

2021-22 Master Tracker

Recommendations to the Executive from the Overview and Scrutiny Committees

March 2022 Committee Cycle

Last updated: 24/06/2022 13:31

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 |
|----------------|---|---|---|--|-----------------|--|--------------------------------------|
| R22-06-20-10.1 | Housing Allocations Task and Finish Group | That the Executive implement the Group's recommendations that with regard to the Housing Allocations policy: <ol style="list-style-type: none"> 1) The Council should keep the income threshold at £60,000 per annum and the savings threshold at £30,000. However, this should be reviewed by the Resources Overview and Scrutiny committee or another appropriate O&S committee within 12-18 months. 2) Establish a process to signpost applicants who are unable to join the housing register due to the income or savings threshold to Affordable Home Ownership Schemes notably shared ownership. 3) Maintain the existing position that children will only be accommodated in one home even if a 50/50 residence arrangement exists. An exception will be made if there is | 20/06/2022 | TBD | Pending | Pending | Andrew Smith / Michael Rivers |

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| | | <p>a court order in place requiring this or if Surrey County Council Children's Services (or an equivalent organisation elsewhere) provide compelling evidence that a second home is required.</p> <p>4) Only housing related debts such as rent arrears and deposit scheme debts should be taken into account when considering eligibility for inclusion on the housing register and allocation of housing. Other debts such as council tax or housing benefit overpayments would be disregarded for this purpose. [Final approval of recommendation #4 pending].</p> <p>5) Given the administrative burden in checking debts and that the average time someone is on the register is 2-3 years, it makes sense that checks at application stage are more light touch given an applicant's debts status can change so much over time.</p> <p>6) Establish a process by which the Housing Options team signpost applicants unable to join the housing needs register due to debts to local debt advice charities.</p> <p>7) The Chair of the Housing Allocations Group and the Chair of Resources Overview and Scrutiny to write a joint letter the Secretary of State for Housing, Levelling Up and Communities to reiterate the need for the importance of ensuring the Local Housing Allowance (LHA) rates properly reflect rents in Farnham.</p> | | | | | |
| R22-06-20-15.1 | Godalming Regeneration Project: Update | <p>That the Executive accepts the recommendations in para 2 of the report to:</p> <p>i) Agree to change the name of the Burys Development Project to the Central Godalming Regeneration Project.</p> <p>ii) Recommend to Council to approve a supplementary estimate of £164,000 to progress the project to the next phase (3),</p> | 20/06/2022 | 05/07/2022 | Pending | Pending | Kelvin Mills / Debbie Smith |

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| | | including preliminary public engagement, to be funded from the Property Investment reserve. | | | | | |

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 |
|---------------|-------------------------------------|---|---|--|-----------------|--|--|
| S22-06-21-8.1 | Biodiversity Policy and Action Plan | The Committee are unable to recommend adoption of the policy and action plan at this stage. It would not be able to do so unless recommendations S22-06-21-8.2 – 8.10 are addressed. | 21/06/2022 | 05/07/2022 | Pending | Pending | Kelvin Mills / Matt Lank / David Olliver |
| S22-06-21-8.2 | Biodiversity Policy and Action Plan | Highlight which aspects of the policy and action plan reflect current practice and which are new. | 21/06/2022 | 05/07/2022 | Pending | Pending | Kelvin Mills / Matt Lank / David Olliver |
| S22-06-21-8.3 | Biodiversity Policy and Action Plan | Include further details on the likely resource implications of the action plan including: <ol style="list-style-type: none"> an indicative spend profile the maintenance costs of biodiversity areas which policies there is already funding in place for and which will depend on obtaining external funding the prioritisation of the policies in the event funding is not achieved an officer utilisation profile covering which roles would be performed by existing staff, staff who will need to be recruited, and by specialist staff | 21/06/2022 | 05/07/2022 | Pending | Pending | Kelvin Mills / Matt Lank / David Olliver |
| S22-06-21-8.4 | Biodiversity Policy and Action Plan | Provide an evidence base for the claims in section 5.3.7 about the contributions road verges make to biodiversity. | 21/06/2022 | 05/07/2022 | Pending | Pending | Kelvin Mills / Matt Lank / David Olliver |
| S22-06-21-8.5 | Biodiversity Policy and Action Plan | Given the scale of the Ministry of Defence's landholdings within the Borough, it should be added as a partner organisation in Appendix 3. | 21/06/2022 | 05/07/2022 | Pending | Pending | Kelvin Mills / Matt Lank / David Olliver |
| S22-06-21-8.6 | Biodiversity Policy and Action Plan | Include an executive summary after the foreword to make the document easier to navigate and understand. | 21/06/2022 | 05/07/2022 | Pending | Pending | Kelvin Mills / Matt Lank / David Olliver |
| S22-06-21-8.7 | Biodiversity Policy and Action Plan | Enhance the section of the report on the legislative context. For example, to reflect the requirement under the Environment Act 2021 for councils to produce a biodiversity report every five-years. | 21/06/2022 | 05/07/2022 | Pending | Pending | Kelvin Mills / Matt Lank / David Olliver |

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| S22-06-21-8.8 | Biodiversity Policy and Action Plan | Include targets for achieving Natural England's 'favourable conservation' status for habitats within the Borough. | 21/06/2022 | 05/07/2022 | Pending | Pending | Kelvin Mills / Matt Lank / David Olliver |
| S22-06-21-8.9 | Biodiversity Policy and Action Plan | Provide an assurance that the proofing errors raised by members of the Committee have been addressed. E.g., the inclusion of two section 4s. | 21/06/2022 | 05/07/2022 | Pending | Pending | Kelvin Mills / Matt Lank / David Olliver |
| S22-06-21-8.10 | Biodiversity Policy and Action Plan | Provide an assurance that the concerns about specific sites raised by members of the Committee have been addressed. E.g. The lack of a mention of key species at Farnham Park. | 21/06/2022 | 05/07/2022 | Pending | Pending | Kelvin Mills / Matt Lank / David Olliver |

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 |
|-----------------|--------------------|--|------------------------------|--|-----------------------------|---|
| September 2022 | Services O&S | 09/09/2022 | 20/09/2022 | 23/09/2022 | 04/10/2022 | N/A |
| September 2022 | Resources O&S | 16/09/2022 | 27/09/2022 | 23/09/2022 | 04/10/2022 | 30/09/2022 |
| November 2022 | Services O&S | 11/11/2022 | 22/11/2022 | 18/11/2022 | 29/11/2022 | 25/11/2022 |
| November 2022 | Resources O&S | 18/11/2022 | 29/11/2022 | 18/11/2022 | 29/11/2022 | ??? |
| January 2023 | Services O&S | 13/01/2023 | 24/01/2023 | 26/01/2022 | 07/02/2022 | N/A |
| January 2023 | Resources O&S | 20/01/2023 | 31/01/2023 | 26/01/2022 | 07/02/2022 | 02/02/2022 |
| March 2023 | Resources O&S | 02/03/2023 | 13/03/2023 | 24/03/2022 | 04/04/2022 | N/A |
| March 2023 | Services O&S | 02/03/2023 | 14/03/2023 | 24/03/2022 | 04/04/2022 | N/A |

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 |