



Waverley Borough Council Scrutiny Review

Service Level Agreement O&S working group
Scoping Document

A review of the
Community Wellbeing O&S Committee

March 2021

Background information		
1.	Title of proposed review	Service Level Agreement (SLA) O&S review
2.	Proposed by	Community Wellbeing O&S
3.	Chair of the Group (once confirmed)	Cllr Jenny Else
4.	Membership of the group (once confirmed)	Cllr Mary Forszewski Cllr Michaela Wicks Cllr John Robini
5.	Scrutiny Policy Officer supporting the review	Mark Mills
6.	Service officer(s) supporting the review	Jane Todd Katie Webb
7.	How does this review link with the corporate priorities within the Corporate Strategy?	This review seeks to ensure that the Council's funding of charitable and voluntary sector organisations furthers the objectives in the Corporate Strategy.
Purpose and objectives		
8.	Reason for / background to the review	An Executive Working Group is reviewing the council's funding mechanism to charitable and voluntary sector organisation to take effect from 1 April 2022.
9.	Purpose (what does the review hope to achieve)	To inform the strategic decision-making of Members as to future funding arrangements of charitable/community/voluntary organisations by making recommendations to the Executive through the Community Wellbeing O&S Committee.
10.	Objectives (what actions / outcomes are expected as a result of the review?)	<ol style="list-style-type: none"> 1. Members have a thorough understanding of the SLA process and the desired outcomes to be achieved from the process. 2. A provisional report of the Group, focusing on ensuring the Council's Corporate Priorities are reflected within its future funding of the charitable and voluntary sector, is published in time to make recommendations to inform the Executive Working Group's recommendations 3. A final report scrutinising the Executive's proposals for funding arrangements post-April 2021 and, if appropriate, making recommendations
11.	Research questions (any questions posed so far for the review to cover)	<p>Phase 1: What principles will allow funding the charitable and voluntary sector to better enable the Council to achieve its Corporate objectives?</p> <p>Phase 2: How well do the Executive Working Group's proposals fit with principles identified in Phase 1?</p>

Methodology		
12.	What form will this review take (e.g. half day, full day, meetings over several weeks/months, standing Group until...)?	A meeting in March 2021 to produce the provisional recommendations. Followed by a further series of meetings following the publication of the Executive Working Group's recommendations.
13.	What evidence will need to be gathered in order to undertake this review (e.g. current policies, satisfaction data, literature)?	Background information – SLA and service specification template, general monitoring measurements and the Corporate Strategy. For Phase 2, the Group may engage with the current recipients of the SLAs to understand their experience of the system or alternatively study the results of any consultation accompanying the review by the Executive Working Group.
14.	What methods will be used to compile information for this review (e.g. desktop research, public consultation, interviews, focus groups)?	Officers will provide the background information for the first meeting. As the officers conduct their reviews of the organisations, headline findings will inform the work of the O&S group.
15.	What (if any) external resource will be required (e.g. external expertise, consultants etc.)?	None
Limitations and risks		
16.	What does this review not include in its scope? (Consider remit of the committee and purpose of the review.)	This is a strategic piece of work to inform the policy and budget direction of the Council's funding for charitable and voluntary organisations. Detailed review of individual organisations by Members is not required as this will be conducted by officers.
17.	What is the Council's risk appetite for the issue being reviewed?	The Council's agreed risk appetite can be found here (item 74/18).
Post review		
18.	To where will the recommendations ultimately be addressed (e.g. Executive, Council, external organisation)?	Portfolio Holder/Executive
19.	When will the final report be presented to the parent committee?	Provisional: May 2021 Final: Winter 2021
20.	When will the report be presented to Executive/Council (meeting dates)?	Winter 2021

21.	How will the impacts of the review be measured?	The impact of the review will be measured in terms of the value and success of the resulting funding arrangements.
22.	When / how often will the impacts be assessed?	The Group may wish to suggest within its report when/how often the revised mechanism should be assessed.
23.	When / how often will the impacts be reported to O&S?	This depends on the recommendations made by the Group within the final report.
Comments		
24.	Corporate Policy Manager	I am satisfied that there is sufficient resource to carry out the review effectively with the Scrutiny Officer working in collaboration with the Service Manager and staff.
	Name Date	Louise Norie
25.	Portfolio Holder	Health, Wellbeing and Culture
	Name Date	Cllr Michaela Martin
26.	Director	Strategic Director
	Name Date	Annie Righton