

To: All Members and Substitute Members of
the Overview & Scrutiny Committee -
Community Wellbeing
(Other Members for Information)

When calling please ask for:
Ema Dearsley, Democratic Services Officer

Policy and Governance

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Calls may be recorded for training or monitoring

Date: 10 November 2017

Membership of the Overview & Scrutiny Committee - Community Wellbeing

Cllr Andy MacLeod (Chairman)	Cllr Denis Leigh
Cllr Liz Wheatley (Vice Chairman)	Cllr Sam Pritchard
Cllr Val Henry	Cllr Bob Upton
Cllr Mike Hodge	Cllr Ross Welland
Cllr Denis Leigh	Vacancy

Substitutes

Cllr Patricia Ellis	Cllr John Williamson
Cllr Nabeel Nasir	Cllr Jerry Hyman

Dear Councillor

A meeting of the OVERVIEW & SCRUTINY COMMITTEE - COMMUNITY WELLBEING
will be held as follows:

DATE: MONDAY, 20 NOVEMBER 2017

TIME: 7.00 PM

PLACE: COMMITTEE ROOM 1, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

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Waverley Corporate Plan 2016-2019

Priority 1: Customer Service

We will strive to deliver excellent , accessible services which meet the needs of our residents.

Priority 2: Community Wellbeing

We will support the wellbeing and vitality of our communities.

Priority 3: Environment

We will strive to protect and enhance the environment of Waverley.

Priority 4: Value for Money

We will continue to provide excellent value for money that reflects the needs of our residents.

Good scrutiny:

- is an independent, Member-led function working towards the delivery of the Council's priorities and plays an integral part in shaping and improving the delivery of services in the Borough;
- provides a critical friend challenge to the Executive to help support, prompt reflection and influence how public services are delivered;
- is led by 'independent minded governors' who take ownership of the scrutiny process; and
- amplifies the voices and concerns of the public and acts as a key mechanism connecting the public to the democratic process.

NOTES FOR MEMBERS

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

AGENDA

1. MINUTES (Pages 5 - 20)

To confirm the Minutes of the Meeting held on 12 September 2017 (to be laid on the table 30 minutes before the meeting).

2. APOLOGIES FOR ABSENCE AND SUBSTITUTES

To receive apologies for absence and note any substitutions.

3. DECLARATIONS OF INTERESTS

To receive Members' declarations of interests in relation to any items included on the agenda for this meeting, in accordance with Waverley's Code of Local Government Conduct.

4. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to respond to any written questions received from members of the public in accordance with Procedure Rule 10.

5. WORK PROGRAMME (Pages 21 - 36)

The Community Overview and Scrutiny Committee, is responsible for managing its work programme.

The work programme (Annexe 1) includes items discussed at the O&S Co-ordinating Board and takes account of items identified on the latest Executive Forward Programme (Annexe 2) as due to come forward for decision.

Recommendation

Members are invited to consider their work programme and make any comments and/or amendments they consider necessary, including suggestions for any additional topics that the Committee may wish to add to its work programme.

6. FEASIBILITY STUDY (Pages 37 - 42)

To receive a presentation from Kelvin Mills, the Head of Communities and Fotini Vickers, the Leisure Contracts Manager on the SLC Feasibility Study and the proposals for a further programme of investment in the Council's leisure centres.

7. WAVERLEY TRAINING SERVICES

To receive a presentation from Kelvin Mills, the Head of Communities and Adele O'Sullivan, the Centre Manager for Waverley Training Services on the main risks associated with the delivery of the service and to review the mitigations that may be in place.

8. UPDATE ON HEALTH INEQUALITIES TASK GROUP

To receive a brief verbal update on the progress made in the health inequalities task group sessions.

9. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation of the motion of the Chairman:

Recommendation

That pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part 1 of Schedule 12A to the Act (to be specified at the meeting).

