

2023-24 Master Tracker Recommendations to the Executive from the Overview and Scrutiny Committees

January 2024 Committee Cycle

Last updated: 29/01/2024 17:38

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 Peter Martin, **Resources O&S Vice Chair:** Cllr Andrew Laughton

| Unique Ref. | Agenda Item | Recommendation | O&S Meeting Date (when the item was raised) | To be received at the Executive Meeting on | Progress Status | Reason for the Executive Decision and Next Steps | Key Officer responsible for the item |
|-------------------|---------------------------|---|---|--|-------------------------------|--|--------------------------------------|
| R19-09-23 13.1 | 69 High Street, Godalming | The Overview & Scrutiny Committee considered the 69 High Street Stage 1 report as received at the Council meeting on 29th August 2023. The Committee made the following recommendation to the Executive: 1. A full review of the 69 High Street project is to be undertaken, including Lessons Learned for the future. Upon completion of the review, this is to be brought back to the O&S Resources Committee. | 19 September 2023 | 3 October 2023 | Received by Executive on 3/10 | An analysis is being undertaken by the Asset Investment Executive Working Group, the results of which will be brought before the O&S Resources Committee when complete. This will inform the analysis to be undertaken by the committee. | Debbie Smith |

| Unique Ref. | Agenda Item | Recommendation | O&S Meeting Date (when the item was raised) | To be received at the Executive Meeting on | Progress Status | Reason for the Executive Decision and Next Steps | Key Officer responsible for the item |
|------------------|--|---|---|--|--------------------------------|---|--------------------------------------|
| R14-11-23 9.1 | Housing Revenue Account – New Build Housing | The Overview & Scrutiny Committee considered the Housing Revenue Account - New Build Housing Delivery - Elstead & Ockford Ridge report. The Committee made the following recommendation to the Executive: 1. 'The Committee resolved to express concern as to whether this project is employing the correct methods of market valuation, whether a greater financial contingency is required, how cost overruns will be prevented and adequate value for money is being obtained.' | 14/11/23 | 28 November 2023 | Received by Executive on 28/11 | No next steps necessary – this was considered by the Executive and member training was arranged. | Louisa Blundell |
| R23-11-14-14 | Resourcing of Waverley Borough Council In-House Legal Services Function (Exempt) | The Committee also resolved to recommend to the Executive that: <ul style="list-style-type: none"> the £98,000 cost be included on the agenda of the meeting of Council on 12 December 2023. | 14/11/2023 | 28 November 2023 | Agreed. | This was included on the agenda for the meeting of Council on 12 December 2023. Further elements of the item will be agreed at the meeting of Council on 20 February 2024. | Susan Sale |

Comments, suggestions and updates

| Unique Ref. | Agenda Item | Comments and suggestions | O&S Meeting Date (when the item was raised) | To be received at the Executive Meeting on | Progress Status | Reason for the Executive Decision and Next Steps | Key Officer responsible for the item |
|-------------|--|--|---|--|-----------------|--|---|
| R24-01-15-6 | General Fund Budget 2024/25 and Medium-Term Financial Plan (MTFP) ending 2027/28 | Members discussed: <ul style="list-style-type: none"> the council tax rise of 2.99% and whether a referendum was considered; The appropriateness of the assumed inflation rate; | 15 January 2024 | 6 February 2024 | n/a | - | Rosie Plaistowe-Melham and Candice Keet |

