

**WAVERLEY BOROUGH COUNCIL**

**COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE**

**18 JUNE 2012**

**REPORT TO THE COUNCIL MEETING**

**17 JULY 2012**

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**Title:**

**COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE  
ANNUAL REPORT 2011/12**

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This report details the work undertaken by the Community Overview and Scrutiny Committee over the municipal year 2011/12.

The Committee met seven times. Once on 20 June 2011, which was followed by a joint training session with Corporate O&S on 'How to make the most of Overview and Scrutiny'. Then meetings were held in September and November 2011 and January and March 2012. There was a joint meeting with Corporate O & S on 30 August 2011 on On-Street Parking issues. A special meeting was held on 27 June 2011 for a call-in item on the new Waste Contract.

The membership was as follows: -

Cllr Peter Isherwood (Chairman)  
Cllr Nicholas Holder (Vice-Chairman)  
Cllr Maurice Byham  
Cllr Jim Edwards  
Cllr Brian Ellis  
Cllr Jenny Else  
Cllr Mary Foryszewski  
Cllr Michael Goodridge

Cllr Christiaan Hesse  
Cllr Diane James  
Cllr Julia Potts  
Cllr Jane Thomson  
Cllr Simon Thornton  
Cllr Brett Vorley  
Cllr Andrew Wilson

Substitute members: Cllrs Stella Andersen-Payne, Patricia Ellis, Pat Frost, Tony Gordon-Smith, Lynn Graffham, Stephen Hill, Denis Leigh, Liz Wheatley, Nick Williams.

There were two members of the Tenants' Panel co-opted to this Committee: Mrs Samantha Johnson and Mrs Jane Rawlings.

**1. INTRODUCTION**

The Community Overview and Scrutiny Committee is responsible for performing the overview and scrutiny role in relation to the following main functions:-

**Community Safety:**

Police & Justices Act: Neighbourhood Policing  
Safer Waverley Partnership  
Community Safety Strategy 2005-2008

**Community Services:**

Meals on Wheels  
Day Centres for the Elderly

Careline Service  
Citizens Advice Waverley  
Work with the voluntary sector and grants  
Community Transport  
Concessionary Fares

Housing Landlord Function:

Housing Revenue Account (HRA) Business Plan  
Tenant Participation  
Housing Management  
Sheltered housing and Community Supporting People Service  
Day-to-Day Repairs  
Decent Homes Standard  
Planned Maintenance  
Disabled Adaptations  
Rent Collection and Rent Arrears

Housing Strategy, Enabling and Housing in the Private Sector:

Housing Strategy Statement  
Homelessness Strategy  
Housing Market and Housing Needs Assessment  
Homelessness  
Housing Advice  
Choice Based Lettings  
Working with Housing Associations  
Enabling additional affordable homes  
Private Sector Stock Condition  
Disabled Adaptations in the Private Sector  
Empty Homes

Liaison with Health and Social Services

Rural Issues

Rural Housing  
Rural Economy

Town and Village Liaison

**2. IN-DEPTH REVIEWS**

The Committee undertook one major in-depth review during 2010/11.

2.1 *Review of Policing in the Borough (27 September and 7 November 2011)*

A scoping report was brought to the Committee on 27 September 2011 and the review work and timetable agreed. The Committee also agreed to recommend to the Executive that a Sub-Committee be established to undertake the review work with the membership as follows:

Cllrs Peter Isherwood, Nicholas Holder, Michael Goodridge, Brian Ellis, Diane James, Julia Potts and Andrew Wilson.

**At its meeting on 4 October 2011 the Executive endorsed the establishment of a Sub-Committee and approved the membership with the addition of a Haslemere Ward member.**

At the meeting on 7 November a report from the Policing Review Sub-Committee was brought to the Committee which stated that the questions asked in the scoping report for the review had been answered at the Safer Waverley Partnership Group Strategy Group and discussed by the Sub-Committee. The Committee therefore recommended to the Executive that there was no need to proceed with the review at the present time.