Officer contacts:

Alex Sargeson, Scrutiny Policy Officer

Tel. 01483 523214 or email: alexander.sargeson@waverley.gov.uk

Ema Dearsley, Democratic Services Officer

Tel. 01483 523224 or email: ema.dearsley@waverley.gov.uk

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE OVERVIEW & SCRUTINY COMMITTEE - COMMUNITY WELLBEING - 12 SEPTEMBER 2017

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

Present

Cllr Andy MacLeod (Chairman)
Cllr Liz Wheatley (Vice Chairman)
Cllr Val Henry

Cllr Mike Hodge
Cllr Denis Leigh
Cllr Ross Welland

Apologies

Cllr Sam Pritchard, Cllr Simon Thornton and Cllr Bob Upton

11. MINUTES (Agenda item 1.)

The Minutes of the Meeting held on 26 June 2017 were confirmed as a correct record and signed.

12. APOLOGIES FOR ABSENCE AND SUBSTITUTES (Agenda item 2.)

Apologies for absence were received from Councillors Sam Prichard, Bob Upton and Simon Thornton. Councillors Patricia Ellis and Nabeel Nasir were in attendance as substitutes.

13. DECLARATIONS OF INTERESTS (Agenda item 3.)

There were no declarations of interests in connection with items on the agenda.

14. SCRUTINY REVIEW - FACTORS AFFECTING HEALTH INEQUALITIES IN THE BOROUGH (Agenda item 5.)

The Committee received a presentation from Karen Simmons, the Surrey County Council public health lead for the Waverley area. The presentation was regarding health inequalities and the Districts role in its contribution to Public Health.

The Committee was reminded that a review to address health inequalities in the Borough had been agreed at its last meeting. The starting point for this review was information from Public Health England for the Waverley District in the Health Profile 2016. It stated that Life expectancy in the Borough was 7.4 years lower for men and 11.8 years lower for women in the most deprived areas compared with the least deprived areas. These statistics were surprising and so the Committee had agreed that they needed to explore the following areas in more detail:

- 1) How the wider deterrents of health such as housing, employment, cost of living, environment, which included social isolation, transport infrastructure & social capital, and career development & opportunity, contributed and

- affected the health and mental health of residents and overall life expectancy.
- 2) The second area related to how our lifestyles and health behaviours affect life expectancy , such as smoking and drinking
 - 3) And thirdly looking into how accessible health and mental health care is for our residents.

Since that meeting, Alex Sargeson, the Scrutiny Policy Officer, had produced a scoping report and the following Councillors had agreed to form a working group to take the work forward: Councillors Andy Macleod, Liz Wheatley, Patricia Ellis, Nabeel Nasir, Nick Williams and Sam Pritchard

The Scoping Report detailed the rationale and background to the review, the Terms of Reference and the Key themes to explore as well as a list of people/organisations that they may wish to invite as witnesses.

The Committee thanked Karen for her presentation which Members had found very informative and agreed that they should go forward with the scope as proposed. They also felt that the Presentation would benefit being received by the Executive at a future meeting.

15. PERFORMANCE MANAGEMENT REPORT - QUARTER 1, 2017/18 (APRIL - JUNE 2017) (Agenda item 6.)

The Committee received the quarterly performance report which provided an analysis of the Council's performance in the first quarter of 2017/18 in the Service Area of Community Services. Nora Copping, the Council's Policy and Performance Officer, presented the findings to the Committee and she outlined some possible changes.

The Committee considered the report and agreed that the following additional indicators be included in future reports:

Careline:

1. the Total number of clients which in the past couple of years remained at the steady level of around 1800 clients at any given time
2. the number of calls per quarter
3. the Critical faults dealt with within 48 hours, for which a 95% quarterly target

Waverley Training Services:

1. the overall Apprentice success rate at 80% quarterly target recommended
2. the Apprentice timely success rate, measuring achievement of qualification in the expected timescale with the recommended quarterly target of 75%
3. the Number of apprentices on study programmes, with a yearly target of 30 apprentices, which breaks down to 7.5 apprentices per quarter.

