

# Services Overview & Scrutiny Committee 2022/23

## - work programme

### Part 1 of 4: Recommendations made

#	Meeting date	Agenda Item	Recommendation	Made to	Agreed?	Details
S22-11-22-6.1	22/11/2022	Safer Waverley Partnership	That a report be presented to Services O&S and the Executive outlining options for using existing data from the Council and its partners to rectify the current absence of KPIs on Community Safety.	Executive	Pending	
S22-11-22-6.2	22/11/2022	Safer Waverley Partnership	<p>The Services Overview and Scrutiny Committee of Waverley Borough Council (henceforth “the Committee”) welcomes this opportunity to comment on the Safer Waverley Partnership Plan 2022-2025 (henceforth “the Plan”) and wishes to put on record its appreciation for the work of all those from a wide range of different agencies who contribute to the partnership’s efforts to keep Waverley residents safe.</p> <p>“The Committee recommends the following steps it believes would enhance the Plan:</p> <ol style="list-style-type: none"> <li>1. Quantifying a larger number of targets so that a greater proportion of them meet the “<a href="#">S.M.A.R.T</a>” criteria.</li> <li>2. Create an explicit link to the Surrey and Waverley Suicide Prevention Strategies.</li> <li>3. Recognise where there are distinctive clusters of rural crime in particular areas. Recent incidents in and around Bramley were cited as an example.</li> </ol>	Safer Waverley Partnership Executive	Pending	

			4. Where applicable, provide a summary of the reasons for the late commencement of actions.			
S22-11-22-8.1	22/11/2022	Local Planning Enforcement Plan	That this document is restructured so that standard practice is followed such that there is a policy setting out high level objectives and principles, followed by a plan setting out how this will be implemented.	Executive	Pending	
S22-11-22-8.2	22/11/2022	Local Planning Enforcement Plan	That the policy include more information on the steps taken prior to issuing a notice.	Executive	Pending	
S22-11-22-8.3	22/11/2022	Local Planning Enforcement Plan	Complete an exercise benchmarking the workload of planning enforcement officers at Waverley with neighbouring authorities.	Executive	Pending	
S22-11-22-9.1	22/11/2022	Corporate Performance Report	In light of the declining number of requests for extensions of time for planning applications and the relaunch of the pre-application service, delete the KPIs P123(a), P153(a) and P151(a) and replace the existing P6 with revised indicators P6 and P6a.	Executive	Accepted	
S22-09-20-22	20/09/2022	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>	Executive	Noted	
S22-09-20-22 (a)	20/09/2022	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	Executive	Accepted	This will take on a higher priority when the review of the Housing Revenue

			noting the heightened risk of fuel poverty for financially challenged residents due to the inflation of energy prices.			Account is completed and it is more evident what steps can be taken on this issue.
S22-09-20-22 (b)	20/09/2022	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.	Executive	Accepted	
S22-09-20-22 (c)	20/09/2022	Carbon Neutrality Action Plan	Review the short-term actions to ensure: <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> </ul> The action identifies as precisely as practical what is to be delivered within the timescale outlined.	Executive	Accepted	The Cost of Living Working Group will input on a number of relevant items within the Plan.
S22-09-20-22 (d)	20/09/2022	Carbon Neutrality Action Plan	Though the inclusion of footnotes is commendable, a recognised referencing style should be followed rather than relying on hyperlinks, which do not work in paper documents.	Executive	Accepted	
S22-06-21-8.1	21/06/2022	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.	Executive	Rejected	The Executive felt a policy was needed to set a direction before further steps can be taken.
S22-06-21-8.2	21/06/2022	Biodiversity Policy and Action Plan	Highlight which aspects of the policy and action plan reflect current practice and which are new.	Executive	Rejected	The Council has not had a biodiversity policy and action plan in place before. Therefore, the whole document is new.

