

## **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 the Scrutiny tracker of recommendations for the municipal year.
- Section B – 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 C – Lists live in-depth scrutiny task and finish groups, including objectives, key issues and progress.

**Section A**

**Scrutiny Tracker 2020/21**

Value for Money and Customer Service O&S Scrutiny Tracker				
Meeting date	Agenda item	Outcomes / Recommendations	Officer / Executive response	Timescale
16 November	Medium Term Financial Plan update	<p>The Committee noted the report and resolved: To look at the Council's reserves and provisions in another meeting in greater depth prior to the budget setting.</p> <p>The Committee would like financial data to be presented differently in future meetings so that when figures are presented, they know how much it is out of.</p> <p>The Committee wanted to see gross figures presented on the left hand side of any tables of figures.</p> <p>Reminded the Executive of the suggestions made in July in the context of the Contingency Revised General Fund Budget for 2020/21 relating to areas where further cost savings might be possible.</p>	An informal session on Council Reserves being arranged in early January 2021.	
	Recovery Change and Transformation Programme	The Committee noted the progress which had been made and requested more commentary on the cost cutting nature of the financial information presented to be brought to the next committee meeting.		

Value for Money and Customer Service Overview and Scrutiny Committee

21 September 2020	Corporate Strategy	The Committee considered the draft Strategy and made the following suggestions; point 23 needs to be more flexible as it is unlikely to be possible to have paperless agendas due to certain health and accessibility issues; the points should be grouped into portfolios; the objectives need to be 'smart' and point 11 needs targets.	The comments made will be considered for the final version of the Strategy which will come back to the Committee in November.	November 2020
13 July 2020	Contingency Revised Budget 2020/21	The Committee considered the proposed contingency budget produced in response to the immediate financial impacts of covid and made the following suggestions regarding the MTFP: wider use of the Better Care fund; an increase in the green waste subscription fee, and cutting grass verges to the standard allowed with funding from SCC. The Committee also suggested reconsideration of the SANG reserve to contribute to the short-term shortfall.	The contingency budget 2020/21 was passed at Council 11 August 2020. The suggestions for the MTFP were noted and the Committee will have a chance to consider these in more depth when it considers the revised MTFP November 2020.	August 2020
20 January 2020	Medium Term Financial Plan 2020/21 – 2023/24 and General Fund Budget 2020/21	The Committee generally supported the five recommendations from Executive to Council.	The recommendations were agreed at full Council 18 February 2020.	February 2020
18 November 2019	Budget Strategy Working Group Interim Report	The Committee <b>recommended</b> that transformation costs should be carefully estimated with regard to both quantum and timing and included in the MTFP model.	The transformation costs will be included in the revised MTFP which is being worked on and will be reported in November 2020.	November 2020

## Value for Money and Customer Service Overview and Scrutiny Committee

	Review of Complaints Closed in 2018/19	Given the higher number of complaints for Housing Operations compared to other services, the Committee requested officers undertake some research into the number of complaints of other local authorities with a similar level of housing stock.	Initial research has been carried out but it has been very difficult to find published data from similar organisations. The Housing O&S Committee are continuing to monitor the level of complaints.	June 2020
24 June 2019	Work programming	The Committee agreed to invite the Portfolio Holder to address the Committee regarding finalisation of Community Infrastructure Levy governance arrangements and any anticipated change of policy direction.	The Committee did have this item on the work programme for June 2020 but the disruption caused by covid means it remains on the work programme to be considered at a later date.	2021
26 June 2017	Performance Management Report	The Committee requested suggestions from officers for establishing customer satisfaction baseline data.	Key performance indicators and management information should be in place by the end of this financial year.	March 2021

Value for Money and Customer Service Overview and Scrutiny Committee

Section B

Work programme 2020/21

Subject	Purpose for Scrutiny	Lead Member / Officer	Date for O&S consideration	Date for Executive decision (if applicable)
2021/22 Draft Budget	To receive the draft budget for 2021/22	Peter Vickers	January 2021	February 2021
ICT Strategy	To consider the new ICT Strategy.	David Allum	January 2021	February 2021
Property Investment quarterly report (exempt)	To receive an item detailing the performance of property portfolio.	Peter Vickers	January 2021	N/A
Property Investment Advisory Board Activity update report	To receive a report updating the Committee on the progress and activity of the Property Investment Advisory Board.	Peter Vickers	January 2021	N/A
Recovery, Change and Transformation Programme update	To update the Committee on the progress of the RCT Projects that fall under the remit of this Committee.	Kelvin Mills/Debbie Smith	January 2021	As and when within the projects
Corporate Performance Report	To scrutinise the performance of the areas within the Committee's remit.	Heads of Service / Louise Norie	Quarterly – next report January 2021	N/A
Service Plans 2021/23	To consider the rolling Service Plans 2021-23	Heads of Service	January 2021	February 2021
<i>Commercial Strategy – income generation projects</i>	<i>To scrutinise the progress of specified income generation work-streams with the Commercial Strategy against the targets within the Medium Term Financial Plan.</i>	<i>Kelvin Mills</i>	<i>TBC</i>	<i>N/A</i>
Business Transformation Project	To receive an update on progress and savings realisation.	David Allum	March 2021	N/A
<i>Brightwells Yard</i>	<i>To monitor the income generation element of the Brightwells Yard development.</i>	<i>Kelvin Mills</i>	<i>TBC</i>	<i>N/A</i>
<i>Economic Development Strategy (EDS) action plan*</i>	<i>To scrutinise performance against the EDS action plan.</i>	<i>Zac Ellwood / Catherine Knight</i>	<i>TBC</i>	<i>N/A</i>
<i>Community Infrastructure Levy (CIL)</i>	<i>To receive and scrutinise the annual review of CIL governance arrangements after the first bidding round.</i>	<i>Graeme Clark</i>	<i>TBC</i>	<i>N/A</i>

## 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)
<i>Car Parking Review Report (in relation to the remit of the Committee)</i>	<i>To scrutinise the income element of car parking, with particular focus on its relevance to meeting the Medium Term Financial Plan.</i>	<i>Peter Vickers / Richard Homewood</i>	<i>Spring 2021</i>	<i>TBC</i>
<i>Economic Development Strategy (EDS) review*</i>	<i>To review and scrutinise the refreshed Economic Development Strategy.</i>	<i>Zac Ellwood / Catherine Knight</i>	<i>TBC</i>	<i>TBC</i>
<i>Workforce profile report</i>	<i>To understand the latest figures concerning the workforce (including focus on sickness and turnover).</i>	<i>Sally Kipping / Robin Taylor</i>	<i><del>March 2020</del> January 2021</i>	<i>N/A</i>

\*the Economic Development team has created and is implementing an 18month recovery action plan as a result of the pandemic. An update on the Economic Recovery RCT Project went to the Community Wellbeing O&S Committee September 2020. A review of the Strategy is no longer scheduled at the moment.

### Section C

#### Scrutiny Reviews 2020/21

Subject	Objective	Key issues	Lead officer	Progress
Budget Strategy Working Group	To strategically support the MTFP initiatives by implementing a support strategy that investigates the reduction of costs through efficiency measures and divesting services alongside a transformation programme.	<ul style="list-style-type: none"> <li>• Medium term financial plan</li> <li>• Budget gap</li> <li>• Revenue support grant</li> <li>• Income generation</li> <li>• Participatory budgeting</li> <li>• Service delivery</li> <li>• Asset utilisation</li> </ul>	Peter Vickers	A written report was presented to the Committee at the January 2020 meeting.