Leisure:

1. the Numbers attending weight management or other wellbeing classes and activities

The Committee also agreed that they should have a performance indicator for the number of GP referrals to leisure centres and information regarding usage of health and wellbeing activities provided by the leisure centres. Furthermore, in the next report there would be more information provided about the drop in performance for the number of visits to Farnham Leisure Centre.

16. SAFEGUARDING POLICY FOR CHILDREN AND ADULTS AT RISK (Agenda item 7.) (Pages 7 - 16)

The Committee received a report summarising the Council's safeguarding responsibilities and proposed a new combined Safeguarding Policy for Children and Adults at Risk. The Council currently had two Policies which were adopted in late 2014 and merging these would adhere to Surrey County Council's adopted and recommended format and, therefore, would ensure a consistent safeguarding Policy was adopted by District and Boroughs through the County. Furthermore, the new Policy updated current procedures to reflect best practice, clarified the reporting process and highlighted the differing forms of abuse and indicators as well as summarising other related policies and strategies.

Andrew Smith, the Head of Strategic Housing and Delivery and Lead Safeguarding Officer, provided Members with a presentation on the reasons for the Safeguarding Policy and the governance arrangements. He also outlined the key changes and the procedure to follow if a person had a safeguarding concern. Members noted that there was a Surrey Multi Agency Safeguarding Hub (MASH) in place and was the single point of contact for reporting concerns. Further details are attached to these minutes in the slides.

The Committee thanked Andrew for the presentation and was in full support of the approach being taken. They found the joined up procedure much easier to follow and it clearly listed what someone should do when concerns were raised. Accordingly, the Committee

RESOLVED that the Safeguarding Policy be endorsed.

17. COMMUNITY MEALS SERVICE UPDATE (Agenda item 8.)

The Committee received an update on the transfer of the community Meals Service and progress to date. Members were advised that the new service transferred on 16 January 2017 with the offer of a 5 day a week service which provided a hot freshly cooked meal and optional afternoon tea. The service was provided from the following:

- Brightwells Gostrey Centre – Farnham Area
- Haslewey Community Centre – Haslemere Area
- Rowleys Centre for the Community – Cranleigh Area
- Waverley Borough Council staff restaurant – Godalming Area

The Committee was informed that officers had worked with the new providers to assist with the development of business plans and cashflow forecasts to determine the levels of grant funding to support the transition of the service. The Council

provided start up funding of £4,000 to each organisation for the first 3 months of the financial year and maintained the same level of funding previously for the Royal Voluntary Service (RVS) Meals on Wheels Service for 2017/18 to support the first full financial year of the service. It also provided £40,000 to purchase equipment necessary to deliver the service.

Since the new service had been in place, the following key points were noted:

- Clients accessing the service 110 – each provider has seen a high turnover of clients using the service;
- 10,283 hot meals delivered across the borough – this increased significantly in the second quarter (1 April – 30 June);
- 748 frozen meals delivered; and
- 1,026 teas delivered.

Looking forward, the team was looking at marketing campaigns and leaflet drops to encourage new clients. The feedback they had received was largely positive with clients increasing the amount of days that they receive meals due to them being 'much nicer' than previously. Family members of clients had reported that the meals were much healthier and their parent looked healthier and increased energy.

The Committee raised some concern about the need for volunteers to take the meals to the clients, and in some areas this could be some distance. Officers advised that they had placed an article in Your Waverley to encourage volunteers and that the Council ran a volunteering scheme which was well received. Lessons had been learnt too in the first few months about ensuring meals stayed warm and this had been resolved.

The Committee confirmed its support for this service and suggested that officers looked to speak to GPs for referrals where it was felt necessary. They could also attend town/village events to promote the service and leaflets could be placed in Town and Parish Councils and notice boards. Members were pleased that they could continue to run the service and were pleased with the positive feedback that had been received.

