Hall	Pending feasibility work	-

Group	Nature	Date established	Members	Political Balance	TOR	Outcome	Date disbanded
Local Council Tax Support	Task & Finish	27 March 2012	Cllrs Beck, Ms R Bellows, Binns, Mrs C Ward, J Ward, C Harrison, J Heron, and Mrs Lovelace	7 C 1 LD	To develop local policies and arrangements to deal with legislative changes relating to the localisation of Council Tax support	To operate from April-Nov 2012	

ENVIRONMENT OVERVIEW AND SCRUTINY PANEL

The Environment Overview and Scrutiny Panel covers the responsibilities of the Environment and the Planning and Transportation Portfolio Holders. Over the last year the workload of the Panel has been fairly evenly divided between both portfolios, with the Panel undertaking a variety of reviews, both through task and finish working groups, and through reports to the Panel. It is expected that over the coming months the Panel will need to become more involved in the overview of the waste collection function, as the scrutiny activity previously undertaken by the Test Valley partnership has already reverted to this Council, and changes to the operating arrangements of the Project Integra Partnership mean that further work in this area will devolve to the Panel.

The Panel has enjoyed a close working relationship with both Portfolio Holders, who have routinely attended Panel meetings. I am grateful to both Cllr Edward Heron and Cllr Paul Vickers for their regular attendance at our meetings, and for their regular update reports to the Panel, which allow us to keep abreast of developments and areas of interest. Both Portfolio Holders have also requested the Panel to undertake research on specific topic areas, in order to inform the ultimate decision making. This is allowing us to develop a much more productive way of working together, with the Panel's work leading to positive outcomes.

The Panel appointed a number of task and finish working groups during the year. A schedule of the various task and finish groups appointed by the Panel is attached as Appendix 1. Some members of these groups have been drawn from Councillors who do not serve on the Panel but who expressed a particular interest in the topic under consideration. Topics which have been explored by task and finish working groups are:

- Car Parking Charges – the task and finish group undertook research and developed recommendations for a number of car parks throughout the District where, for various historical reasons, car parking charges were not levied. Their recommendations were commended to the Portfolio Holder, with the majority being implemented. The task and finish working group has not yet been disbanded, to allow them to monitor the implementation of the proposals and the effect that they have on parking patterns and income generation.
- Clean Neighbourhoods and Environment Act – this task and finish group has encountered problems in gathering information on the legalities of issuing fixed penalty notices in respect of littering from cars, which has delayed their reaching any conclusions. In the meantime, the Group's remit has been widened to include evaluation of the "Love Clean Streets" campaign. The Group are consequently still considering the way in which the Council uses the enforcement powers accorded under this legislation.
- Changes in Planning Working Practices – this group developed recommendations for the introduction of charges for planning advice which had historically been provided free of charge. The recommendations were commended to the Portfolio Holder and the Planning Development Control Committee and will come into force in April 2012 with the objective of raising £75,000 per annum. The task and finish group will evaluate the effect of introducing charges to ensure that expected income is being achieved and also that there are no undesirable effects on the quality of outcomes for the built environment.

- Street Nameplates – this group developed new guidance for the types of signs to be used in rural areas and conservation areas, and for when signs should be repaired, rather than replaced. In future, more traditional styles will be used in more sensitive areas.
- Food Hygiene Rating System – this group researched the value of introducing a food hygiene rating system. The Food Standards Agency's system is gaining popularity nationally and appears to be effective in helping consumers make informed choices about where to eat out or shop for food and assists in encouraging and rewarding businesses to maintain or improve their compliance with the law. The Panel have commended the findings of the task and finish group to the Portfolio Holder for when he decides whether or not to introduce a food hygiene rating system.
- Kerbside Collection of Glass for Recycling – this Group has only been established recently and has started investigating options to introduce the kerbside collection of glass for recycling, with the intention of assisting the Portfolio Holder in the submission of a bid for government funding towards the cost of introduction. The Group has held one meeting and also visited Eastleigh and East Hampshire Councils to view their operations.

A number of issues have been considered directly by the Panel.

- Waste Infrastructure – the Panel will, in future, be responsible for scrutinising the performance of Project Integra as it affects waste handling and recycling activities in this District. The Panel, together with other Members of the Council, spent a day visiting key sites to gain a greater understanding of this area of operations.
- Project Integra – the Panel considered, and commented on, proposed new operating arrangements for Project Integra. In the event, the only one of the arrangements to be accepted by the Project Integra Strategy Board was the transfer of the scrutiny function back to local authorities. It is anticipated that revised proposals will be considered by the Panel in June.
- Trade Waste Collection Service – The Panel has assessed changes to the waste collection service which are designed to improve efficiency and improve fee income and made recommendations to the Portfolio Holder.
- Community Recycling Centres – the Panel has also advised the Portfolio Holder on changes to the recycling centres in communities, which are designed to allow people better access to the ability to recycle materials most efficiently. Changes were necessary to maintain efficiency following the introduction of District-wide kerbside collection of paper/cardboard, plastic bottles and cans.