S22-06-21-8.3	21/06/2022	Biodiversity Policy and Action Plan	<p>Include further details on the likely resource implications of the action plan including:</p> <ol style="list-style-type: none"> <li>an indicative spend profile</li> <li>the maintenance costs of biodiversity areas</li> <li>which policies there is already funding in place for and which will depend on obtaining external funding</li> <li>the prioritisation of the policies in the event funding is not achieved</li> </ol> <p>an officer utilisation profile covering which roles would be performed by existing staff, staff who will need to be recruited, and by specialist staff</p>	Executive	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.
S22-06-21-8.4	21/06/2022	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.	Executive	Rejected	This will be done as part of establishing the baselines for particular areas, acknowledging the limitations of those baselines.
S22-06-21-8.5	21/06/2022	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.	Executive	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.
S22-06-21-8.6	21/06/2022	Biodiversity Policy and Action Plan	Include an executive summary after the foreword to make the document easier to navigate and understand.	Executive	Accepted	The Executive wishes to ensure this document is accessible and an executive summary would be provided.

S22-06-21-8.7	21/06/2022	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.	Executive	Accepted	The relevant paragraphs will be broadened and highlighted.
S22-06-21-8.8	21/06/2022	Biodiversity Policy and Action Plan	Include targets for achieving Natural England's 'favourable conservation' status for habitats within the Borough.	Executive	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.
S22-06-21-8.9	21/06/2022	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.	Executive	Accepted	
S22-06-21-8.10	21/06/2022	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.	Executive	Rejected	Site specific information will be in the management plan. The associated column will be removed to avoid confusion.

## Part 2 of 4: Other resolutions

#	Meeting date	Agenda Item	Action	Actioned to	Status	Timescale	Details of current status
31.1	22/11/2022	Leisure Management Contract	Email an update to the committee on space in the Farnham Leisure Centre specifically for young people	Kelvin Mills / Tamsin McLeod	Pending	Jan 2023	
33.1	22/11/2022	Corporate Performance Report Q.2 2022-23	An update on the situation regarding Homes for Ukraine and Ukrainian refugees in Waverley to be provided	Sam Hutchinson	Pending	Jan 2023	
34.1	22/11/2022	Committee Forward Work Programme	Update on the progress of implementing the Waverley suicide prevention plan to be presented to the next meeting	Louise Norie	Completed	Jan 2023	Scheduled for Jan meeting
34.2	22/11/2022	Committee Forward Work Programme	Review of recommendations rejected because they were made too early or similar grounds to be presented at next meeting	Louise Norie	Completed	Jan 2023	Scheduled for Jan meeting
20.1	20/09/2022	Committee Forward Work Programme	Executive to be asked if they would be happy for a substitute member of the committee could attend in future if the	Chair and vice-chair	Completed	Nov 2022	Discussed at Executive Briefing. The Executive felt that in the absence of the chair, the vice-

			Chairman and Vice Chairman were unavailable.				chair is the appropriate person to substitute.
22.1	20/09/2022	Carbon Neutrality Action Plan	Asset Manager to address both O&S committees once in post	Andrew Smith	Scheduled	March	Tentatively added to the Resources O&S work programme for March 2023
53.1	24/06/2022	Committee Forward Work Programme	ASB PSPO Update to include information on impact on the surrounding areas	Eve Budd	Completed	Sept 2022	Information circulated to the Committee
53.2	24/06/2022	Committee Forward Work Programme	Confirm if the item on the Affordable Housing SPD is still required	Mark Mills	Completed	Sept 2022	Liaised with Head of Services. Determined that the proposed updates were relatively minor. Item removed.
54.1	24/06/2022	Corporate Performance Report Q.4 2021/2022	Advise on the heat exchange system at Memorial Hall	Richard Homewood / Fotini Vickers	Completed	Sept 2022	Information sent to the councillor who initially made the inquiry
54.2	24/06/2022	Corporate Performance Report Q.4 2021/2022	Advise on likely causes of increasing number of dead animals on the road	Richard Homewood	Completed	Sept 2022	Information distributed to committee members on 15 <sup>th</sup> July 2022
54.3	24/06/2022	Corporate Performance Report Q.4 2021/2022	Advise on potential reason for apparent seasonality of KPI E2b – number of fly tipping incidents	Richard Homewood	Completed	Sept 2022	It appears that the increase is around building, construction waste, and, possibly, DIY waste. The other increase is black