| Unique Ref. | Agenda Item | Comments and suggestions | O&S Meeting Date (when the item was raised) | To be received at the Executive Meeting on | Progress Status | Reason for the Executive Decision and Next Steps | Key Officer responsible for the item |
|--------------------|---|---|---|--|-----------------|--|---|
| | | <ul style="list-style-type: none"> the request that costs be given in gross figures, with clarity if they are across multiple years; the effects of inflation on service provision; and recovery of overpaid Housing Benefit under Universal Credit | | | | | |
| R24-01-15-7 | Housing Revenue Account Budget 2024/25 | <p>Members discussed:</p> <ul style="list-style-type: none"> the impact of a 53-week rent year on benefit claimants; proposed increases to the Hardship Fund; proposed rent increases; the progress of retrofit schemes; a small deferral of repayments as part of a debt reprofile. | 15 January 2024 | 6 February 2024 | n/a | - | Rosie Plaistowe-Melham and Candice Keet |
| R24-01-15-9 | Transformation and Collaboration Programme Update | <p>Members discussed:</p> <ul style="list-style-type: none"> the difficulties of workforce and IT integration, and savings of the programme so far.; staff involvement in any redundancies and whether monies had been apportioned of pay for these; when tangible outcomes will first be seen; how a target £700k would be constituted; the Chair's desire to see finances reported as gross and net, with clarity as to how many years a saving applies to and which authority it pertains to; | 15 January 2024 | 6 February 2024 | n/a | - | Ian Doyle and Yasmien Makin |

Services Overview and Scrutiny – Recommendations to Executive

Services O&S Chair: Cllr Carole Cockburn, Services O&S Vice Chair: Phillip Townsend

| 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 |
|-------------------------|---|--|---|--|-----------------|--|--------------------------------------|
| S26-09-2023 8.1 | The Edge – Consideration of Petition received | The Committee considered the Petition received at Full Council 18 th August 2023 RE: THE EDGE LEISURE CENTRE, HASLEMERE and made the following recommendation: <ol style="list-style-type: none"> To move forward with SCC negotiations to re-open the facility and attempt to find a long-term solution. Members emphasised importance of encouraging correspondence with local groups linked to the Edge. Community involvement is vital and O&S Committee supports dialogue including the Community. | 26/9/2023 | Received by Executive on 3/10. | Complete. | The Edge has been reopened on an interim basis while members and officers continue to work towards a permanent solution with Surrey County Council. | Matt Ellis |
| S26-09-2023 9.1 | Cranleigh Leisure Centre new build update | The Committee NOTED the update report and agreed that the Executive should additionally consider: <ol style="list-style-type: none"> To ensure that an exit-strategy is in place and a financial viability assessment is carried out in light of increased estimated costs. To consider/assess which form of contract would best suit this project. | 26 September 2023 | Received by Executive on 3/10. | Complete | The Executive resolved its recommendations in order to: <ol style="list-style-type: none"> Deliver a new build, low carbon leisure centre in Cranleigh, as per Council approval in December 2021. The Executive recommended the proposal to Full Council on 17 October, at which the new capital budget was approved. | Kelvin Mills |
| S26-09-2023 11.1 | Local Plan Update | The Committee NOTED the proposed recommendations to the Executive on the approach to updating the Local Plan and agreed that the Executive should additionally consider: <ol style="list-style-type: none"> The impact on Neighbourhood Plan groups who will need to restart Development Plans to ensure they can deliver required housing numbers and will also need to find 11 | 26 September 2023 | Received by Executive on 3/10. | Pending | The Leader requested that the Chair of Overview and Scrutiny – Services asks the committee to vote on the points raised as recommendations to specific actions. | Andrew Longley |

| 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 |
|-------------|-------------------------|--|---|--|-----------------|--|--------------------------------------|
| | | <p>years' worth of additional housing up to end of the new plan period 2043.</p> <p>2. To reinforce, within the development of the Local Plan, that Waverley's attractive character and valuable environmental assets constrain the amount of development that can be planned for.</p> <p>3. To ensure that WBC can demonstrate five years' worth of housing land supply to defend local communities against inappropriate speculative development within the period where the new Plan is being prepared</p> <p>4. To consider appropriate policies to ensure that the right types, sizes, and costs of houses are delivered to meet the needs of our communities.</p> <p>5. To consider how the Local Plan can facilitate land that will help to deliver viable affordable homes</p> | | | | | |

Comments, suggestions and updates

No relevant comments for items considered at this meeting of the Executive.

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 |
|----------------------|---|-------------------------------|---|
| Jake Chambers | Senior Democratic Services Officer (Scrutiny) | Jake.Chambers@waverely.gov.uk | 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 |