

## **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.

Housing Overview and Scrutiny Committee

**Section A**  
**Scrutiny Tracker 2020/21**

| <b>Housing O&amp;S Scrutiny Tracker</b> |                                  |   |  |                  |
|---|----------------------------------|---|--|------------------|
| <b>Meeting date</b>                     | <b>Agenda item</b>               | <b>Outcomes / Recommendations</b>   | <b>Officer / Executive Response</b>                    | <b>Timescale</b> |
| <b>10 March 2021</b>                    | Tenants Panel Update             | The Chairman of the Tenants' Panel would report to the committee again at its November 2021 meeting.<br><br>To highlight the committee's concerns regarding the isolation of elderly people to the Community and Wellbeing Overview and Scrutiny Committee. |  | November 2021    |
|   | Corporate Performance Report Q.4 | In future the service will report the average days taken to complete repairs and repairs outstanding.   |  |                  |
|   | Committee Work Programme         | The Chairman of the Tenants' Panel should see whether the tenants wished to raise any issues  | The Chairman has discussed these issues with the panel |                  |
| <b>26 January 2021</b>                  | Asset management plan 2021/22    | It was felt that there needed to be more costs and durations within the Asset Management Strategy.<br><br>Requested a verbal update on the Asset Management Strategy be a standing item for subsequent Agendas.   | Verbal update brought to March 2021 meeting            | March 2021       |

## Housing Overview and Scrutiny Committee

|                 |                          |  |  |               |
|-----------------|--------------------------|--|--|---------------|
|                 | Committee work programme | <p>The Affordable Housing SPD would come off the agenda as members had had the opportunity to comment.</p> <p>There would need to be an item on the lessons learnt from housing complaints coming to the next meeting or the one after that.</p> <p>There would be a standing item on the agenda to report back from the Housing Design Standards Task and Finish Group.</p> <p>It was agreed that the Housing Overview and Scrutiny Committee would look at the issue of mental health at its summer meeting.</p> | Items intergrated into the work programme and the March agenda | Various       |
|                 |                          |  |  |               |
| 3 November 2020 | Committee Work Programme | Request for an informal session on the Housing White Paper and the CIH Conference.   | Arranged for December 22 at 1pm                                | December 2020 |

## Housing Overview and Scrutiny Committee

|                          |   |  |  |  |
|--------------------------|---|--|--|--|
|                          | Revised Corporate Strategy  | The vision should be forward looking and changed to say 'Waverley sought to promote and sustain'<br>References to the Climate Emergency Action Plan should be changed to say Carbon Neutrality Action Plan.    | Vision statement included in final version and references to Climate Emergency Action Plan changed.  | December 2020  |
|                          | Anti-Social Behaviour Policy  | To give further clarity as to the scope of the document and to add a section on councillors' role.   |  |  |
|                          |   |  |  |  |
| <b>28 September 2020</b> | Homelessness Strategy Update  | The Committee noted the contents of the report and resolved to escalate concerns about resource capacity to house more homeless people over the winter period were the Covid situation to deteriorate further. | An update was given at the November meeting.   | November 2020  |
| <b>6 July 2020</b>       | Housing Maintenance Contracts Procurement – Working Group Report                            | The Committee agreed to make the 9 recommendations within the report (with one alteration to the third recommendations) to the Portfolio Holder.   | The Portfolio Holder thanked the Committee for its work and agrees to implement the recommendations. | Intention to procure November 2020. Contract commences February 2022 |
|                          |   |  |  |  |
| <b>14 January 2020</b>   | Housing Revenue Account Business Plan, Revenue Budget and Capital Programme (Hugh Wagstaff) | The Committee generally supported the recommendations listed from Executive to Council.  | The recommendations were agreed at full Council Tuesday 18 February 2020.                            | February 2020  |

## Housing Overview and Scrutiny Committee

| Housing Overview and Scrutiny Committee |   |  |  |   |
|---|---|--|--|---|
| <b>20 November<br/>2019</b>             | Private Sector Housing<br>(Andrew Smith)                                    | The Committee requested that officers share the information delivered to the Committee on the role of the Private Sector Housing team with the towns and parishes.             | Once the Council's Town and Parish meetings begin again officers will revisit this.  | TBC                                       |
| Housing Overview and Scrutiny Committee |   |  |  |   |
| <b>3 July 2018</b>                      | HRA Asset Management Strategy 2021 – 2026 scoping report<br>(Hugh Wagstaff) | The Committee requested that the current strategy to be updated to ensure it reflects changing technologies, in addition to other considerations listed on page of the report. | Officers will update the Strategy to reflect changes in development and technology. This item is on the work programme and will return to the Committee in the new year. | The new Strategy will be for 2021 – 2026. |