18. SERVICE LEVEL AGREEMENT GRANT FUNDING (Agenda item 9.)

The Committee RESOLVED that a Service Level Agreement Group be established to consider the funding for SLAs and the following be Members of this Group: Councillors Mike Hodge, Denis Leigh, Val Henry, Nabeel Nasir and Patricia Ellis.

19. PUBLIC TOILETS IN GODALMING, FARNCOMBE AND HASLEMERE (Agenda item 10.)

The Committee received an update on the recent closure of the public toilets in Godalming, Farncombe and Haslemere. Members were advised that conversations with Town and Parish Councils continued and it was likely that the lease would be transferred to them. It was noted that this process had been followed in Farnham and Cranleigh successfully and the toilets could remain open.

20. COMMITTEE WORK PROGRAMME (Agenda item 11.)

The Committee reviewed the Committee work programme. It was felt that they should receive an update on the Ambulance response times. Members noted that there would be a member briefing from the police on Community Engagement arranged and all were welcome to attend.

The meeting commenced at 7.00 pm and concluded at 9.00 pm

Chairman

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SAFEGUARDING POLICY FOR CHILDREN AND ADULTS AT RISK

Community Wellbeing Overview and Scrutiny

12 September 2017

Andrew Smith

Head of Strategic Housing and Delivery

Lead Safeguarding Officer



www.waverley.gov.uk

Waverley
BOROUGH COUNCIL

Object of Safeguarding:

To prevent and reduce risk of harm to adults and children from abuse or other types of exploitation and impairment of development, while supporting individuals to maintain control over their lives and enabling them to make informed decisions without coercion.

Why does Waverley need a Safeguarding Policy?

It is a statutory responsibility for local authorities to have effective safeguarding arrangements as set out in the Children's Act 1989 and 2004, and the Care Act 2014.

Although a key responsibility for the Council, safeguarding is everybody's business.



Governance

Surrey County Council is the statutory authority for safeguarding and all 11 borough and district councils are partner agencies of the County Council's Safeguarding Children Board and Safeguarding Adults Board.



The new Policy

- combines two existing policies relating to children and vulnerable adults into one
- updates current procedures to reflect best practice
- clarifies the reporting process and
- highlights the different forms of abuse and indicators of abuse
- signposts to related and useful policies and strategies

The Policy...

...has been developed in accordance with Surrey County Council guidance regarding:

- the safeguarding training programme
- recruitment procedures that will safeguard children and promote welfare
- details of the designated safeguarding officers
- the procedures that staff and members must follow if they believe a child or adult may be at risk

How we meet our safeguarding obligations

We do not investigate, diagnose, counsel, interfere, problem solve, 'try and protect' ...

We do report and refer to the MASH

How to make a referral relating to children or adults at risk

You have a Safeguarding concern

This could be a suspicion, an allegation, an observation or a disclosure of abuse or risk of abuse

Is there an immediate risk of harm?

Yes

Call **Emergency Services on 999** and following the call to Emergency Services, report the concern to one of the designated safeguarding officers (See page 5)

If you are a member of staff, then also complete an internal reporting form which is on Backstage under *Report It* to be sent to the safeguarding team.

If you are an elected member, call **Emergency Services on 999** and report the concern to one of the designated safeguarding officers (See page 5)

No

If you are a member of staff, talk to your Line Manager and if it is decided there is a concern (The Safeguarding Team can be contacted for advice if needed), report it on Backstage and make the referral to the **Surrey Multi Agency Safeguarding Hub (MASH)** on **0300 470 9100** or a social worker if known to social services.

If you are an elected member, report the concern to one of the designated safeguarding officers (See below)

If further information or action is required from you, the MASH will contact you.

Surrey Multi Agency Safeguarding Hub (MASH)

The MASH is the single point of contact for reporting concerns about the safety of a child, young person or adult.

It co-locates agencies: Adult Social Care, Children's Social Care, Health and Surrey Police.

There is also a virtual team of partners who support the MASH via information sharing, including Education Workers, Independent Domestic Violence Advisers, Youth Support Services, Probation Service, Ambulance, Hospitals, Surrey Fire and Rescue Service, Trading Standards, schools and colleges, a Data Analysis team as well as four Early Help Co-ordination Hubs.