Notice of Motion

The Panel considered one Notice of Motion that was referred to it by the Council. Cllr Tipp had requested that the Council should write to the Government urging it not to make commitments to reduce carbon dioxide emissions at a faster rate than other industrialised nations. The Panel advised the Cabinet that they supported this Notice of Motion.

I thank the Officers who have guided us through the maze of legislation, and finally, I thank the members of the Panel, and Task and Finish groups, for their loyal attendance and considered debate. It is a pleasure to work with people who are so dedicated to the subject of the environment and to seek how we can work to protect it through the efforts of the New Forest District.

**Cllr Mrs C Ford
Chairman**

Opposition Spokesman's Comments

The Panel has had a number of topics from which Task & Finish groups under its banner have been investigating issues and coming up with recommendations as per the report, however one important topic is missing. In these current difficult financial times the scrutiny of the elements of the Portfolio budgets the panel covers should be a key issue and one scrutinised in detail. This point is not unique to this panel and the process adopted by this council having observed the questioning of the Environment Portfolio Holder on the Portfolio budget lacks depth, detail and challenge of the budget itself, which in these difficult times should be a fundamentally important task for any scrutiny panel. This is an action that should be addressed next year and the question is will it?

Cllr M Wade

SUMMARY OF WORKING GROUPS – 2011/12

Environment Overview & Scrutiny Panel

Group	Nature	Date established	Members	Political Balance	TOR	Outcome	Date disbanded
Car Parking Charges	Task & Finish	9 June 2011	Cllrs Clarke; Glass; Southgate; Beck	4 C	To consider whether parking charges should be introduced in any of the following nine District Council car parks where direct charges do not currently apply:	Reported to Panel 10.11.11 with detailed recommendations that were sent on to Cabinet. Majority in process of implementation	Not yet – re-tasked to assist PFH during implementation.
Changes in Planning Working Practices	Task & Finish	9 June 2011	Cllrs Andrews; Bennison; Hoare & Rippon-Swaine	4 C	1) To understand the way the planning budget is made up and where there are options for charging or providing the service in a different way 2) To consider the practices and outcomes of charging	Reported to Panel 10.11.11 with detailed recommendations for charges for advice that was previously free of	Not yet, re-tasked to monitor progress in implementation

					<p>for services in other Hampshire Authorities</p> <p>3) To consider options for charging for the provision of currently free informal advice in terms of potential income generation, customer reaction and impact on the environment</p> <p>4) To consider options for the setting of planning application fees if the Government deregulate the charging mechanism</p> <p>5) To consider the implications of not adopting either 3) or 4) on planning services to achieve required planning budget reductions</p> <p>6) To make recommendations to the Environment Panel and the Planning and</p>	<p>charge. These have been incorporated into the Planning Committee's budgets, with charges effective from 1 .4.12</p>	
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					Transportation Portfolio Holder on all of the above.		
Clean Neighbourhoods & Environment Act	Task & Finish	9 June 2011	Cllrs Andrews; Clarke & Ford	3 C	<p>1) To identify the areas of the clean neighbourhood act that has been adopted by the District Council.</p> <p>2) To review each element and identify the barriers for each area that is restricting enforcement.</p> <p>3) To identify 3 or 4 key areas for improvement and develop a work plan to remove where possible the barriers</p> <p>4) To identify who is best suited to enforce each element of the CNEA adopted by the council</p> <p>5) To evaluate the</p>		

					cost implications in terms of expenditure and income in relation to any future proposal for enforcement		
Glass Recycling	Task and Finish	12 January 2012	Cllrs Bellows, Bennison, Dow, Ford, C J Harrison, and Woods	5C 1LD	To evaluate the kerbside collection of glass for recycling; together with income projections, performance information and opportunities		
Scores on the Doors – Food Hygiene	Task and Finish	15 September 2011.	Cllrs Dow, Clarke and Glass	3 C	To evaluate the adoption of a food hygiene rating scheme known as “Scores on the Doors”;	Reported to Panel 12.01.12, who commended their recommendations to PFH for when he decides whether or not to introduce a rating scheme in this District.	12.01.12

Street Nameplates	Task & Finish	9 June 2011	Cllrs Southgate & Swain	2 C	<p>1) To identify the type of signage including posts that are currently used by the council for the provision of Street Nameplates.</p> <p>2) To identify the funding implications of providing this service.</p> <p>3) To identify a replacement, provision policy</p> <p>4) To decide on the appropriateness of the messages that are being displayed alongside the location name.</p> <p>5) To consult with the National Park and Forestry Commission of the type of signs to be used.</p> <p>6) To investigate alternative signs available that fit into</p>	Reported to Panel 10.11.11 with detailed recommendations for repair rather than replacement when possible, and use of more traditional style in rural areas and conservation areas	10.11.11
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					<p>the natural surroundings of a National Park as well as the more Urban areas of the District</p> <p>7) To fully cost the new proposals for signs and identify and savings or increase in funding</p> <p>8) To recommend a way forward for the provision of Street Nameplates to the Environment Review Panel</p>		
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