

# 2022-23 Master Tracker

## Recommendations to the Executive from the Overview and Scrutiny Committees

### September 2022 Committee Cycle

Last updated: 29/09/2022 14:21

#### 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
R22-09-27-11	Annual Complaints Report	Resources O&S notes the information on performance at 5.1 of the report that 84% of all closed complaints were responded to within the target timescales and would welcome the outcome table at 6.1 showing a three year trend in subsequent reports.  It recommends to the Executive that the performance on response times to handling complaints is improved in the coming year.	27/09/2022	04/10/2022	Pending		Louise Norie/All Executive Heads of Service
R22-09-27-14	Property Investment Advisory Board – Update Report	That the Executive receive a detailed report on Wey Court East to explain the rationale for the revised fit-out costs and to comment on the adequacy of the accompanying increase in the rent that is proposed.	27/09/2022	04/10/2022	Pending		Peter Vickers
R22-06-20-10.1	Housing Allocations Task	That the Executive implement the Group's recommendations that with regard to the Housing Allocations policy:	20/06/2022	05/07/2022	Accepted	These recommendations are compatible with the aims and	Andrew Smith /

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	and Finish Group	<ol style="list-style-type: none"> <li>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&amp;S committee within 12-18 months.</li> <li>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.</li> <li>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 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.</li> <li>4) Only housing related debts such as rent arrears and deposit scheme debts to Waverley Borough Council, housing associations and to private landlords should be taken into account when considering eligibility for either inclusion on the housing register or the allocation of a property. Other debts owed to the Council such as council tax or housing benefit overpayments would be disregarded for these purposes. Housing related debts to private sector landlords is currently under review.</li> <li>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.</li> <li>6) Establish a process by which the Housing Options team signpost applicants unable</li> </ol>				objectives of the allocations policy.	Michael Rivers

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		<p>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>					
<b>R22-06-20-15.1</b>	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), including preliminary public engagement, to be funded from the Property Investment reserve.</p>	20/06/2022	05/07/2022	Accepted		Kelvin Mills / Debbie Smith

## 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
S22-09-20-22	Carbon Neutrality Action Plan	<p>Services O&amp;S notes:</p> <ul style="list-style-type: none"> <li>The progress made on the CNAP during 2022 attached in Annexe 1</li> <li>The GHG report attached in Annexe 2 and agree that it is published on the Waverley Borough Council website</li> <li>The updated content of version 3 of the CNAP as presented in Annexe 3</li> </ul> <p>Furthermore, the Committee recommends:</p>	20/09/2022	04/10/2022	Pending		Richard Homewood / Fotini Vickers
S22-09-20-22 (a)	Carbon Neutrality Action Plan	That energy efficiency of council owned housing should be given higher priority as emissions from these properties represent the main emissions for which the Council has direct responsibility, and also noting the heightened risk of fuel poverty for financially challenged residents due to the inflation of energy prices.	20/09/2022	04/10/2022	Pending		Richard Homewood / Fotini Vickers
S22-09-20-22 (b)	Carbon Neutrality Action Plan	The addition of an action to make more extensive use of existing planning policies to promote climate change objectives. This should include a checklist for all applications to ensure they are complying with relevant climate change policies. This should be routinely reported to members of planning committees deciding applications.	20/09/2022	04/10/2022	Pending		Richard Homewood / Fotini Vickers
S22-09-20-22 (c)	Carbon Neutrality Action Plan	<p>Review the short-term actions to ensure:</p> <ul style="list-style-type: none"> <li>That the timescale to deliver them has not been affected by the Cost of Living crisis and higher than expected inflation.</li> <li>The action identifies as precisely as practical what is to be delivered within the timescale outlined.</li> </ul>	20/09/2022	04/10/2022	Pending		Richard Homewood / Fotini Vickers
S22-09-20-22 (d)	Carbon Neutrality Action Plan	Though the inclusion of footnotes is commendable, a recognised referencing style should be followed rather than relying on	20/09/2022	04/10/2022	Pending		Richard Homewood /

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		hyperlinks, which do not work in paper documents.					Fotini Vickers
S22-09-20-23.1	Leisure Management Contract Task and Finish Group – Final Report	Endorse the proposed services specification and key performance indicators (KPIs).	20/09/2022	N/A	Accepted	This has been incorporated into the draft Contract documents by the Leisure Project Working Group.	Kelvin Mills / Tamsin McLeod
S22-09-20-23.2	Leisure Management Contract Task and Finish Group – Final Report	That when the data contributing towards KPIs is collected by the operator, it should be independently verified by Waverley Borough Council to ensure its credibility.	20/09/2022	N/A	Accepted	This has been incorporated into the draft Contract documents by the Leisure Project Working Group.	Kelvin Mills / Tamsin McLeod
S22-09-20-23.3	Leisure Management Contract Task and Finish Group – Final Report	That given the leisure centres are all located in the larger towns within the Borough, outreach work under the Active Communities programme should be targeted within smaller settlements.	20/09/2022	N/A	Accepted	This has been incorporated into the draft Contract documents by the Leisure Project Working Group.	Kelvin Mills / Tamsin McLeod
S22-09-20-23.4	Leisure Management Contract Task and Finish Group – Final Report	That given the lasting significance of this contract, steps are taken to keep all-members informed during the tender process.	20/09/2022	N/A	Accepted		Kelvin Mills / Tamsin McLeod
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	Rejected	The Executive felt a policy was needed to set a direction before further steps can be taken.	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	Rejected	The Council has not had a biodiversity policy and action plan in place before. Therefore, the whole document is new.	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: a. an indicative spend profile b. the maintenance costs of biodiversity areas	21/06/2022	05/07/2022	Partially accepted	An appendix with a broad outline of the indicative budget will be added. However, more detailed assessments of the resources required will depend on the baseline data collected.	Kelvin Mills / Matt Lank / David Olliver

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		<ul style="list-style-type: none"> <li>c. which policies there is already funding in place for and which will depend on obtaining external funding</li> <li>d. the prioritisation of the policies in the event funding is not achieved</li> <li>e. an officer utilisation profile covering which roles would be performed by existing staff, staff who will need to be recruited, and by specialist staff</li> </ul>					
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	Rejected	This will be done as part of establishing the baselines for particular areas, acknowledging the limitations of those baselines.	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	Rejected	The plan relates to land owned and managed by the Council and the Council's activities will have negligible impact on the biodiversity of MOD land.	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	Accepted	The Executive wishes to ensure this document is accessible and an executive summary would be provided.	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	Accepted	The relevant paragraphs will be broadened and highlighted.	Kelvin Mills / Matt Lank / David Olliver
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	Rejected	Such a decision is for the future. It is not possible to assess the viability of this as a target until the baseline data for individual sites has been obtained.	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	Accepted		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	Rejected	Site specific information will be in the management plan. The associated column will be removed to avoid confusion.	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	30/09/2022
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
<b>Mark Mills</b>	Policy Officer - Scrutiny	<a href="mailto:mark.mills@waverley.gov.uk">mark.mills@waverley.gov.uk</a> 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