

To: All Members of the STANDARDS AND  
GENERAL PURPOSES COMMITTEE  
(Other Members for Information)

When calling please ask for:

**Louise Fleming, Democratic Services and  
Business Support Team Manager  
Policy and Governance**

E-mail: [louise.fleming@waverley.gov.uk](mailto:louise.fleming@waverley.gov.uk)

Direct line: 01483 523517

Date: 13 April 2022

### **Membership of the Standards and General Purposes Committee**

Cllr John Ward (Chairman)  
Cllr Michael Goodridge (Vice Chairman)  
Cllr Christine Baker  
Cllr Steve Cosser  
Cllr Maxine Gale  
Cllr John Gray

Cllr Robert Knowles  
Cllr Peter Marriott  
Cllr Peter Nicholson  
Thomas Hughes (Co-optee)  
Stefan Reynolds (Co-optee)

### **Substitutes**

Cllr Ruth Reed

Cllr Michaela Wicks

Dear Councillors

A meeting of the STANDARDS AND GENERAL PURPOSES COMMITTEE will be held as follows:

DATE: MONDAY, 25 APRIL 2022

TIME: 6.00 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,  
GODALMING

The Agenda for the meeting is set out below.

Please note that due to current Covid restrictions, seating in the public gallery is extremely limited. This meeting will be webcast and can be viewed on [Waverley Borough Council's YouTube channel](#) or by visiting [www.waverley.gov.uk/webcast](http://www.waverley.gov.uk/webcast).

Yours sincerely

ROBIN TAYLOR  
Head of Policy and Governance

Agendas are available to download from Waverley's website ([www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)), where you can also subscribe to updates to receive information via email regarding arrangements for particular committee meetings.

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### **NOTE FOR MEMBERS**

Members are reminded that Contact Officers are shown in each report and members are welcome to raise questions, etc. in advance of the meeting with the appropriate officer.

### **AGENDA**

1. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

2. **MINUTES**

To confirm the Minutes of the meeting which took place on 6 December 2021 (to be laid on the table 30 minutes before the meeting commences).

3. **DISCLOSURES OF INTERESTS**

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

4. **QUESTIONS BY MEMBERS OF THE PUBLIC**

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

The deadline for receipt of questions is 5.00pm on Thursday 14 April 2022.

5. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

The Chairman to respond to any written questions received from Members in accordance with Procedure Rule 11.

The deadline for receipt of questions is 5.00pm on Thursday 14 April 2022.

## CONSTITUTIONAL MATTERS

### 6. REVIEW OF THE REMITS OF RESOURCES AND SERVICES OVERVIEW & SCRUTINY (Pages 5 - 8)

#### Purpose and summary

To amend the remits of the Council's Overview and Scrutiny (O&S) Committees to better balance the workload of these Committees.

#### Recommendations

Amend the terms of reference for the Overview and Scrutiny Committees (Article 6.1, Part 3, Waverley Borough Council Constitution) as follows:

#### **Terms of Reference**

Waverley has two Overview and Scrutiny Committees covering the following areas:

Overview and Scrutiny Committee	Remit (Service Areas)
<b>1. Resources</b>	Business Transformation Finance and Property <i>Housing Operations</i> <i>Housing Delivery and Communities</i> <i>[housing related]</i> Policy and Governance
<b>2. Services</b>  This Committee will act as the designated Crime and Disorder Committee for the purposes of Section 19 of the Police and Justice Act 2006.	Commercial Services Environmental and Regulatory Services <del>Housing Operations</del> Housing Delivery and Communities <i>[non-housing related]</i> Planning and Economic Development

*The Resources O&S committee may, with the agreement of the chairman and vice-chairman of the Services O&S Committee, assume responsibility for an item which would normally fall within the remit of Services O&S if it has substantial revenue or capital implications.*

**For further information or assistance, please telephone  
Louise Fleming, Democratic Services and Business Support Team  
Manager, on 01483 523517 or by email at  
louise.fleming@waverley.gov.uk**

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**WAVERLEY BOROUGH COUNCIL**

**STANDARDS & GENERAL PURPOSES COMMITTEE**

**25 APRIL 2022**

**Title: Review of the remits of Resources and Services Overview & Scrutiny**

**Portfolio Holder: Cllr Paul Follows, Leader of the Council**

**Head of Service: Robin Taylor, Head of Policy and Governance and Monitoring Officer**

**Key Decision: No**

**Access: Public**

**1. Purpose and summary**

1.1 To amend the remits of the Council's Overview and Scrutiny (O&S) Committees to better balance the workload of these Committees.