**At its meeting on 29 November the Executive RESOLVED that**

- 1. as the response from the Surrey Police Authority to the Safer Waverley Partnership Executive Group addressed the key questions in the scope of the review there was no need to proceed with the review at the present time;**
  - 2. the Community Safety Training session be repeated on 8 February 2012;**
  - 3. should any issues arise from the training session, another meeting of the Sub-Committee be convened; and**
  - 4. the Portfolio Holder report back to the Executive with a review of response times for the first quarter of 2012.**
- 3. REVIEW OF ITEMS CONSIDERED BY THE COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE 2010/11**

Items considered by the Community Overview and Scrutiny Committee during the course of the municipal year 2011/12 (May 2011 to April 2012) are set out below.

**4. OVERVIEW ITEMS**

**4.1 A Programme for Undertaking Conservation Area Appraisals (Phase 1) (27 September 2011)**

The Committee received a report that sought to establish a programme for undertaking Conservation Area Appraisals (CAAs) throughout Waverley. Following discussion over issues concerning street lighting and town and parish urban design the Committee RESOLVED to recommend to the Executive the methodology to prioritise conservation areas in need of a CAA; Wheeler Street, Witley be used as a pilot study and the initial five year following programme for undertaking CAA be agreed.

**At its meeting on 1 November the Executive agreed the Committee's recommendations.**

**4.2 Grants and the Voluntary Sector (27 September 2011)**

A SIG had been established to undertake a review of Waverley's grants in preparation for the 2012/13 budget. The Committee received a report of their observations, considered them to be a very useful framework on which to

build in more detail and endorsed the observations of the SIG. The Committee agreed that the SIG's observations and identified areas for future work be passed to the Executive.

**At its meeting on 4 October 2011 the Executive thanked the SIG for their hard work; agreed the principle of moving towards Service Level Agreements between Waverley and the voluntary organisations funded by the Council be agreed; Waverley CAB and HOPPA be invited to negotiate SLAs for 2012-2015 as pilots for this new way of working; the success of the pilot SLAs be monitored and their impact reviewed before rolling out the approach to other funded organisations; and a follow-up report from officers be requested with recommendations to resolve the outstanding issues with Waverley's day centres.**

4.3 *Housing Maintenance Contract Procurement – Progress Report (27 September 2011)*

The Committee received an Exempt report that outlined the progress being made on the procurement of the maintenance contracts for the Council's housing stock. The Committee acknowledged the work officers had undertaken in the contract process and welcomed the opportunity for future engagement.

**At its meeting on 4 October 2011 the Executive received the report and agreed delegated authority in certain areas and the award of the contracts in accordance with the procurement process and evaluation outcomes.**

4.4 *Surrey Bus Review Consultation (30 January 2012)*

The Committee received a report that gave details of the Surrey County Council review of bus services. A seminar to discuss the proposals in Waverley was held on 6 December 2011. All comments received at until the date of the meeting were attached to the report and additional comments made at the meeting on 30 January were added to the response to SCC for the deadline of 31 January 2012. The Committee endorsed the comments already made and made additional comments proposed changes to some routes which Members considered could adversely affect local residents.

**The Committee RESOLVED that the above comments be submitted to Surrey County Council as a supplementary paper in advance of the deadline of 31 January 2012.**

4.5 *Local Development Framework – Core Strategy (30 January 2012)*

The Committee received a report identifying the main changes that officers considered needed to be made to the draft LDF Core Strategy and to seek approval to consult on the revised Plan. Following discussion the Committee wished their observations on the following issues to be passed to the Executive:

- i. Infrastructure
- ii. Cross Boundary Issues
- iii. Affordable Homes
- iv. Village Settlement Boundaries
- v. Older People

- v. Young People
- vi. Town Centres

**At its meeting on 7 February 2012 the Executive recommended that the Core Strategy Revised Preferred Options and Draft Policies be approved as the basis for public consultation, and the Head of Planning Services, in consultation with the Planning Portfolio Holder, be authorised to agree any final amendments to the document prior to consultation and to approve the detailed arrangements for the consultation, including the consultation material.**

4.6 *Terms of Reference Overview and Scrutiny Committees (12 March 2012)*

The Committee received a covering report and two annexes showing the existing terms of reference of the Overview and Scrutiny Committees and a suggestion for rebalancing the committees as a pilot for the 2012/13 Council year by transferring Housing to Corporate O&S.

Both Members and the Tenants' Panel Chairman agreed that the most important consideration was to ensure that sufficient time was given to this very important subject wherever it was placed. It was subsequently agreed to propose that Housing should be transferred to Corporate O&S. This proposal was forwarded to the Corporate Overview and Scrutiny meeting on 19 March and the combined observations from both O&S Committees were forwarded to the Executive.