Surrey Multi Agency Safeguarding Hub (MASH)

Its aim is to identify need, risk and harm accurately and to facilitate the most appropriate and timely intervention.

INTRODUCTION TO WAVERLEY BOROUGH COUNCIL

OVERVIEW AND SCRUTINY WORK PROGRAMME

The programme is designed to assist the Council in achieving its corporate priorities by ensuring topics add value to the Council's objectives, are strategic in outlook, are timed to optimise scrutiny input and reflect the concerns of Waverley residents and council members. The programme is indicative and is open to being amended with the agreement of the Chair with whom the item is concerned. The work programme consists of three sections:-

- Section A – Lists items for Overview and Scrutiny consideration. It is not expected that the committee cover all items listed on the work programme and some items will be carried over into the following municipal year. In-depth scrutiny review topics for consideration by the respective Committee will also be listed in this section.
- Section B – Lists live in-depth scrutiny task and finish groups, including objectives, key issues and progress.
- Section C – Lists the Scrutiny tracker of recommendations for the municipal year.

Section A

Work programme 2017-18

Subject	Purpose for Scrutiny	Date for O&S consideration	Date for Executive decision (if applicable)	Priority
Community Safety Partnership	To evaluate the effectiveness of the partnership and to consider the key issues. To scrutinise the structural changes of the partnership and the implications and impact on Waverley.	January 2018		Low
Prevent Counter Terrorism Strategy	To scrutinise the strategy and action plan. (prevent featured in the safeguarding policy).	January 2018		High
Leisure Centre contract management scrutiny review report	Recommendations progress update in 6 months (presented to Executive in July 2017).	January 2018	February 2018	Low
Performance reports	To consider the performance figures for quarter 1 and make any observations or recommendations about performance and progress it wishes to make to the	January 2018		

Community Wellbeing Overview and Scrutiny Committee

	<p>Executive and;</p> <p>To consider the options for additional performance indicators set out at paragraph 3 and make recommendations on the preferred options to the Executive.</p> <p>Q1 – September Q2 – January</p>			
Service Level Agreements	<p>To agree membership of the O&S panel (4 maximum) to scrutinise the Executive’s preliminary decision as part of the Service Level Agreement process (Sept 17).</p> <p>To receive the report from the informal working group on the SLA agreements.</p>	January 2018	February 2018	High
Service plans	<p>Service plans mid year progress report (November 2017) – circulated offline.</p> <p>New Service plans for 2018-19 (January 2018)</p> <p>Annual outturn report (June 2018)</p>	January 2018		
Stroke service re-location	<p>Update on the approach that will be taken including the potential impact of ambulance response times in the south and east of the Borough.</p>	TBC		High

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Health devolution deal	Key questions include what does this mean for services in Waverley? And what opportunities are there to scrutinise our local health services now that there is a shift towards local accountability for health and social care spending in the region?	TBC		High
Help for disabled and vulnerable adults	To explore the new local arrangements being made by Social Care Services including the MASH to support the needs of local vulnerable people.	TBC		High
Hospital transport provision	To explore whether there is scope to provide a sustainable community hospital transport scheme.	TBC		Low
Joint health scrutiny	To explore whether there is scope to arrange joint health scrutiny with Surrey County Council on matters that affect the delivery of health services in Waverley.	TBC		?
Local policing	To examine the cutback of neighbourhood policing and the affect on the community.	TBC		Low
Mental Health	To explore how changes in the health system have impacted	TBC		High

