

2022-23 Master Tracker

Recommendations to the Executive from the Overview and Scrutiny Committees

March 2023 Committee Cycle

Last updated: 29/03/2023 09:19

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
R23-20-3-12	Assets Investment Advisory Activity Update	To request that the Executive: <ul style="list-style-type: none"> Receive a report on the outcome of the Brightwells House redevelopment and consider the best approach to monitoring listed building refurbishment. Consider how best to monitor large scale council projects to ensure they are built in accordance with agreed plans and planning conditions. 	20/03/2023	04/04/2023	Reject and refer matter to future Services O&S Committee.	There is currently insufficient spare capacity in the council's enforcement capacity to accommodate such a proposal. It would require a significant growth item in the budget – similar in magnitude to that in the 2023/24 Budget for development planning - to accommodate such a recommendation and even then only if it were accompanied by an acceptable proposal for its funding.	Claire Upton-Brown
R23 - 23-1-7	Petition – Save Crown Court Car Park	To provide an update on the project timeline on the Godalming Town Centre Regeneration Project including a detailed revenue and risk analysis.	23/01/2023	07/02/2023	Agreed	The Leader and Cllr Merryweather agreed to report back to O&S once the feedback from the engagement had been fully	Debbie Smith

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						digested and the business plan updated.	
R23-23-1-8	Capital Strategy 2023/2024	<ol style="list-style-type: none"> 1) To simplify the wording of the Treasury Management Strategy section to provide clarity and aid understanding; and 2) 2) to set up a small sub-group of the Resources O&S Committee to meet with officers to gain a full understanding of these concepts and communicate them back to Members. 	23/01/2023	07/02/2023	Agreed	Cllr Merryweather confirmed that he was happy to participate in a working group to review the Treasury Management Strategy.	Peter Vickers
R23-23-1-9	General Budget 2023-24 and Medium Term Financial Plan 2023/24-2026/27	<p>To request that the budget papers</p> <ol style="list-style-type: none"> 1) provide a more detailed breakdown of the collaboration savings and 2) recognise that not all the pressures highlighted in Annexe 1, Note A, are solely attributable to Covid and that Cost of Living pressures might be more appropriate, as an additional designation. 	23/01/2023	07/02/2023	Agreed		Peter Vickers
R23-23-1-10	Housing Revenue Account Budget Paper 2022-23	<p>To request that the Executive:</p> <ol style="list-style-type: none"> 1) reconsider a rent increase of up to 4% in light of the heavy debt burden this would produce and 2) amend recommendation 8 (procuring contracts of over £100,000) to add "and one of the Co-Portfolio Holders for Housing" after "s151 Officer". 	23/01/2023	07/02/2023	Agreed	Budget agreed at Council on 21 February 2023 including a rent increase of 4%.	Peter Vickers
R22-11-21-9	Sustainable Procurement Policy	To recommend approval of the draft Sustainable Procurement Policy	21/11/2022	17/01/2023	Accepted	The Policy was adopted on 17 January 2023.	Patrick Tuite
R22-09-27-11	Annual Complaints Report	<p>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.</p> <p>It recommends to the Executive that the performance on response times to handling complaints is improved in the coming year.</p>	27/09/2022	04/10/2022	Accepted	The Executive hoped the O&S would work with them to devise constructive strategies to improve performance.	Louise Norie / All Executive Heads of Service

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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	Accepted	The Executive have received an update.	Peter Vickers
R22-06-20-10.1	Housing Allocations Task and Finish Group	<p>That the Executive implement the Group's recommendations that with regard to the Housing Allocations policy:</p> <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 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. 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. 5) Given the administrative burden in checking debts and that the average time 	20/06/2022	05/07/2022	Accepted	These recommendations are compatible with the aims and objectives of the allocations policy.	Andrew Smith / Michael Rivers

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		<p>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), 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
S14-03-23-7.1	Clean Air Strategy Action Plan	<p>The Committee asked that their comments were taken into consideration in the final draft of the Air Quality Action Plan (AQAP) and the Clean Air Strategy.</p> <ul style="list-style-type: none"> • Include reference to Farnborough Airport pollution in the Strategy document. • Investigate new technology for monitoring and recommend Surrey CC allow anti-idling signs at Farnham Station level crossing. 	14/03/2023		Agreed	Both issues are referred to in the Strategy document.	Richard Homewood /Jeanette Guy
S24-01-23-8.1	LPP1 Review	Having undertaken a review of LPP1 in accordance with regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), the Council resolves that LPP1 requires updating to a greater or lesser extent. However, the Local Plan as a whole continues to provide an up-to-date statutory development plan for Waverley, which must remain the starting point for decisions on planning applications while an update is brought forward.	24/01/2023	7/2/2023	Agreed	The report on the Executive agenda on 7 February reflected that the recommendations had been accepted.	Andrew Longley/Abi Lewis
S24-01-23-8.2	LPP1 Review	A further report on the detailed scope of the update and the timetable for its preparation is prepared for consideration by the Executive when the implications of a new National Planning Policy Framework (NPPF) and the emerging Levelling Up and Regeneration Bill are better understood.	24/01/2023	7/2/2023	Agreed	Executive on 7 February 2023 resolved: A further report on the detailed scope of the update and the timetable for its preparation is prepared for consideration by Overview & Scrutiny to allow comments and recommendations to be made prior to the presentation to Executive and Full Council. This should include the implications of a new National Planning Policy Framework (NPPF) and the emerging	Andrew Longley/Abi Lewis