**On 27 March 2012 the Executive RECOMMENDED that the Terms of Reference of the Overview and Scrutiny Committees be amended to transfer housing into the remit of the Corporate Overview and Scrutiny Committee and the Constitution be amended accordingly.**

**Whilst considering this item, the Executive also asked officers to report to a future meeting on future structures for the Landlord Services Partnership Special Interest Group (SIG).**

4.7 *Localism Act – Amendments to Waverley's Allocation Scheme and Flexible Tenancies (12 March 2012)*

The Committee considered that the proposals were a fair and flexible way of reducing eligibility to Waverley's housing register and Members were pleased that the emphasis was placed on local connection. The Committee also supported the proposal to consult with applicants on the possibility of introducing flexible tenancies for new applicants.

The Committee endorsed the following recommendations:

1. that members note that housing associations, stakeholders and applicants will be consulted regarding the proposed changes to the allocations policy outlined in this report and the idea of introducing flexible tenancies for new Council tenants;
2. taking into account any issues raised as part of the consultation, Waverley's allocation scheme be amended to reflect the changes, and a revised allocation scheme be presented to councillors in July 2012;

3. the amendments be implemented and applicants affected by the changes be notified as soon as possible following endorsement of the amended allocation scheme by the Council in July 2012;
4. in the work to produce a Tenancy Strategy, officers will further explore the merits of introducing flexible tenancies in Waverley taking into account feedback from housing applicant consultation and
5. a draft Tenancy Strategy will be presented to members in July 2012 that will include proposals for introducing flexible tenancies and the timescales within which they could be introduced in Waverley.

4.8 Surrey Waste Partnership – Future Funding and Waste Action Plan for Waverley 2011-2014 (12 March 2012)

Members noted the planned changes set out in the Waverley's Action Plan, many of which had already been agreed by the Council and were due to take effect from April 2012. Members were very pleased to note that by 2013/14 the county's recycling, composting and reuse target was 70% which was a significant improvement on the current rate of approximately 40% for Waverley. The collection of a large range of waste was also welcomed by the Committee.

The Committee endorse the draft Action Plan for Waverley and commended it to the Executive.

4.9 Proposed Partnership arrangements with Farnham Maltings (12 March 2012)

The Committee received a report that summarised the Council's relationship with the Farnham Maltings in the following three areas:

- three-year Service Level Agreement for the delivery of Farnham Maltings;
- the future of Farnham Maltings Capital Projects;
- the management of the Museum of Farnham.

Members noted that this was a good opportunity to use the expertise of Farnham Maltings to improve the Museum and RESOLVED that the following observations be passed to the Executive:

1. that the proposed percentage reduction in funding be increased from 5% to 12%; and
2. the resulting savings be allocated to HOPPA and the Citizens Advice Bureau.

**At its meeting on 27 March 2012 the Executive RESOLVED that**

1. **the Service Level Agreement for 2012 – 2015 be approved;**
2. **the 2012/13 Grant for the Farnham Maltings at £32,490, being a 5% reduction from the 2011/12 level, be agreed;**

3. **the current capital funding ratio of 2:1 be maintained for the identified Maltings restoration work, with this commitment ending at the end of the financial year 2014/15;**
4. **the transfer of the management of the Museum of Farnham to the Maltings be agreed for a three year period starting 1 April 2012 under the terms of specification detailed in Appendix 2 of the SLA; and**
5. **officers be requested to identify savings to offset the residual indirect costs and to report back in a future budget monitoring report.**

4.10 Tree Guidelines (12 March 2012)

Generally the Committee supported the guidelines and were sympathetic to the need to save trees in the borough, but it needed to balance the amenity value of trees and the views of residents. The Committee therefore RESOLVED that the following additions to the Guidelines at page 1 (paragraph 5) and page 5 (paragraph 21) be forwarded to the Executive:

- i. "In addition the Council's arboricultural officers are available to provide advice and guidance on request and can be contacted either by phone or email at 01483 523307 and [planningenquiries@waverley.gov.uk](mailto:planningenquiries@waverley.gov.uk)."
- ii. "In assessing applications the Council will balance the safety of residents and property with the amenity value of the tree."