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	on mental health services locally.			
Rural and social isolation	To examine how poor levels of connectivity and social isolation affect both the mental health of residents and the accessibility of health services for older people.	TBC		Low
Services for active & higher needs residents	Explore which services are on offer for older people to keep them in good physical and mental health.	TBC		High
Sustainability & Transformation plans	To consider questions around the impact of national spending reductions in Health on local provision in Waverley.	TBC		High
Feasibility study	To review the options for further investment in the leisure portfolio, with a particular focus on the Cranleigh Leisure Centre. Members should provide a steer to the Executive on the preferred option. Update due in November 2017	TBC	November 2017	
Life expectancy disparity (health inequalities scrutiny review)	To investigate via scrutiny in-depth review how the dependencies of relative deprivation cause disparity in both health outcomes and life expectancy in the Borough by looking at the wider determinants of health (housing and planning),	TBC		High

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	<p>lifestyle factors and accessibility to service provision.</p> <p>Scope to go to 12 September meeting for endorsement.</p> <p>Update due in November 2017</p>			
Waverley Training Services	<p>To examine the main risks associated with the delivery of the service in the context of the Ofsted review 2016, e.g. quality of teaching and assessment, and to review what action is being taken to improve the aspects of the service rated 'requires improvement'.</p> <p>Members should also question the impact of the apprenticeship levy on the service delivery.</p> <p>Update due in November 2017</p>	TBC		High

Section B

In-depth scrutiny reviews 2017-18

Subject	Objective	Key issues	Lead officer	Progress
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Community Wellbeing Overview and Scrutiny Committee

<p>1. Health inequalities</p>	<ul style="list-style-type: none"> • To review a selection of the wider determinants of health as identified by this scope and a selection of lifestyle behaviours to illustrate the impact these factors have in producing both health and mental health inequalities in the Borough. • To understand the relationship between the social determinants of health, negative lifestyle behaviours and the spatial environment on health outcomes. • To understand how the geography and rural nature of borough affects the health and mental wellbeing of residents and how this impacts access to health and social care services • Identify successful approaches to tackling health inequalities across wards by looking at case studies from other local authorities • To consider where direct investment is most needed to reduce immediate health inequalities, including applying proportionate universalism as a concept into policy • To make recommendations to the Executive and partners to reduce health (and mental health) inequalities and improve the lives and health of residents and 	<ul style="list-style-type: none"> • To review the reasons for the disparity in life expectancy between the least and most deprived areas within Waverley and between males and females (ref: Public Health profile for Waverley, 2016 & 2017) • The factors affecting health and mental health inequalities which includes the social determinants of health, lifestyle factors and access to health and social care services (including the VCS). • Bringing explicit attention to the health duties of the Borough Council. • Investigating the concept of proportionate universalism and looking at how the Council can apply the concept into policy. 	<p>Damian Roberts</p>	<p>Scope agreed at the September 2017 meeting.</p> <p>Task group met once to learn about what Waverley’s non-statutory health duties are and learned about the local health profile of Waverley.</p> <p>Task group due to meet again soon with a focus on ‘local economy and environment’ – the review health and wellbeing aspects of housing policy and planning policy.</p>
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Community Wellbeing Overview and Scrutiny Committee

	<p>communities within Waverley</p> <ul style="list-style-type: none"> • To improve how Waverley Borough Council engages with Public Health and other health partners, such as the Clinical Commissioning Groups (CCG's) and the Sustainable and Transformation Partnership (STP), to tackle health inequalities by highlighting the health duties of the Borough Council through research and evidence of impact. • Work towards developing a local preventative approach to health and mental health in collaboration with Public Health England. <p>In addition to these objectives to examine the family support schemes funding and recommend a way forward.</p>			
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Section C

Scrutiny tracker 2017-18

Community Wellbeing Scrutiny recommendations tracker				
Meeting date	Agenda item	Recommendations	Officer / Executive response	Timescale
27th June 2017	1. Work programme	Members agreed to set up a task group on addressing health inequalities in the Borough; Scrutiny Policy	Scope prepared and ready for the September meeting for member's comments and endorsement.	Sep-17