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						Levelling Up and Regeneration Bill once fully understood.	
S24-01-23-8.3	LPP1 Review	Budgetary provision is made to enable technical work on an updated evidence base to commence during 2023/24.	24/01/2023	7/2/2023	Partially accepted	Executive on 7 February 2023 resolved: Budgetary provision is made to enable technical work on an updated evidence base to commence during 2023/24.	Andrew Longley/Abi Lewis
S24-01-23-8.4	LPP1 Review	There is a clear alignment between the work to be carried out as set out in the report at 10.1.3 and the budget provision being proposed.	24/01/2023	7/2/2023	Agreed		The budget should be reviewed in the light of the agreed scope of the update and work programme, with clear alignment and monitoring arrangements.
S24-01-23-8.5	LPP1 Review	A report on the detailed scope of the proposed update process is considered by Overview & Scrutiny to allow comments and recommendations to be made prior to the presentation to Executive and Full Council.	24/01/2023	7/2/2023	Agreed	Executive on 7 February 2023 resolved: The governance journey for the update process should be clarified, to include the role of Overview and Scrutiny.	Andrew Longley/Abi Lewis
S24-01-23-8.6	LPP1 Review	The mention of a 'full' update of LPP1 be removed throughout the document until such time as the scope is available to view and comment so as not to pre-determine the scale of the update.	24/01/2023	7/2/2023	Agreed		Andrew Longley/Abi Lewis
S24-01-23-8.7	LPP1 Review	Clarity be given on the governance journey for the update process	24/01/2023	7/2/2023	Agreed		Andrew Longley/Abi Lewis
S22-11-22-6.1	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.	22/11/2022	17/01/2022	Accepted	The comments of O&S would be compiled and sent to the SWP, endorsed by both the Leader and Chair of O&S and a request for their consideration.	Katie Webb
S22-11-22-8.1	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.	22/11/2022	17/01/2022	Pending	The O&S comments would be referred to the relevant officers for consideration on whether any additional information could be included; and the comments on how the document had been structured would be considered in the light of discussions on document control	Beth Howland Smith
S22-11-22-8.2	Local Planning Enforcement Plan	That the policy include more information on the steps taken prior to issuing a notice.	22/11/2022	17/01/2022	Pending		Beth Howland Smith

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S22-11-22-8.3	Local Planning Enforcement Plan	Complete an exercise benchmarking the workload of planning enforcement officers at Waverley with neighbouring authorities.	22/11/2022	17/01/2022	Pending		Beth Howland Smith
S22-11-22-9.1	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.	22/11/2022	17/01/2022	Accepted		Sally Busby
S22-09-20-22	Carbon Neutrality Action Plan	<p>Services O&S notes:</p> <ul style="list-style-type: none"> The progress made on the CNAP during 2022 attached in Annexe 1 The GHG report attached in Annexe 2 and agree that it is published on the Waverley Borough Council website The updated content of version 3 of the CNAP as presented in Annexe 3 <p>Furthermore, the Committee recommends:</p>	20/09/2022	04/10/2022	Noted		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	Accepted	This will take on a higher priority when the review of the Housing Revenue Account is completed and it is more evident what steps can be taken on this issue.	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	Accepted		Richard Homewood / Fotini Vickers

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S22-09-20-22 (c)	Carbon Neutrality Action Plan	Review the short-term actions to ensure: <ul style="list-style-type: none"> That the timescale to deliver them has not been affected by the Cost of Living crisis and higher than expected inflation. The action identifies as precisely as practical what is to be delivered within the timescale outlined. 	20/09/2022	04/10/2022	Accepted	The Cost of Living Working Group will input on a number of relevant items within the Plan.	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 hyperlinks, which do not work in paper documents.	20/09/2022	04/10/2022	Accepted		Richard Homewood / 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	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

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		unless recommendations S22-06-21-8.2 – 8.10 are addressed.					
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: <ul style="list-style-type: none"> a. an indicative spend profile b. the maintenance costs of biodiversity areas c. which policies there is already funding in place for and which will depend on obtaining external funding d. the prioritisation of the policies in the event funding is not achieved 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 	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
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

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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	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
Louise Norie	Corporate Policy Manager	louise.norie@waverley.gov.uk tel. 01483 523464	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