

2021-22 Master Tracker

Recommendations to the Executive from the Overview and Scrutiny Committees

March 2022 Committee Cycle

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Document Purpose

The intention of this document is to collate and track progress of all recommendations made by the Overview and Scrutiny Committees to the Executive throughout the year, and to log the Executive decisions on the submitted matters. The recommendations are split into separate tables for each of the Overview and Scrutiny (O&S) Committees and the [explanation of terms used](#) can be found in section 5. Additionally, a table with all remaining [Committees meeting dates](#) for this calendar year have been listed below, followed by information on key [officers supporting the process](#).

Resources Overview and Scrutiny – Recommendations to Executive

Resources O&S Chair: Cllr Steven Mulliner, **Resources O&S Vice Chair:** Joan Heagin

Unique Ref.	Name of the Agenda Item	Recommendation	O&S Meeting Date (when the item was raised)	To be considered at the Executive Meeting on	Progress Status	Reason for the Executive Decision and Next Steps	Key Officer responsible for the item
R22-0322-8.1	Annual Review of Corporate KPIs set for 2022-23	Retain HO4b 'Responsive Repairs: Average number of days to complete a repair' and HO5b 'Responsive repairs: Was repair completed right first time?	22 nd March 2022	5 th April 2022	Agreed		Hugh Wagstaff / Nora Copping
R22-0322-8.2	Annual Review of Corporate KPIs set for 2022-23	Include a KPI for Customer Services Team which monitors the dropout rate of customers calls.	22 nd March 2022	5 th April 2022	Agreed	The Executive have asked officers to explore the details of these potential KPIs.	David Allum / Nora Copping
R22-0322-8.3	Annual Review of Corporate KPIs set for 2022-23	Aim to restore the current target of 99% for indicators F1 'Percentage of Council Tax collected' and F2 'Percentage of Non-Domestic Rates collected' for 2023/24 or the earliest year that circumstances realistically allow.	22 nd March 2022	5 th April 2022	Agreed	The Executive agreed this should be restored at the next realistic point.	Louise Norie / Nora Copping
R22-0322-14	Burys Development Project	Provide clarification and/or further details on the following matters: a) The high-level financing strategy underlying the project	22 nd March 2022	5 th April 2022	Agreed	The high-level financing strategy and details of the public consultation will be shared with councillors imminently.	Kelvin Mills / Debbie Smith

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		<p>b) The intended timeline and nature of public consultation and engagement on the proposals</p> <p>c) The assumptions being made about future numbers of Waverley Borough Council staff working in-person at the Bury's</p> <p>Current figures on the provision and utilisation of car parking in Godalming town centre</p>				<p>A further briefing on the 'Where Work Happens' project and associated issues is being arranged for councillors.</p> <p>A sub-group is working to confirm the information on the car parking situation.</p>	
R22-0125-7.1	General Fund Budget 2022/23 and Medium-Term Financial Plan 2022/23–2025/26	Endorse recommendations #1-7 to the Executive in para 3.1.	25 th January 2022	8 th February 2022	Agreed	The Executive welcomes the endorsement.	Peter Vickers
R22-0125-7.2	General Fund Budget 2022/23 and Medium-Term Financial Plan 2022/23–2025/26	That the Executive explore investments in the Council's car parks to increase the income they generate.	25 th January 2022	8 th February 2022	Partially agreed	The Executive was always looking at ways in which new income could be generated and car parks usage could be maximised.	Peter Vickers
R22-0125-7.3	General Fund Budget 2022/23 and Medium-Term Financial Plan 2022/23–2025/26	Perform an additional check that the planning fees and green waste charges set out in the committee papers are correct	25 th January 2022	8 th February 2022	Agreed	This was done and particular issues identified with the planning and green waste fees have now been addressed.	Peter Vickers
R22-0125-9.1	Capital Strategy 2022/2027	With regards to the recommendation in para 3.1.1, approve of the 5-year Capital Strategy for 2022/2027, incorporating the Treasury Management Strategy, Prudential Indicators and Asset Investment Strategy by Full Council.	25 th January 2022	8 th February 2022	Agreed	The Executive welcomes the endorsement.	Peter Vickers
R22-0125-9.2	Capital Strategy 2022/2027	That the proposed delegation in para 3.1.2 be subject to annual reapproval by Full Council.	25 th January 2022	8 th February 2022	Agreed	The Executive supported the proposal.	Peter Vickers
R22-0125-10	Service Plans 2022-25	That the following clause is appended to the text of action with the Reference Number SP22/25 BT5.6: <i>"whilst also respecting the reasonable wishes of those members who prefer to discharge their responsibilities using paper copies of agendas provided by Waverley Borough Council"</i> .	25 th January 2022	8 th February 2022	Agreed	The Executive agreed the clarification. there was no intention to force Members to go paperless, only an initiative to provide the appropriate technology for those who did wish to go paperless; and to enable Members to explore technology	David Allum

