

## **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 2018-19

Subject	Purpose for Scrutiny	Lead Member/ officer	Date for O&S consideration	Date for Executive decision (if applicable)	Priority
<b>Economic Development Strategy</b>	To 1) consider the revision of the economic strategy in terms of how the Council will support existing businesses and future economic activity in the borough, and 2) consider future investment proposals and the specific plans for each of the main settlements in the borough.	Kelvin Mills	June 2018	July 2018	High
<b>2017-18 service plans outturn report</b>	To receive and consider 2017-18 service plans outturn report and make any observations and recommendations to the Executive.	Louise Norie	June 2018	July 2018	
<b>Performance management report</b>	To receive and consider the performance management report and make any observations and recommendations to the Executive.	Nora Copping	June 2018	July 2018	
<b>Workforce Profile Update</b>	To receive the annual workforce profile report.	Katy Meakin / Robin Taylor	June 2018	N/A	Low
<b>CIL governance arrangements</b>	To consider the CIL governance arrangements in full.	Graeme Clark	June 2018	September / October 2018	High
<b>Budget shortfall commitments</b>	For the Committee to learn about the targets set by HoS to meet the budget shortfall set out the in Budget papers of the January 2018 Committee.	Peter Vickers	June 2018	N/A	Low

Value for Money and Customer Service Overview and Scrutiny Committee

Subject	Purpose for Scrutiny	Lead Member/ officer	Date for O&S consideration	Date for Executive decision (if applicable)	Priority
<b>Building Control</b>	To receive a report following the Hackitt Review with an update on the progress of the Business Plan, last seen by VFM CS OS Committee June 2017.	Jane Clement	June 2018	N/A	Low
<b>Performance management reports</b>	To consider the performance report and make any observations or recommendations as appropriate.	Nora Copping / Louise Norie	September, November, February 2019	October 2018	
<b>Capital Strategy</b>	Following the Property Investment Strategy and Treasury Management Framework in March, to receive the Capital Strategy.	Peter Vickers	September 2018		
<b>Property Investment Strategy</b>	To scrutinise any relevant issues arising out of the 6 month review of the strategy.	David Allum	October 2018	N/A	Low
<b>Progress of capital expenditure process and management review outcomes</b>	To receive an update on the progress of the recommendations made in the report.	Graeme Clark	January 2019	N/A	Low
<b>Budget shortfall commitments - progress</b>	For the Committee to learn about the progress made by HoS against the targets set to meet the budget shortfall set out in the in Budget papers of the January 2018 Committee.	Peter Vickers / Heads of Service	Quarterly	N/A	High
<b>Customer Services review</b>	Having received an update on the progress of the customer services review in October, for officers to update the Committee on the latest developments.	David Allum	TBC	October 2018	Low

Value for Money and Customer Service Overview and Scrutiny Committee

Subject	Purpose for Scrutiny	Lead Member/ officer	Date for O&S consideration	Date for Executive decision (if applicable)	Priority
<b>Business rates Retention</b>	Proposed pilot by Surrey Council.	Peter Vickers	TBC		High
<b>Changes to housing benefit</b>	Situation report to be issued to members for review when available. Consider the impact of changes to housing benefit entitlement introduced in April 2017 on tenants with two or more children.		TBC		
<b>Universal Credit</b>	To continue to monitor the impact of Universal Credit and review mitigating actions the Council is taking with reference to the below considerations.		TBC		

**Section B**

**Scrutiny reviews 2018-19**

Subject	Objective	Key issues	Lead officer	Progress
<p><b>1. Capital Expenditure Process &amp; Management review task and finish group</b></p>	<p>To identify and review the reasons for the extent of slippage in the capital programme and make recommendations to ensure the process provides value for money and excellent customer service.</p>	<ul style="list-style-type: none"> <li>• Slippage of items in the capital programme (General Fund &amp; HRA).</li> <li>• Value for money</li> <li>• Budget delivery and project management.</li> <li>• Bidding process and justification</li> </ul>	<p>Yasmine Makin</p>	<p>The review report came to the March Committee and the recommendations were approved at June Executive.</p>
<p><b>2. Property Investment Strategy working group</b></p>	<p>To contribute to the formulation of a Property Investment Strategy.</p>	<ul style="list-style-type: none"> <li>• In order to scrutinise the development of the property company, firstly contributing to the formulation of the strategy.</li> </ul>	<p>Graeme Clark</p>	<p>The Strategy came to Committee at the March meeting. The Council approved the Strategy in April.</p>
<p><b>3. Budget Strategy working group</b></p>	<p>Exercising joint working with fellow O&amp;S Committees to consider income generation and savings possibilities, bearing in mind changes to new homes bonus and business rates retention.</p>	<ul style="list-style-type: none"> <li>• Income generation and opportunities for savings.</li> </ul>	<p>Peter Vickers</p>	<p>The first meeting of the working group took place on Monday 18 June with work-stream one of the review due to finish end of July.</p>

**Section C**

**Scrutiny tracker 2018 - 19**

Value for Money and Customer Service Scrutiny recommendations tracker				
Meeting date	Agenda item	Outcomes / Recommendations	Officer / Executive response	Timescale
26 June 2017	3. Performance Management Report	<b>OUTCOME:</b> To receive suggestions from officers for establishing customer satisfaction baseline data.	Update from September Committee: work on establishing a customer satisfaction baseline to be postponed until the Council's ongoing review of customer service has been completed.	An update on customer services review is due to come to Committee in March 2018.
Meeting date	Agenda item	Outcome / Recommendations	Officer / Executive response	Timescale
30 October 2017	1. Strategic review update	<b>RECOMMENDATION:</b> Executive be asked to clearly develop and publicise the strategic direction of the Council and include clear timeframes for when the strategic vision will be in place.	Workshops were held in November with the aim of gaining member input on the new corporate strategy. The Corporate Strategy is going to Executive July 2018.	July 2018 Executive.

Value for Money and Customer Service Overview and Scrutiny Committee

Value for Money and Customer Service Scrutiny recommendations tracker				
Meeting date	Agenda item	Outcomes / Recommendations	Officer / Executive response	Timescale
22 January 2018	1. Medium term financial plan and budget 2018/19	<b>RECOMMENDATION:</b> for Executive to continue to make representations to the government regarding the negative grant.	Waverley will be taking part in the consultation opening in spring 2018.	Spring 2018
		<b>RECOMMENDATION:</b> for a reporting mechanism to be used when Building Control fees are changed, so members of the Committee are aware.	An observation to this effect went to Executive Tuesday 6 February. Officers will ensure members of the Committee are notified when a decision has been made to change the fees.	6 February Executive
	2. Budget Strategy working group	<b>OUTCOME:</b> for the membership and priorities of the working group to be agreed at February coordinating board.	Coordinating board met on February 8, membership to be confirmed at individual March OS Committees.	March 2018
26 March 2018	1. Property Investment Strategy	<b>OUTCOME:</b> strategy to be kept under review following implementation.	Executive resolved to review 6 months from implementation	6 months from implementation
	2. Capital Expenditure Process and Management Review Report	<b>RECOMMENDATION:</b> for Executive to consider the report and approve the recommendations.	This report went to the June Executive and all recommendations were approved.	June 2018 Executive.
	3. Performance reports	<b>OUTCOME:</b> more detail was requested at the next committee on the turnover figures presented.	To be included in the Workforce Profile item.	June 2018 Committee meeting