Community Wellbeing Overview and Scrutiny Committee

		Officer to prepare a scope for the next meeting in September 2017		
	2. Community Engagement Plan	To set up a members briefing on the topic; Scrutiny Policy Officer to liaise with the Police lead to arrange a date and inform members of the Community Wellbeing O&S.	Had discussions with the Police and agreed to set up a date in September to hold the briefing - aim is to inform and review the police community engagement plan. Next steps are to set up a meeting date in members diary's and prepare briefing material	Sep-17
	3. Performance Management Report	To receive performance indicators on an exception basis. Overall members expressed preference to retain the quarterly trend analysis. It was also accepted that the remaining indicators could be circulated to members for information outside of the committee environment.		
	4. Leisure Centre Contract Management Scrutiny Review report	Members agreed and noted the recommendations set out in the Scrutiny review report.		To come back to scrutiny in 6 months time for a progress update on the recommendations made. (January 2018)
Meeting date	Agenda item	Recommendations	Officer / Executive response	Timescale

Community Wellbeing Overview and Scrutiny Committee

12th September 2017	1. In-depth Scrutiny review: Health inequalities	Members agreed the scope for the scrutiny review into health inequalities within the Borough	Scrutiny Policy Officer will support the review fully.	September 2017 – February 2018.
	2. Performance Management report Q1 2017/18	Recommended to officers the endorsement of the new performance indicators set out in the report.		
	3. Community meals service update	None		
	4. Safeguarding report	None	N/A	N/A
	5. Service Level Agreement	Members appointed an informal working group for the SLA process.		October - November 2017
	6. Public Toilet Closure update	None	Currently approving the leases of public conveniences to Godalming and Haslemere Town Councils.	

Waverley Borough Council Key Decisions and Forward Programme

This Forward Programme sets out the decisions which the Executive expects to take over forthcoming months and identifies those which are key decisions.

A key decision is a decision to be taken by the Executive which (1) is likely to result in the local authority incurring expenditure or making savings of above £100,000 and/or (2) is significant in terms of its effects on communities living or working in an area comprising two or more wards.

Please direct any enquiries about the Forward Programme to the Democratic Services Manager, Emma McQuillan, at the Council Offices on 01483 523351 or email committees@waverley.gov.uk.

Executive Forward Programme for the period 1 October 2017 onwards

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	0 & S
POLICY AND GOVERNANCE, HUMAN RESOURCES, BRIGHTWELLS AND LEP - CLLR JULIA POTTS (LEADER)						
Brightwells [E3]	To bring forward matters when necessary	Executive	No	Potentially every Executive meeting	Kelvin Mills, Head of Communities and Major Projects	VFM and CS/Environ
Performance Management	Quarterly combined performance report	Executive	No	February 2018	Louise Norie, Corporate Policy Manager	All
Independent Remuneration Panel - Members' Allowances	To receive the report and recommendations of the Panel	Executive, Council	No	November 2017	Emma McQuillan	VFM and CS
CUSTOMER AND CORPORATE SERVICES - CLLR TOM MARTIN (DEPUTY LEADER)						
Property Acquisitions	To bring forward opportunities for approval as they arise	Executive	No	Potentially every Executive meeting	David Allum, Head of Customer and Corporate Services	VFM and CS

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
Customer Services Review	To review and agree the way forward for Customer Services	Executive, Council	Yes	November 2017	David Allum, Head of Customer and Corporate Services	VFM and CS
PLANNING I - CLLR BRIAN ADAMS						
CIL Draft Charging Schedule	To agree the next stage	Executive	Yes	November 2017	Graham Parrott, Planning Policy Manager	Environment
Local Plan Part I	For adoption	Executive, Council	Yes	December 2017	Graham Parrott, Planning Policy Manager	Environment
Brownfield Register	To agree the register and process for future updates to list	Executive, Council	No	December 2017	Graham Parrott, Planning Policy Manager	Environment
Local Plan Part II - Preferred options Consultation	For approval	Executive, Council	Yes	February 2018	Graham Parrott, Planning Policy Manager	Environment
ECONOMIC DEVELOPMENT - CLLR ANDREW BOLTON						
Economic Development Strategy	For approval	Executive, Council	No	February 2018	Damian Roberts, Director of Operations	VFM and CS
COMMUNITY SERVICES AND COMMUNITY SAFETY - CLLR KEVIN DEANUS						
'Prevent' Counter-Terrorism Strategy	To agree a Strategy and Action Plan	Executive	No	January 2018	Katie Webb, Community Services Manager	Community Wellbeing