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						they might not have been previously aware of.	
R21-1123-10	Budget and MTFP	That informal and formal member briefings on the budget and MTFP are held in December and January respectively	23 rd November 2021	8 th February 2022	Agreed	Briefings were held and these informed O&S discussions at their January meeting.	Peter Vickers

Services Overview and Scrutiny – Recommendations to Executive

Services O&S Chair: Cllr Kevin Deanus, Services O&S Vice Chair: Peter Marriott

Unique Ref.	Name of the Agenda Item	Recommendation	O&S Meeting Date (when the item was raised)	To be considered at the Executive Meeting on	Progress Status	Reason for the Executive Decision and Next Steps	Key Officer responsible for the item
S22-0321-7	Corporate Performance Report Q.3 2021/22	<p>Please consider and respond to the comments made by individual Committee members on topics including:</p> <ul style="list-style-type: none"> A reliance on agency waste operatives leading to bin collections being missed Delays to the delivery of the car park at Brightwells Inclusion of ward councillors as consultees on the design and preparation of planning applications such as Springfield, Elstead Continuing concern about the 5-year housing supply <p>Planning Service taking a more proactive approach to ensuring conditions on applications are discharged</p>	21 st March 2022	5 th April 2022	Noted	<p>The Executive responded to the comments as follows:</p> <ul style="list-style-type: none"> Agency staff are only deployed for waste collection when it is a necessity and this has only been the case when staff absences related to Covid-19 have reached critical levels. The contract the Council has with Surrey County Council and Crest Nicholson means it is reimbursed for lost income for as long as it takes the new car park to be transferred. There is an initial proposal that a weekly list of significant pre-applications is circulated to councillors This concern is shared by the Executive. However, they do wish to note the distinction from the housing delivery test, and an all Councillor briefing on this issue would be held at the end of April. <p>A planning enforcement plan will be published shortly</p>	Heads of Service
S22-0321-8.1	Annual KPI's for 2022/23	That the Executive approve the proposals in the amendments set out in the report subject to consideration of recommendations S22-0321-8.2 and S22-0321-8.3	21 st March 2022	5 th April 2022	Agreed		Heads of Service
S22-0321-8.2	Annual KPI's for 2022/23	The target figure for Planning indicators P7 'Actual number of dwellings commenced (all housing providers)' and P8 'Actual number of dwellings completed (all housing providers)' should be raised to include the shortfalls from previous years.	21 st March 2022	5 th April 2022	Agreed		Heads of Service

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S22-0321-8.3	Annual KPI's for 2022/23	Included in the KPIs should be an indicator that gauges customer satisfaction soon after an interaction with the Council.	21 st March 2022	5 th April 2022	Agreed	Each Head of Service has been asked to report how customer service is monitored in their service, so this can be considered and any gaps identified.	Heads of Service
S22-0321-9.1	Climate Change and Sustainability SPD	That a clearer demarcation is made within the document between requirements and guidance. Potentially through the use of verbs such as "shall, must and will!" as opposed to "should, could, might"	21 st March 2022	5 th April 2022	Agreed	The intention is to apply this advice to policy documents in general.	Zac Elwood / Alice Knowles
S22-0321-9.2	Climate Change and Sustainability SPD	Highlight the source for requirements (e.g., a particular provision in another planning document or in legislation)	21 st March 2022	5 th April 2022	Agreed		Zac Elwood / Alice Knowles
S22-0321-9.3	Climate Change and Sustainability SPD	Consideration should be given to how utilities can be incorporated into designs such that they can be easily accessed in a manner which does not create disruption	21 st March 2022	5 th April 2022	Agreed		Zac Elwood / Alice Knowles
S22-0321-9.4	Climate Change and Sustainability SPD	Introduce a consistent format for SPDs to cover both documents produced in-house and by consultants	21 st March 2022	5 th April 2022	Agreed		Zac Elwood / Alice Knowles
S22-0321-9.5	Climate Change and Sustainability SPD	Include a glossary of terms	21 st March 2022	5 th April 2022	Agreed		Zac Elwood / Alice Knowles
S22-0321-9.6	Climate Change and Sustainability SPD	Wherever possible, quantify terms such "minimise" or "reduce"	21 st March 2022	5 th April 2022	Agreed		Zac Elwood / Alice Knowles
S22-0124-7	Service Plans 2022-25	That Service Plans would be stronger if: a. they include hyperlinks to any policies or action plans referenced within the plan b. where possible they should include specific targets which will usually be quantitative c. they state a rationale for the inclusion of an action d. they included a positive vision of what successfully delivering an action would look like. This might take the form of a column on the "impact of completing the action" to counterbalance the equivalent column on actions not being completed.	24 th January 2022	8 th February 2022	Partially agreed	The Executive agreed that hyperlinks would be a useful addition and suggested further discussion with both the Overview and Scrutiny Committees on any further presentational improvements which could be made. As it had not been possible to discuss the recommendations with the Chairmen and Vice-Chairmen, it had not been possible to clarify what further changes were required.	Robin Taylor / Louise Norie / Nora Copping

