

MINUTES of the JOINT MEETING  
of the OVERVIEW AND  
SCRUTINY COMMITTEES held on  
26 January 2010

(To be read in conjunction with the Agenda for the meeting)

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|-----------------------------|----------------------------|
| * Cllr Mrs Jean Arrick      | * Cllr Simon Inchbald      |
| * Cllr Len Bate             | * Cllr Peter Isherwood     |
| * Cllr Mrs Gillian Beel     | * Cllr Mrs Diane James     |
| * Cllr Maurice Byham        | * Cllr Alan Lovell         |
| * Cllr Jim Edwards          | * Cllr Peter Martin        |
| * Cllr Brian Ellis          | * Cllr Tom Martin          |
| * * Cllr Mrs Patricia Ellis | * Cllr Bryn Morgan         |
| * Cllr Mrs Mary Forszewska  | * Cllr David Munro         |
| * Cllr Michael Goodridge    | * Cllr Ken Reed (Chairman) |
| * Cllr Tony Gordon-Smith    | * Cllr Keith Webster       |
| * Cllr Nicholas Holder      | * Cllr Mrs Liz Wheatley    |
|                             | * Cllr Andrew Wilson       |

Present

Also In attendance: Cllr Mike Band and Cllr David Inman

1. APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Councillors Mrs Elizabeth Cable, Mike Causey, Mrs Carole Cockburn, Stuart Connolly, Victor Duckett, Stephen Hill, Julian Hubble, Mrs Carole King, Dr Nicky Lee, Stephen O'Grady, John Ward, Mrs Nerissa Warner-O'Neill and Ross Welland.

2. DISCLOSURE OF INTERESTS (Agenda Item 2)

There were no interests raised under this heading.

3. SERVICE PLAN ACTION PLANS 2010/11 (Agenda Item 3; Appendix A)

The joint Overview and Scrutiny Committees received the draft Service Plan Action Plans for all of the Council's services for 2010/11. All Heads of Service were present at the meeting and each gave a short headline summary of the major issues forthcoming in the next Council year. Each presentation was followed by questions of clarification from the councillors and a number of observations to be passed to the Executive when considering the Service Plans at their meeting in March. The observations for each service are set out below:-

Revenues and Benefits – Robert Fox

- Would it be possible to reallocate resources to cover the additional member of staff required to cope with the increased workload in the section? Clarification to be sought as to whether growth had been included in the budget for 2010/11 for this post.

- Don't Lose Your Home Campaign (DLYH) – are preparations in place to cope with a possible increase in demand for this service should interest rates go up?

#### Building Control, Parking Services And Engineering - Paul Frame

- Look at opportunities for joint working with Surrey County Council Street Lighting Team to research energy saving options for existing car park lighting.
- With regard to Building Control, could the part-time marketing specialist position and associated production of promotional materials be undertaken by in-house teams?

#### Communications – Julie Jackson

There were no observations to be passed on regarding this service.

#### Customer And Office Services - Roger Standing

- The proposed relocation of Surrey Police into the Reception Area of the Council Offices was considered to be a positive move identifying associated benefits for joint working between Waverley and the Police.
- There were some reservations about the growth of corporate revenue and capital projects and the need for the Executive to justify proposed improvements in comparison to direct service delivery was reiterated.

#### Democratic And Legal Services - Robin Pellow

- With regard to legal services, clarification was sought about the need to ensure that IT systems were compatible to facilitate joint working between authorities and the benefits should be quantified before investment.

#### Economic Development And Partnerships - Iain Lynch (introduced in his absence by Kelvin Mills)

- Investigate why the Hoppa service from the Farnham area to Frimley was not operating effectively and work towards being more proactive in the Hoppa business plan.
- Ensure that the Careline service was delivered as efficiently as possible and look at private contract opportunities.
- Continue to support local towns and their initiatives.

#### Environmental Health - Martin Shorten

- Is a co-ordinated Emergency Plan in place for severe weather incidents?
- Could financial reserves be put in place to ensure key services can be maintained in the event of an epidemic such as swine flu?

- Clarification sought about how the 'Scores on the Doors' scheme would operate in practice and members questioned whether it needed immediate implementation?

#### Environmental Services - Rob Anderton

- Revisit the criteria for the satisfaction rates for the customer consultation on the Waste Management Service to use consistent wording eg. Very satisfied, fairly satisfied etc.
- Does 'same day collection' help or hinder when the waste collection and recycling services are disrupted and does it justify its cost?
- Ensure that contingency arrangements are adequate for extreme disruptions in service.
- Is it possible to quantify the benefits of collecting mixed plastics?
- Encourage Waverley to work with the Surrey Waste Partnership to look at ways of collecting food waste from businesses, including the potential to make it a paid-for service.
- Look at opportunities for partnership working with other authorities when renegotiating/re-tendering part/all of the waste contract.
- Minimise residual household waste and maximise home composting and recycling where possible.

#### Finance and Performance - Graeme Clark

There were no observations to be passed on regarding this service.

#### Housing Services - John Swanton

- Housing Service should have received a better rating from the Audit Commission than 'fair'.
- Comprehensive review needed to ensure that interventions by the local authority can be undertaken at the earliest opportunity when anti-social neighbour incidents occur?
- Examine the possibility of extending the healthcheck system to urban neighbourhoods.

#### Human Resources - Alex Overington

Partnership working should be used at the earliest opportunity where possible to deliver the actions in the plan.

#### Internal Audit – Mark Hill

There were no observations to be passed on regarding this service.

Leisure and Youth – Kelvin Mills

- Widen definition because not just residents of Waverley use leisure services.
- Members welcomed the Public Art Strategy for Waverley and wanted officers to maximise opportunities to display artwork, to include the plinth at the Council Offices in Godalming.
- Look at working with other schools and colleges who may wish to be involved in producing artwork to be displayed, as well as the UCA.

Planning Service – Matthew Evans (introduced in his absence by the Chief Executive)

- Clarification sought about the policy framework for Tree Preservation Orders.
- Pleasing to see how well the Local Development Framework (LDF) is progressing and members wished to emphasise the importance of the LDF and the significance of completing on time.

There being no general observations on the Service Plan process, the meeting concluded at 8.32 p.m.

Chairman

Comms/o&s/2009-10/draft minutes joint meeting