4.11 Draft Upper Tuesley Development Brief Supplementary Planning Document – Consultation (12 March 2012)

Although Members considered this to be a comprehensive consultation and welcomed the number of affordable houses planned for the development, there were very strong concerns regarding access and transport, especially via Tuesley Lane. There were also concerns regarding the footpath access from Portsmouth Road and Milford Station and a suggestion that provision for a community bus service might be included in the developers brief.

A Transport Assessment was planned for the site which would consider the traffic impact of the development, and any planning application would need to consider the access arrangements for the site. However, the Committee wished their concerns to be noted regarding the viability of the development without specific improvements to the transport infrastructure and RESOLVED that the observations regarding access and transport be passed to the Executive.

4.12 Parking Guidelines (12 March 2012)

The Committee commended the report and considered the guidelines to be very reasonable. The Committee RESOLVED that the Parking Guidelines be endorsed and the report commended to the Executive.

## 5. **FINANCIAL ISSUES**

### 5.1 General Fund Budget Issues 2012/2013 (7 November 2011)

The Committee received a report that outlined the Executive's proposed approach to be taken to the 2012/13 Budget and were invited to comment on issues that fell within the remit of the Committee to help balance the budget in the coming months. The Committee RECOMMENDED to the Executive that:

1. Recreational Open Space and Countryside were two areas where discretionary spending might be reduced; and
2. Day Centres, Citizens Advice, Welfare Grants and Community Transport Initiative be identified as high priority services where expenditure should only be reduced as a last resort.

**At its meeting on 29 November 2011 the Executive resolved that the observations from the Overview and Scrutiny Committees be taken into account during the forthcoming budget-setting process.**

### 5.2 HRA Business Plan Update (7 November 2011)

The Committee received a report that advised them of the progress to date on the preparation of a 30-year business plan for the HRA in readiness for the self-financing regime to be introduced in April. The Committee requested officers work with treasury management advisors to achieve the most advantageous level of interest on the debt.

Members noted that in providing high quality housing, the installation of cabling to receive broadband should not mean that the Council was obliged to supply the facility as in some rural areas this would not be possible.

The Committee had no further observations they wished to pass to the Executive and RESOLVED to note the progress being made in drawing up a business plan for the new HRA self-financing regime.

### 5.3 FINANCIAL STRATEGY 2012/13 – 2015/16 (30 January 2012)

The Committee received the five reports under this item.

#### General Fund Budget 2012/13 – 2015/16

Following questions on specific issues such as Service Plans, costs for clinical waste and animal control savings the Committee complemented the Finance Team and the Executive on the work undertaken on the budget and had no observations to pass to the Executive.

#### General Fund Capital Programme 2012/2013

The Committee's attention was drawn to the £2.87m total revenue contributions, made up of the contribution to capital from the revenue budget of £2m and grants from the Council Tax Freeze Grant and the New Homes Bonus. This amount, with a small surplus, matched the schemes proposed for 2012/13. The Committee did not identify any observations that they wished to pass to the Executive.



### HRA Business Plan

The Business Plan was endorsed by Members and the Committee did not identify any observations that they wished to pass to the Executive.

### HRA Revenue Estimates 2012/2013

Members noted the key assumptions in the draft budget/business plan, which included an assumed rent increase of 5.9% which Members present and the Tenants Panel representative supported. The Committee did not identify any observations that they wished to pass to the Executive.

### Draft HRA Capital Programme 2012/2013

Members congratulated officers on the work undertaken to achieve the funding which would improve Waverley's housing stock and benefit their residents. The Committee did not identify any observations that they wished to pass to the Executive.

## 5.4 WAVERLEY COMMUNITY PARTNERSHIP – APPLICATIONS FOR REVENUE FUNDING 2012/13 (30 January 2012)

The Committee received a report that asked Members to consider the applications to the Waverley Community Partnership for revenue funding in 2012/13, taking into account the observations made by the Community O&S Grants Sub-Committee.

The Chairman of the Community O&S Grants Sub-Committee gave a brief overview of their observations and recommendations to the Grants Panel. Members noted that further consideration on setting up Service Level Agreements for some organisations would be discussed at the March meeting of the Committee.

The Committee did not identify any specific observations they wished to pass to the Executive but were pleased to note that, by prudent management of finances, the overall grants budget had not been reduced and the observations from the Community O&S Grants Sub-Committee had been taken into account by the Grants Panel.