							bag waste where residents may be generating more waste over Christmas and want to dispose of it. This could also coincide with weather related delays in refuse collections.
54.4	24/06/2022	Corporate Performance Report Q.4 2021/2022	Provide data on how many stray animals the Council is dealing with	Richard Homewood	Completed	Sept 2022	Information sent to the councillor who initially raised the concern
59.1	24/06/2022	Update From Leisure Management Contract Task and Finish Group	Delegate authority to the members of the task and finish group to make interim recommendations to the Portfolio Holder for Health, Wellbeing, Parks and Leisure. These are to be shared with the wider Committee and will be subject to retrospective confirmation at the Committee's next meeting in September.	Cllr Mary Forszewski / Tamsin McLeod / Mark Mills	Completed	Sept 2022	Recommendations accepted



## Part 3 of 4: Upcoming items

#	Title	Purpose for scrutiny	Leader Member/Officer	Date for O&S consideration	Date for Executive decision (if applicable)
1	Air Quality Action Plan Update and development of Clean Air Strategy	Scrutinise these documents	Richard Homewood	Special meeting - 9 Jan 2023	Mar 2023
2	Surrey County Council Suicide Prevention Strategy	Review a proposed refresh of this strategy document	Louise Norie	Jan 2023	N/A
3	Waverley Suicide Prevention Plan	Receive an update on the actions taken to implement the plan	Louise Norie	Jan 2023	N/A
4	Corporate Performance Report Q.3 2022/23	Scrutinise the performance of the areas and KPIs within the Committee's remit	Executive Heads of Service / Jenny Sturgess	Mar 2023	N/A
5	Business Improvement District (BID) Business Plans 2023-2028 (Cranleigh, Godalming, and Farnham)	Scrutinise the Plans	Abi Lewis / Catherine Knight	Mar 2023	TBC
6	Economic Development Strategy review	Scrutinise the Strategy	Abi Lewis / Catherine Knight	Mar 2023	Jun 2023
7	Service Plans 2023 - 26	Scrutinise the three-year rolling Service Plans for the service areas under the remit of this Committee.	Executive Heads of Service / Louise Norie	Mar 2023	June 2023
8	ASB PSPO update	Receive an update on the impact of the PSPO in Godalming.	Richard Homewood	Autumn 2023	N/A
9	Leisure Management Contract	Scrutinise further developments in the procurement process	Kelvin Mills / Tamsin McLeod	TBD	TBD
10	Planning Improvement Plan	To review the plan	Executive Head of Planning Development	TBD	TBD
11	Safer Waverley Partnership 2023-26	Review and scrutinise the activities of crime and disorder partnerships and the activities of its partners. This fulfils the requirements of s.19 of the Police and Justice Act 2006.	Sam Hutchinson / Katie Webb / Eve Budd	TBD	N/A

## Part 4 of 4: Task and Finish groups

Subject	Objective	Key issues	Chair	Lead officer	Status	Progress	Target Completion Date
Leisure Centre Contract	Ensure the new contract will deliver value for money and maximise the return on investment, whilst ensuring that the specifications and outcomes reflect the portfolio mix and increase social value.	This group will review key strategic service priorities and make recommendations on the priorities for the new contract. These will include; <ul style="list-style-type: none"> <li>a. Social value</li> <li>b. Active Communities programme</li> <li>c. Key Performance Indicators</li> </ul>	Cllr Mary Foryszewski	Kelvin Mills / Tamsin McLeod	Completed	Recommendations accepted	Sept 2022