

## **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
9 <sup>th</sup> March 2021	Service Plans	<p>Head of Planning and Economic Development requested to bring the detail of the Economic Development Strategy to the next Value for Money and Customer Service Overview and Scrutiny Committee.</p> <p>Legal services to add performance indicators in the Corporate Performance report where appropriate.</p>	PIs related to land charges and FOI are being developed and will be presented to the June committee.	June 2021
	Recovery change and transformation project	The Head of Commercial Services requested to bring an end of programme report to the next meeting of the Value for Money and Customer Services Overview and Scrutiny Committee.		June 2021
	Business Transformation project	The Head of Business Transformation to provide cost savings for the current projects.		June 2021
	Committee Work Programme	A presentation for the next meeting on the Community Infrastructure Levy (CIL) process.		June 2021
	Corporate Performance Report Q.4	Head of Finance and Property was requested to introduce a new KPI on property investment.		June 2021

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	Property Investment	A timeline on the transformation of The Burys site to come to the next meeting of Value for Money Overview and Scrutiny.		June 2021
25 January 2021	General Fund Budget 2021/22 and Medium Term Financial Plan 2021/22 - 2024/25	<p>The strategic director Graeme Clark agreed to circulate more information on inflation and contractual charges.</p> <p>The Chairman requested more comprehensive budget papers in future. It was also suggested that it would be helpful to see causal analysis showing the effect of Covid-19 on the budget. The Capital Projects Spending Review would look at whether the Council's spending priorities were still correct in the time of Covid-19.</p> <p>The committee requested separate pages of information about property.</p>		2021/22
	Review of complaints closed in 2019/20	The Corporate Complaints Manager agreed to look into a complaint about postal voting following a comment from the Vice Chair. The lessons learnt from the housing complaints would be taken to the Housing O&S committee with a breakdown of what had actually been done about the complaints.	Email with details sent on 26/1/21.	March 2021
	Property Investment Advisory Board activity update	The Committee heard that the Property Investment Strategy was being reviewed in light of changes of Government's rules. The Committee will review this at the next meeting.		March 2021
	Committee Work Programme	A request to see the Economic Development Strategy on the Overview and Scrutiny agenda and a review of whether the Community Infrastructure Levy process was working.	Added to Forward Work Programme	2021/22

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<b>16 November</b>	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. 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. The Committee wanted to see gross figures presented on the left hand side of any tables of figures. 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	<p>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.</p>		
<b>21 September 2020</b>	Corporate Strategy	<p>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.</p>	The comments made will be considered for the final version of the Strategy which will come back to the Committee in November.	November 2020

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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
	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

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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
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## Section B

## Work programme 2020/21

Subject	Purpose for Scrutiny	Lead Member / Officer	Date for O&S consideration	Date for Executive decision (if applicable)
Q.4 Corporate Performance Review	To receive a report on the performance indicators for the previous quarter	Louise Norie	May 2021	N/A
Recovery, Change and Transformation Programme update	To receive an end of programme report on the elements of the programme relevant to the committee's remit.	Kelvin Mills / Debbie Smith	May 2021	As and when within the projects
Property Investment quarterly report (exempt)	To receive an item detailing the performance of property portfolio.	Peter Vickers	May 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	May 2021	N/A
Council accommodation at the Burys	To receive an update on the possible future of these premises in light of the options appraisal.	Peter Vickers	May 2021	N/A
Workforce profile	To provide detailed information about the Council's workforce to help assess staff resilience.	Sally Kipping	May 2021	June 2021
Community Infrastructure Levy (CIL)	To receive and scrutinise the annual review of CIL governance arrangements after the first bidding round.	Zac Elwood	May 2021	N/A
Economic Development Strategy	To receive an update on the delivery of the Strategy	Zac Elwood	May 2021	N/A
Car Parking Review Report (in relation to the remit of the Committee)	To scrutinise the income element of car parking, with particular focus on its relevance to meeting the Medium Term Financial Plan.	Richard Homewood	2021	2021
Business Transformation Project	To receive an update on progress and savings realisation.	David Allum	September 2021	N/A
Capital Strategy	To consider the Capital Strategy which incorporates the property and treasury strategies.	Peter Vickers	January 2022	February 2022
Commercial Strategy – income generation projects	To scrutinise the progress of specified income generation work-streams within the Commercial Strategy against the targets within the Medium-Term Financial Plan.	Kelvin Mills	TBC	N/A

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Subject	Purpose for Scrutiny	Lead Member / Officer	Date for O&S consideration	Date for Executive decision (if applicable)
Collaborative working with other local authorities	To scrutinise the proposed arrangements to collaborate with Guildford Borough Council.	Tom Horwood	Autumn 2022	TBC
Brightwells Yard	To monitor the income generation element of the Brightwells Yard development.	Kelvin Mills	2022	N/A
Budget reserves	To review the adequacy and utility of the Council's budget reserves	Peter Vickers	Sept 2021	N/A

**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.