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
Joint Enforcement Team (JET) Initiative	To agree next steps	Executive	No	November 2017	Richard Homewood, Head of Environmental Services	Environment
ENVIRONMENT - CLLR JIM EDWARDS						
HEALTH, WELLBEING AND CULTURE - CLLR JENNY ELSE						
Leisure Feasibility Study	For approval	Executive	No	November 2017	Fotini Vickers	Community Wellbeing
Leisure Centre Management - O&S Review	To receive a progress update after 6 months	Executive	No	February 2018	Kelvin Mills, Head of Communities and Major Projects	Community Wellbeing
FINANCE - CLLR GED HALL						
Budget Management [E3]	Potential for seeking approval for budget variations	Executive	Yes	Potentially every Executive meeting	Peter Vickers, Head of Finance	VFM and CS
HOUSING - CLLR CAROLE KING						
Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough	Executive	Yes	Potentially every Executive meeting	Andrew Smith, Head of Strategic Housing Delivery	Housing
Partnership with Developers or Housing Associations for new Affordable Homes	Give consideration to matters as they arise to assist in the delivery of affordable homes in the Borough	Executive	No	Potentially every Executive meeting	Andrew Smith, Head of Strategic Housing Delivery	Housing

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
Implementing requirements of the Housing and Planning Act 2016	Decisions to implement changes resulting from the Act	Executive	Yes	November 2017	Andrew Smith, Head of Strategic Housing Delivery	Housing
Homelessness Reduction Bill	To agree a response and budget/grant allocations	Executive	No	November 2017	Andrew Smith, Head of Strategic Housing Delivery	Housing
HRA Business Plan Review	To review the business plan as part of the budget process	Executive	No	November 2017	Andrew Smith, Head of Strategic Housing Delivery, Hugh Wagstaff, Head of Housing Operations	Housing
Housing Maintenance Contract Procurement [E3]	To report back on the progress of the project	Executive	No	January 2018	Hugh Wagstaff, Head of Housing Operations	Housing
Review Tenancy Agreements	To receive an update report	Executive	No	February 2018	Hugh Wagstaff, Head of Housing Operations	Housing
Housing Strategy	To adopt the strategy	Executive, Council	No	February 2018	Hugh Wagstaff, Head of Housing Operations	Housing
Asset Management Strategy [E3]	To adopt the strategy	Council, Executive	No	February 2018	Hugh Wagstaff, Head of Housing Operations	Housing

PLANNING II - CLLR CHRIS STOREY

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
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Background Information

The agenda for each Executive meeting will be published at least 5 working days before the meeting and will be available for inspection at the Council Offices and on the Council's Website (www.waverley.gov.uk). This programme gives at least 28 days notice of items before they are considered at a meeting of the Executive and consultation will be undertaken with relevant interested parties and stakeholders where necessary.

Exempt Information - whilst the majority of the Executive's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information which will be discussed in exempt session, i.e. with the press and public excluded. These matters are most commonly human resource decisions relating to individuals such as requests for early or flexible retirements and property matters relating to individual transactions. These may relate to key and non-key decisions. If they are not key decisions, 28 days notice of the likely intention to consider the item in exempt needs to be given.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Executive meetings listed below may be held in private because the agenda and reports or annexes for that meeting contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public interest in withholding the information outweighs the public interest in disclosing it. Where this applies, the letter [E] will appear after the name of the topic, along with an indication of which exempt paragraph(s) applies, most commonly:

[E1 – Information relating to any individual; E2 – Information which is likely to reveal the identity of an individual; E3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information); E5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings; E7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime].

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