

WAVERLEY BOROUGH COUNCIL

HOUSING O&S COMMITTEE – 09 MARCH 2021

Title:

Service Plans 2021 - 2024

Portfolio Holder: Cllr Anne-Marie Rosoman, Portfolio Holder for Housing and Community Safety

Head of Service: Hugh Wagstaff, Head of Housing Operations

Key decision: No

Access: Public

1. Purpose and summary

- 1.1 The purpose of this report is to present the three-year rolling Service Plans for April 2021 to March 2024 for the service areas under the remit of this Committee.
- 1.2 The 2021-24 Service Plans for this Committee are set out at Annexe 1.

2. Recommendation

It is recommended that the Housing Overview & Scrutiny Committee:

Considers the Service Plans for 2021-24 as set out at Annexe 1 and makes any comments or recommendations to the Executive.

3. Reason for the recommendation

To ensure the Service Plans are scrutinised effectively.

4. Background

- 4.1 The Service Plans are prepared by Heads of Services in consultation with their teams and Portfolio Holders to set out the service objectives for the coming three years in line with the Corporate Strategy and the Medium Term Financial Plan. They are an important management tool to ensure Council objectives are achieved and progress is monitored through the quarterly performance management report. The Plans are 'living' documents and will be subject to continuous improvement to reflect the needs of the organisation.

5. Relationship to the Corporate Strategy and Service Plan

5.1 Waverley's performance management framework helps ensure that Waverley delivers against all its Corporate Priorities. Service Plans form an important part of this, setting out the business priorities for each service for the coming three years, and how they help to deliver the Council's priorities.

6. Implications of decision

6.1 Resource (Finance, procurement, staffing, IT)

Service Plans are prepared as part of the budget process and any financial implications are included in the draft budget.

6.2 Risk management

Any risks associated with the Service Plan actions are included in the Plan.

6.3 Legal

Any legal implications associated with the Service Plan actions are included in the Plan.

6.4 Equality, diversity and inclusion

Equality impact assessments are carried out when necessary, to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

6.5 Climate emergency declaration

Each service has taken into consideration new environmental and sustainability objectives arising from the Climate Emergency introduced by the Council in September 2019.

7. Consultation and engagement

7.1 Service Plans will include consultation proposals where appropriate. The scrutiny stage starts with the review by the Overview and Scrutiny Committees during the March cycle and final approval by the Executive at the March meeting.

8. Other options considered

8.1 Not applicable.

9. Governance journey

9.1 The Overview and Scrutiny Committees will pass on their comments and recommendations to the Executive who will take these into consideration when approving the proposals. Once approved the Service Plans will guide the Council's operations for the coming year and the next scheduled review will take place in autumn 2021, when the new proposals for the year 2022-2025 will be considered.

Annexes:

Annexe 1 – Housing Operations and Housing Delivery and Communities Service Plans.

Background Papers

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

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Agreed and signed off by:
Legal Services: N/A
Head of Finance: N/A
Strategic Director: 23 February 2021
Portfolio Holder: 23 February 2021