**2. Recommendations**

2.1 Amend the terms of reference for the Overview and Scrutiny Committees (Article 6.1, Part 3, Waverley Borough Council Constitution) as follows:

**6.1 Terms of Reference**

Waverley has two Overview and Scrutiny Committees covering the following areas:

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### **3. Reason for the recommendation**

- 3.1 Since the introduction of two committees with remits based on service-areas, the experience has been that the Services O&S Committee's workload has been substantially larger than that of Resources. The changes set out in the recommendations propose what is anticipated to be a more even division of the committee workload.
- 3.2 The experience and skills in financial scrutiny developed by members of Resources O&S would be valuable in exploring the significant financial implications of the Council's housing development and operations.

### **4. Background**

- 4.1 The current remits originate from a resolution agreed by Full Council on Tuesday, 19 October 2021 when it was agreed to move from four to two committees and to remits based on service areas rather than those based on an earlier Corporate Strategy.
- 4.2 There have been two regular Services O&S meetings since the implementation of these changes. Both of these exceeded 2 and a half hours.
- 4.3 In light of this experience, a working group was convened. Its membership consisted of the O&S chairmen and vice-chairmen, the Leader of the Council and the Chairman of the Standards and General Purposes Committee.
- 4.4 In advance of the recommendations in this report, Services O&S have implemented other steps to make their workload more manageable. For example, at their January meeting they agreed a new procedure to enable routine or uncontroversial items to be taken in writing unless flagged for discussion.

### **5. Relationship to the Corporate Strategy and Service Plan**

- 5.1 An effective scrutiny function supports the Council's strategic priority of delivering local, open, participative government.

### **6. Implications of decision**

#### **6.1 Resource (Finance, procurement, staffing, IT)**

None. Changing the divide in workload between the two committees would not alter the total resources devoted to O&S.

#### **6.2 Risk management**

Risk management procedures will not be altered by changing the committee remits.

### **6.3 Legal**

The recommended remits make explicit provision to discharge the Council's obligations under S.19 of the Police and Justice Act 2006.

### **6.4 Equality, diversity and inclusion**

Where appropriate, individual reports will continue to be subjected to the assessment of equality and diversity implications.

### **6.5 Climate emergency declaration**

Where appropriate, individual reports will continue to be assessed for their climate change implications.

## **7. Consultation and engagement**

N/A

## **8. Other options considered**

8.1 The status quo based on service areas could be retained. However, the unbalanced workload would remain.

8.2 The Working Group considered a split based on a sequential set of criteria with subject matter being the primary consideration. This placed finance, procurement, large capital projects, asset management and corporate support functions within Resources O&S remit. Services O&S's remit would have consisted of items related to: the delivery and quality of services to the public, residents and businesses, planning, and issues not specifically Waverley Borough Council related but of concern to our public sector and not-for-profit partners or our residents. However, the working group considered this solution to be overly complex. In addition, it was noted that it failed to provide a straightforward way to divide items on Corporate Performance, Service Plans and Corporate Plans between the O&S committees.

8.3 Some councils have an internal/external split. However, scrutiny at Waverley has to date focused on the Council's own operations. Therefore, unless this was changed substantially, it would result in an extreme imbalance in workloads.

8.3 A split based on Corporate Strategy priorities could be introduced. However, these could change when the Corporate Strategy is reviewed. In addition, a policy can contribute to multiple Corporate Priorities. Hence, such an arrangement would not necessarily produce clarity.

## **9. Governance journey**

Recommendations from the Standards Committee will be submitted to Full Council for ratification.

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## **Background Papers**

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

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**CONTACT OFFICERS:**

Name: Mark Mills  
Position: Policy officer (scrutiny)  
Telephone: 0148 352 3078  
Email: [mark.mills@waverley.gov.uk](mailto:mark.mills@waverley.gov.uk)