

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)
Medium Term Financial Plan 2019/20 – 2021/22 and Budget 2019/20	To receive and scrutinise the medium term financial plan in light of the settlement published by the government regarding local authority funding and with reference to Surrey County Council consultation on changes to services and to receive and scrutinise proposals on the 2019/20 budget, including the Housing Revenue Account	Graeme Clark / Peter Vickers	January 2019	February 2019
Council tax – empty homes criteria/policy	For the committee to scrutinise the proposals to change the policy/criteria of council tax discounts and premiums on empty homes.	Graeme Clark / Peter Vickers	January 2019	February 2019
Corporate Performance reports Q3	To consider the performance report and make any observations or recommendations as appropriate.	Nora Copping	Quarterly (February 2019)	N/A
Progress against medium term financial plan	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	For the Committee to receive an update on the progress of the working group (see section b).	Cllr Stephen Mulliner / Peter Vickers	Quarterly	N/A
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
Treasury management documentation	To consider and scrutinise the treasury management documentation such as the capital strategy and associated policies.	Graeme Clark / Peter Vickers	February 2019	March 2019

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 Matter	To consider the proposed approach regarding the property matter of The Ranger's House, set out in the report.	Graeme Clark	February 2019	March 2019
Property Investment Company	To consider the proposals put forward by the Investment Advisory Board regarding the detailed structure and operation of the new property investment company which was approved by Council in July 2017, and to provide any comments to the next meeting of the Investment Advisory Board.	Graeme Clark / David Allum	February 2019	N/A
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
Policy and Governance, Customer and Corporate Services and Finance Service Plans 2019/20	To scrutinise the 2019/20 service plans for Policy and Governance, Customer and Corporate Services and Finance.	Robin Taylor / David Allum / Peter Vickers	February 2019	March 2019
Universal Credit	To continue to monitor the impact of Universal Credit and review mitigating actions the Council is taking.	Yasmine Makin / Wendy Cooper	TBC	N/A
Workforce Profile	For the Committee to receive the Workforce Profile, scrutinise any issues which arise with a specific focus on turnover and consider the progress and impact of the HR Strategy adopted in December 2018.	Katy Meakin	Annually (July 2019)	N/A
Customer Services Programme Progress	For the Committee to scrutinise the progress of the programme to date.	David Allum / Louise Norie	July 2019	N/A

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>VFM CS OS Committee – March 2018 Executive – June 2018 An action plan will be produced and updates on progress of recommendations will be brought to this committee in February 2019.</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>VFM CS OS Committee – March 2018; Council – April 2018 Updates on properties acquired under this strategy will be brought to this committee and a document reviewing the Strategy came to November meeting and is on the work programme for July 2019.</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 has commissioned a company to carry out the participatory budgeting survey of workstream 2, which has been postponed until 2019. Workstream 3 commenced in October 2019.</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	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.	An update of the customer service review came to this committee in November 2018.
Meeting date	Agenda item	Outcome / Recommendations	Officer / Executive response	Timescale
22 January 2018	Medium term financial plan and budget 2018/19	RECOMMENDATION: for Executive to continue to make representations to the government regarding the negative grant.	Waverley took part in the finance settlement government consultation, the outcome of which was published late 2018.	July – September 2018
26 March 2018	Property Investment Strategy	OUTCOME: strategy to be kept under review following implementation.	The Strategy was subject to review at the November 2018 Committee and the Committee resolved to make no changes.	6 months from implementation. This item is in the work programme for November 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
25 June 2018	Community Infrastructure Levy (CIL) governance arrangements	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.	A report was brought to this Committee in November 2018 detailing the governance arrangements and the process of deciding the criteria.	November 2018 Committee meeting
		OUTCOME: the Committee recommended that a similar criteria system currently applied to Planning Infrastructure Contributions be used for CIL.		
10 September 2018	HR Strategy	OUTCOME: the Committee suggested that officers should consider including a reference to equality and diversity and the Council's legal obligations.	Officers agreed to reference the work the Council already does, and initiatives it is already part of, in terms of equality and diversity, in the policy.	December Executive 2018
	Corporate Performance Report Q1	OUTCOME: the Committee requested that the financial figures only relate to finances within the Council's control.	Officers adjusted the report for the November 2018 Committee meeting.	November 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
19 November 2018	Customers Services Review	OUTCOME: For the Committee to receive an item containing a document with an overall summary of the key aspects of the individual workstreams.	The Customer Services Programme has been added to the work programme for July 2019.	July 2019
	Community Infrastructure Levy (CIL) Governance Arrangements and Assessment Criteria	OUTCOME: the Committee suggested that the new CIL Advisory Board be asked to consider the pros and cons of a connection between the area development is taking place and where the money is spent when drafting the allocation criteria.	The CIL Advisory Board membership has not been finalised and the Board has not met. The recommendations were approved at Council 11 December 2018.	Executive 4 December 2018 Council 11 December 2018
		OUTCOME: that the composition of the CIL Advisory Board be as geographically proportionate as possible, to ensure both rural and urban areas are represented.		
RECOMMENDATION: that the recommendation to Council require delegated authority to be given to the CIL Advisory Board to draft the detailed criteria for the spending of Strategic CIL receipts and any proposals for allocating proportions of the Strategic CIL Fund for specific purposes, which will then be subject to Council approval following the usual scrutiny process.				

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
		RECOMMENDATION: that the delegation to Executive of Strategic CIL Fund spending after consideration of recommendations from CIL Advisory Board be subject to an agreed threshold to be approved by Council.		
	Corporate Performance Report Q2	OUTCOME: the Committee requested to have the revised due dates for the projects that missed their planned completion dates.	These will be included in the next report.	February 2019
		OUTCOME: the Committee requested that officers undertake further analysis on turnover and a report on the findings comes to this Committee.	Turnover levels are part of a wider ongoing review of staffing issues being undertaken and the HR team will have more meaningful results at the end of Q1 2019.	September 2019
	Review of Property Investment Strategy	OUTCOME: the Committee endorsed the proposal that the Strategy remains as it stands and is reviewed again in six months' time.	The Strategy will be brought back to the Committee in 6 months for another review.	July 2019
	Property Investment Strategy Quarterly Property Acquisition Report	OUTCOME: the Committee requested that more detail regarding rents be provided in future reports.	Officers will include this in future reports.	February 2019
		OUTCOME: the Committee requested that a brief narrative explanation be included in the report to bring the headlines to the Committee's attention.		