## 6. CRIME & DISORDER ISSUES

Following the Executive's endorsement at their meeting on 1 November 2011, a Sub-Committee was established to review Policing in the Borough and the membership was agreed at the meeting on 7 November 2011. A meeting of the Sub-Committee took place on 25 October 2011 which received a report from the Safer Waverley Partnership Strategy Group. The Sub-Committee considered that this report addressed the key questions in the scope of the review and concluded to RECOMMEND to the Executive that there was no need to proceed with the review at the present time.

**On 29 November the Executive received the recommendation of the Committee.**

## **7. PERFORMANCE MANAGEMENT ISSUES**

### **7.1 Performance Management Report, Quarter 1 (April-June) 2011/12 (27 September 2011)**

The Committee considered the performance figures for Q.1 and the observations of the Performance Sub-Committee. The Committee RESOLVED that the recommendations to amend identified targets and indicators be forward to the Executive and the recycling target be updated.

**On 1 November the Executive endorsed the recommendations of the Committee.**

### **7.2 Performance Management Report, Quarter 2 (July-September) 2011/12 (7 November 2011)**

The Committee considered the performance figures for Q.2 and the verbal report from the Chair of the Performance Sub-Committee. The Committee RESOLVED that

1. the recommendations to amend the targets and indications be agreed and forwarded to the Executive; and
2. the recycling target be updated.

**On 29 November the Executive RESOLVED that**

1. the performance figures for Quarter 2 to the report be noted;
2. the Overview and Scrutiny Committees be thanked for their observations regarding the Quarter 2 performance;
3. the recommendation from the Community Overview and Scrutiny Committee on Improved Street and Environmental Cleanliness be endorsed; and
4. officers be asked to provide action plans in future to deal with those areas where performance is below target.

### **7.3 Performance Management Report, Quarter 3 (October-December 2011/12 (12 March 2012)**

The Committee considered the performance figures for Q.3 and the verbal report from the Chairman of the Performance Sub-Committee. The Sub-Committee had made some recommendations in relation to the indicators/targets that had under/over achieved and RESOLVED that the performance figures for quarter 3 and the comments and recommendations of the Performance Sub-Committee be agreed and forwarded to the Executive.

**On 27 March the Executive RESOLVED that**

1. the performance figures for Quarter 3 be noted, and the Overview and Scrutiny Committees thanked for their observations on the performance;

2. performance in those areas highlighted continue to be monitored for at least one more quarter before making a decision to change targets; and
3. officers be asked to produce a detailed action plan for those performance indicator items showing a major departure from the planned performance target.

## 8. **APPOINTMENT OF SUB-COMMITTEES**

### Appointment of a Performance Management Sub-Committee (20 June 2011)

Cllrs Jim Edwards (Chairman), Jenny Else, Diane James, Andrew Wilson.  
Tenant Panel Representatives: Mrs Samantha Johnson, Mrs Jane Rawlings.

### Appointment of a Sub-Committee – Review of Policing (27 September 2011)

Cllrs Peter Isherwood, Nicholas Holder, Michael Goodridge, Brian Ellis, Diane James, Julia Potts, Andrew Wilson and Jim Edwards.

### Appointment of a Sub-Committee – Grants Review (7 November 2011)

Cllr Diane James, Jim Edwards and Nick Holder.

## 9. **CALL-IN**

### 9.1 Waste Management – Contract Renewal 2012 (27 June 2011)

The Committee wished to scrutinise the report before it was considered by the Executive. The report was brought to the Committee on 27 June 2011 and its observations forward to the Executive for consideration at its meeting on 5 July 2011.

**On 5 July 2011 the Executive endorsed the recommendations of the Community Overview & Scrutiny Committee.**

## 10. **MONITORING REPORTS**

Rent Arrears Monitoring Statements (All meetings)

## 11. **OFFICER PRESENTATION**

### Community Infrastructure Levy (12 March 2012)

All Members were invited to attend for an officer presentation on the changes that would be taking place moving from Planning Infrastructure Contribution (PIC) to Community Infrastructure Levy (CIL).

## **Recommendation**

It is recommended that the work carried out by the Community Overview & Scrutiny Committee in 2011/12 be noted.

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