Housing 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) |
|--|---|---|--------------------------------|---|
| Asset Management Strategy 2021 – 2026                        | Receive a verbal update on the progress of implementing this strategy.  | Hugh Wagstaff                             | Standing item 2021             | N/A   |
| Recovery, Change and Transformation Project Update (Housing) | To receive an update on the progress made against the objectives of the Housing RCT Project.  | Annalisa Howson                           | Standing item 2021             | N/A   |
| Housing Maintenance – Response Repairs and Voids Contract    | For the Committee to remain up to date with the latest developments regarding the contract.   | Hugh Wagstaff / Heather Rigg              | June 2021                      | N/A   |
| Corporate Performance Report                                 | To scrutinise the performance of the areas within the Committee's remit.  | Heads of Service                          | Quarterly – next one June 2021 | N/A   |
| Housing Design Standards T&F                                 | To receive an update on the progress of this group.   | David Else / Louisa Blundell / Mark Mills | June 2021                      | TBC   |
| Housing Strategy   | To receive a progress report on the implementation of Housing Strategy during 2019/20. To scrutinise and input into the Strategy before it is finalised and approved. | Andrew Smith / Alice Lean / Ester Lyons   | June 2021                      | 2021  |
| Housing related complaints 2019/20                           | Review the implementation of lessons learned from customer complaints and their handling by the Council.  | Annalisa Howson                           | June 2021                      | N/A   |
| Mental health and housing                                    | To receive a presentation from officers about how the Council works with tenants, and those in housing need, who suffer with mental health issues.                    | Laura Dillon and Andrew Smith             | September 2021                 | N/A   |

## Housing Overview and Scrutiny Committee

| Subject  | Purpose for Scrutiny  | Lead Member / Officer                      | Date for O&S consideration | Date for Executive decision (if applicable) |
|--|---|--|----------------------------|---|
| Housing Development Update                             | To receive an update on the current council housing developments.   | Andrew Smith/<br>Louisa Blundell           | September 2021             | N/A   |
| Right to buy receipts                                  | To receive a report on the council's use of this revenue stream.  | Andrew Smith                               | September 2021             | TBC   |
| Green homes grants                                     | To assess the potential to access this funding stream to make energy efficiency improvements in Council homes   | Peter David                                | September 2021             | N/A   |
| Service Plans 2021-24                                  | Monitoring the delivery of Service Plans 2021-24  | Hugh Wagstaff /<br>Andrew Smith            | As and when available      | N/A   |
| STAR survey  | To receive a report on tenants' perceptions of the council has a housing provider.  | Hugh Wagstaff                              | 2021                       | TBC   |
| Affordable housing and housing need within the borough | Following the Housing Strategy and Enabling team's work into profiling housing need within the borough, for the Committee to understand the role of affordable housing and how it meets the needs of residents. | Andrew Smith /<br>Alice Lean / Ester Lyons | TBC                        | N/A   |
| Housing Associations (HAs)                             | To follow the September 2019 information session, the Committee may wish to invite a representative from a major housing association within the borough to present to the Committee.                            | Andrew Smith                               | TBC                        | N/A   |

## Housing Overview and Scrutiny Committee

### Section C

| Subject                               | Objective   | Key issues  | Lead officer                                | Progress   |
|---------------------------------------|---|---|---|--|
| Housing Design Standards              | To make recommendations to the Executive on the standards to which the Council should build its homes.  | <ul style="list-style-type: none"> <li>• Climate Change Declaration (September 2019 Council)</li> <li>• Energy Performance Certificates</li> <li>• Zero-carbon homes</li> </ul> | Scrutiny Policy Officer and Louisa Blundell | Scoping document agreed at November meeting and regular meetings are ongoing.                        |
| Allocation Policy                     | Following a recommendation by the <i>Council Housing Attitudes: Pride or Prejudice</i> working group to review the Policy to ensure the criteria and process are appropriate and aligned to the Council's priorities. | <ul style="list-style-type: none"> <li>• Eligibility and criteria</li> <li>• Communication and promotion</li> <li>• Choice-based lettings</li> </ul>                            | Scrutiny Policy Officer and Annalisa Howson | To be started once the design standards review is completed (not before 2021).                       |
| Housing Consumer Regulatory Standards | To assess the service and areas for improvement in order to inform the service improvement plan.  | <ul style="list-style-type: none"> <li>• Homes and Communities Agency</li> <li>• The four consumer standards</li> </ul>   | Scrutiny Policy Officer and Annalisa Howson | This review was included in the Housing Operations Service Plan 2020-23 and has not yet been scoped. |