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S22-0124 – 8.1	Carbon Neutrality Action Plan	The Carbon Neutrality Action Plan be accompanied by a costed business plan including assessments of the realism of delivery	24 th January 2022	8 th February 2022	Rejected	In the Executive's view the Plan is already a robust and realistic document. This is confirmed by Climate Emergency UK's assessment of Council Action Plans against an expert-approved checklist, which showed that out of almost two hundred District Councils, Waverley had the fifth highest score. The Executive of course intends to continue building on this work.	Richard Homewood / Fotini Vickers
S22-0124 – 8.2	Carbon Neutrality Action Plan	The Indicative Action Plan be reinforced with additional S.M.A.R.T. targets.	24 th January 2022	8 th February 2022	Agreed	The Executive would welcome suggestions for additional SMART targets.	Richard Homewood / Fotini Vickers
S22-0124 – 8.3	Carbon Neutrality Action Plan	Given that the Action Plan is a "living" document and green technologies are rapidly improving, the Carbon Neutrality Action Plan should include a continuous assessment of how the costs and benefits of different technologies are changing. Solar power was given as a particular example.	24 th January 2022	8 th February 2022	Agreed	The Executive agreed with the recommendation and a series of briefings would be arranged on this technology, the first being on Ground and Air Source Heat Pumps in the near future. The Asset Management Strategy made clear that these measures would evolve over time.	Richard Homewood / Fotini Vickers
S22-0124 – 8.4	Carbon Neutrality Action Plan	The Council should provide more public communications on actions to combat climate change which use a positive and proactive tone.	24 th January 2022	8 th February 2022	Rejected	Climate related messages already have "gold status" within the Council's Communications Plan. In addition to specific messages directly on climate change, further messaging is also threaded into other communications. The Executive welcomes any suggestions for any other issues which should be communicated and offered to share the climate change communications plan with those Councillors who were interested.	Richard Homewood / Fotini Vickers
S22-0124 – 8.5	Carbon Neutrality Action Plan	If they do not already, then the Asset Management Strategy and other policies related to retrofitting residential properties should make	24 th January 2022	8 th February 2022	Agreed	The Executive is happy to confirm that the draft Asset Management Strategy already specifically addresses this concern. It would be	Richard Homewood / Fotini Vickers

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		explicit provision for ensuring the process is as smooth as possible for tenants and leaseholders.				available for the Overview and Scrutiny Committees shortly.	
S21-1213-5.1	LPP2	Consider developing an equestrian policy to protect the unique quality of Waverley's rural settlements.	December 13 th 2021	December 14 th 2021	Agreed to revisit at an appropriate stage	Such a policy would, as the Chair of Services O&S suggested, most appropriately be added when the plan is reviewed.	Head of Planning and Economic Development
S21-1213-5.2	LPP2	<p>Have due regard to the questions a-k when debating the recommendations in section 2 of the report:</p> <p>a) Whether an appropriate assessment is required in order to comply with habitats regulations?</p> <p>b) Whether the likelihood that future development at Royal School will exceed the footprint of existing buildings and hard surfaces at the site would threaten the setting of the neighbouring countryside?</p> <p>c) Whether the Red Court site being nearer the settlement boundary and being more walkable from Haslemere makes it a more appropriate site than the Royal School? Do these factors impinge on Waverley's commitment to sustainability?</p> <p>d) Whether the Executive and the Full Council can have confidence that the Royal School (including its playing fields) will be able to relocate to the Farnham Road and make the site available within the plan period?</p> <p>e) Whether the cost of providing sewage infrastructure at the Royal School raises viability concerns which might impact on its deliverability?</p> <p>f) Whether the Council has a duty to co-operate with East Hampshire District and Grayshott Parish Councils regarding the Royal School site?</p> <p>g) Whether either, both or neither the Royal School and Red Court sites should be treated as brownfield and/or previously developed sites?</p> <p>h) Whether the requirement identified by Acorn Consultants to provide a SANG to mitigate the impact of development at the Royal School adversely impacts the deliverability of that site?</p> <p>i) Whether screening is an adequate response to the potential loss of green space on the Royal School site?</p>	December 13 th 2021	December 14 th 2021	Noted	Please note the attached document setting out in greater detail the Executive responses to questions a-k.	Head of Planning and Economic Development

