

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)
Economic Strategy	Following the item on the Economic Strategy at the June meeting, to be updated on the progress made.	Cllr Jim Edwards / Kelvin Mills	September 2018	October 2018
HR Strategy	For the Committee to contribute to the development of the People Strategy.	Katy Meakin	September 2018	October 2018
Annual Scrutiny Report	The Annual Scrutiny Report reflects on the past year of Overview and Scrutiny at Waverley (2017 – 18). For the Committee to receive and consider the Report.	Yasmine Makin	September 2018	N/A
Performance management reports	To consider the performance report and make any observations or recommendations as appropriate.	Nora Copping / Louise Norie	Quarterly (September, November 2018, March 2019)	October, December 2018, March 2019
Capital Strategy	Following the Property Investment Strategy and Treasury Management Framework in March, to receive the Capital Strategy.	Peter Vickers	September 2018	October 2018
Budget shortfall commitments - progress	For the Committee to learn about the progress made by Heads of Service 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
Budget Strategy Working Group - update	To receive an update from the Chair of the working group on the progress made so far.	Peter Vickers / Cllr Stephen Mulliner	September 2018	TBC

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)
Property Investment Strategy quarterly property acquisition report (exempt)	To receive a quarterly report on properties acquired under the Property Investment Strategy.	David Allum	Quarterly	N/A
Community Infrastructure Levy (CIL) governance arrangements and assessment criteria	Following the CIL Governance Arrangements item brought to this Committee in June 2018, this item is for the Committee to consider the more detailed CIL governance framework proposals and assessment criteria.	Graeme Clark	November 2018	2018
Property Investment Strategy 6 month review	To scrutinise any relevant issues arising out of the 6 month review of the strategy.	David Allum	November 2018	N/A
Customer Services review	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	November 2018	TBC
Progress of capital expenditure process and management review outcomes	To receive an update on the progress of the recommendations made in the report.	Graeme Clark	February 2019	N/A
Workforce Profile	For the Committee to receive the Workforce Profile and scrutinise any issues which arise.	Katy Meakin	Annually (June 2019)	N/A
Business rates Retention	Proposed pilot by Surrey Council.	Peter Vickers	TBC	
Changes to housing benefit	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	
Universal Credit	To continue to monitor the impact of Universal Credit and review mitigating actions the Council is taking.		TBC	

Section B

Scrutiny reviews 2018-19

Subject	Objective	Key issues	Lead officer	Progress
<p>1. Capital Expenditure Process & Management review task and finish group</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"> • Slippage of items in the capital programme (General Fund & HRA). • Value for money • Budget delivery and project management. • Bidding process and justification 	<p>Yasmine Makin</p>	<p>The report came to the March Committee and the recommendations were approved at June Executive. An action plan will be produced and updates on progress of recommendations will be brought to this committee.</p>
<p>2. Property Investment Strategy working group</p>	<p>To contribute to the formulation of a Property Investment Strategy.</p>	<ul style="list-style-type: none"> • In order to scrutinise the development of the property company, firstly contributing to the formulation of the strategy. 	<p>Graeme Clark</p>	<p>The strategy came to Committee at the March meeting. The Council approved the Strategy in April. Updates on properties acquired under this strategy will be brought to this committee.</p>
<p>3. Budget Strategy working group</p>	<p>Exercising joint working with fellow O&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"> • Income generation and opportunities for savings. 	<p>Peter Vickers</p>	<p>The working group has completed workstream 1 and is in the process of procuring an organisation to carry out the participatory budgeting survey of workstream 2. An update report is due to come in September 2018.</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	OUTCOME: 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.	The outcome of the review is due to go to Executive in October 2018
Meeting date	Agenda item	Outcome / Recommendations	Officer / Executive response	Timescale
30 October 2017	1. Strategic review update	RECOMMENDATION: 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 2017 to gain member input on the new corporate strategy and again in June 2018 . The Corporate Strategy was adopted by Council in July 2018.	July 2018 Executive. July 2018 Council.
22 January 2018	1. Medium term financial plan and budget 2018/19	RECOMMENDATION: for Executive to continue to make representations to the government regarding the negative grant.	Waverley will be taking part in the consultation which is taking place July – September 2018.	July-September 2018

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
26 March 2018	1. Property Investment Strategy	OUTCOME: strategy to be kept under review following implementation.	Executive resolved to review 6 months from implementation. This item has been added to the work programme.	6 months from implementation
	2. Performance reports	OUTCOME: more detail was requested at the next committee on the turnover figures presented.	This detail was included in the Workforce Profile item presented at the June meeting.	June 2018 Committee meeting
25 June 2018	1. Economic Strategy 2018 – 2023	OUTCOME: the Committee felt that the Strategy needed more work before final submission to Executive.	The Executive welcomed feedback from OS and withdrew the report from the 10 July Executive. The Portfolio Holder and officers engaged with Members who had comments on the Strategy and an update will be brought to this Committee in September 2018.	Subject to satisfactory completion of the workstream, the Strategy is due to be agreed at Council in October 2018.
	2. Community Infrastructure Levy (CIL) governance arrangements	<p>OUTCOME: the Committee suggested that the membership of the CIL Governance Board should be geographically representative of the borough and include one Member from each of the four planning areas.</p> <p>OUTCOME: the Committee recommended that a similar criteria system currently applied to Planning Infrastructure Contributions be used for CIL.</p>	Officers will be finalising the governance arrangements and developing the criteria. These will both come to this Committee in September before going to Executive in October.	November 2018 Committee meeting