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		j) Whether allocating the Royal School sets an unwelcome precedent about building in AONB? k) Whether a given course of action will delay adoption of LPP2 as a whole and, therefore, reduce the Council's control over development within the Borough?					
S21-1124-10	Tree and Woodland Policy	The Executive consider the following comments from individual committee members: a. would like to see the chapter on Biodiversity strengthened considerably from an ecological perspective, b. more emphasis on natural regeneration, and more consideration as to how this policy can support and work alongside Waverley's planning policies on trees, woodland and biodiversity.	November 24 th 2021	January 18 th 2022	Agreed	Additions and amendments have been made to the document to address the points raised as much as possible. Furthermore, the document is shared with stakeholders such as Country Council, Parish and Town Councils, Forestry Commission and special interest groups, and although not all have yet responded, comments, where relevant, have and will be incorporated	Arno Spaarkogel

Meeting Dates & Reporting Deadlines

Committee Cycle	O&S Committee Name	O&S Committee – Final Agenda Publication Date by 5pm	O&S Committee Meeting at 7pm	Executive Committee – Final Agenda Publication Date by 5pm	Executive Committee Meeting	O&S Recommendations to be dispatched as a supplementary item to the Executive Agenda by 5pm
November 2021	Policy O&S	12/11/2021	23/11/2021	19/11/2021	30/11/2021	26/11/2021
November 2021	Services O&S	12/11/2021	24/11/2021	19/11/2021	30/11/2021	26/11/2021
January 2022	Services O&S	14/01/2021	24/01/2022	28/01/2021	8/02/2022	N/A – sent with the final agenda by 28/01/2022
January 2022	Policy O&S	14/01/2021	25/01/2022	28/01/2021	8/02/2022	N/A – sent with the final agenda by 28/01/2022
March 2022	Services O&S	11/03/2022	21/03/2022	25/03/2022	5/04/2022	N/A – sent with the final agenda by 25/02/2022

Committee Cycle	O&S Committee Name	O&S Committee – Final Agenda Publication Date by 5pm	O&S Committee Meeting at 7pm	Executive Committee – Final Agenda Publication Date by 5pm	Executive Committee Meeting	O&S Recommendations to be dispatched as a supplementary item to the Executive Agenda by 5pm
March 2022	Resources O&S	11/03/2022	22/03/2022	25/03/2022	5/04/2022	N/A – sent with the final agenda by 25/02/2022

Explanation of terms used

Unique ref. – Each recommendation added to this tracker will be assigned a unique reference number following specific sequence (for e.g. P21-1123-1 or S22-0124-5.2) where R stands for Resources O&S and S for Services O&S, 21-1123 and 22-0124 represent the year-month and date of the meeting at which the item was raised, -1 or -5.2 represent the agenda item reference from that O&S meeting, and if more than one recommendation was raised against a specific item this can be indicated by 0.1 or 0.2, etc. next to the original agenda item reference number such as -1 or -5.

Progress Status – This column indicated individual progress status for each recommendation and will present 1 of 3 options: 1) Awaiting Executive Consideration, 2) Accepted / Approved by the Executive or 3) Rejected by the Executive

Reason for the Executive Decision and Next Steps – this column will include details on why a specific recommendation was accepted or rejected by the Executive, and where appropriate, will indicate what are the next steps for the officers or councillors.

Contact Officers

Officer Name	Role	Email	Responsibilities in the process
Mark Mills	Policy Officer - Scrutiny	mark.mills@waverley.gov.uk tel. 01483 523 078	Owner of this document. Responsible for collation of the recommendations after each O&S cycle and following up with the Democratic Services Team on their progression, and feeding back the outcomes to the O&S Committees and relevant officers at the following committee cycle