

2023-24 Master Tracker

Recommendations to the Executive from the Overview and Scrutiny Committees

March 2024 Committee Cycle

Last updated: 28/03/2024 16:31

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 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
R19-3-2024-12.1	Waverley LCWIP Adoption	The Overview and Scrutiny Committee – Resources considered the Waverley LCWIP Adoption report and made the following recommendation to the Executive: 1. That greater consultation with Surrey County councillors, Farnham Town councillors and the public is carried out on the content of the Waverley LCWIP before it is adopted by the Executive.	19 March 2024	9 April 2024	To be received at 9 April Executive.	<i>To be decided at 9 April Executive.</i>	Thomas Lankester
R19-3-2024-7.1	Corporate Performance Report Q3 2023-24	The Overview & Scrutiny Committee – Resources considered the Corporate Performance Report Q3 2023-24 and made the following recommendation to the Executive:	19 March 2024	9 April 2024	To be received at 9 April Executive.	<i>To be decided at 9 April Executive.</i>	Jenny Sturgess

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		1. 'The Committee notes with concern the continuing high staff turnover, continuously high level of complaints, and the high level of missed targets in housing repairs, and requests urgent action by the Executive and Senior Management to resolve these issues'					
R14-11-2023-9.1	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 November 2023	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
R14-11-2023-14.1	Resourcing of Waverley Borough Council In-House Legal Services Function (Exempt)	The Committee also resolved to recommend to the Executive that: 1. the £98,000 cost be included on the agenda of the meeting of Council on 12 December 2023.	14 November 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 were agreed at the meeting of Council on 20 February 2024.	Susan Sale
R14-11-2023-13.1	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	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. It was confirmed at the 19 March 2024 meeting of the Overview and Scrutiny	Debbie Smith

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		brought back to the O&S Resources Committee.				Committee – Resources that an analysis of the 69 High Street project would be undertaken by the Chair and Vice-chair, and that the results of this will come before the 18 June 2024 meeting of the Committee.	

Comments, suggestions and updates

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R19-3-2024-9.1	Fairground Development Project	Members discussed: <ul style="list-style-type: none"> the capital implications of the project; massing studies and other means of assuring that maximum value is obtained; the Local Plan's allocation of a mixed-use site; the nature of the third-party development partner and conditions they would need to meet; any impact on parking for local businesses; and the early stage of the project and other developments its completion would allow. 	19 March 2024	9 April 2024	To be received at 9 April Executive.	-	Abi Lewis / Debbie Smith
R19-3-2024-10.1	Weydown Road Development Project	Members discussed: <ul style="list-style-type: none"> the current Community Hub being an asset at the end of its life; the fact that all committee members wish to see a new Community Hub on the site; the importance of delivering the strategic priorities referenced in the public report; and 	19 March 2024	9 April 2024	To be received at 9 April Executive.	-	Abi Lewis / Debbie Smith

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		<ul style="list-style-type: none"> the importance of ensuring officers are well-supported. <p>Further detail will be available to Executive members upon the publication of the exempt minute of this meeting of the Overview and Scrutiny Committee - Resources.</p>					
R19-3-2024-13.1	Carbon Neutrality Action Plan Priority Projects	The Committee RESOLVED to welcome greater clarity in the projects delivering decarbonisation, with priority given to the provision of greater detail in the plans for decarbonisation of social housing.	19 March 2024	9 April 2024	To be received at 9 April Executive.	-	Delma Bryant
R19-3-2024-12.1	Waverley LCWIP Adoption	The Committee RESOLVED that Officers consider the Committee's concerns about the lack of consultation and the framing of the report.	19 March 2024	9 April 2024	To be received at 9 April Executive.	-	Thomas Lankester
R15-01-2024-6	General Fund Budget 2024/25 and Medium-Term Financial Plan (MTFP) ending 2027/28	<p>Members discussed:</p> <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; 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 	15 January 2024	6 February 2024	n/a	-	Rosie Plaistowe-Melham and Candice Keet
R15-01-2024-7	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

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R15-01-2024-9	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 or 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
S26-3-2024-7.1	Safer Waverley Partnership	<p>The Overview and Scrutiny Committee – Services considered the report on the Safer Waverley Partnership and made the following recommendations to the Executive:</p> <ol style="list-style-type: none"> That the Executive assist in better promoting the work of the Safer Waverley Partnership with councillors and the public, as they and relevant officers believe is appropriate; that the Executive endorse and help facilitate a training and awareness course for members on the subjects of 	26 March 2024	9 April 2024	To be received at 9 April Executive.	<i>To be decided at 9 April Executive.</i>	David Hollingsworth

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		<p>the Safer Waverley Partnership and Public Space Protection Orders, with the presence of police colleagues if possible; and</p> <p>3. that the Executive assist in assuring that the Community Services officers working on the Safer Waverley Partnership are fully resourced.</p>					
S26-3-2024-	Corporate Performance Report Q3 2023-24	<p>The Committee considered the Corporate Performance Report Q3 2023-24 and made the following recommendation to the Executive:</p> <ol style="list-style-type: none"> 1. To support the upcoming Key Performance Indicator Review, with attention given to indicators that are felt to be punitively difficult, such as, for example, E3a and E3b; and 2. to take any appropriate measures to ensure that the Planning department is adequately resourced, and so capable of giving the optimum service to the borough 	26 March 2024	9 April 2024	To be received at 9 April Executive.	<i>To be decided at 9 April Executive.</i>	Jenny Sturgess
S26-09-2023 8.1	The Edge – Consideration of Petition received	<p>The Committee considered the Petition received at Full Council 18th August 2023 'RE: THE EDGE LEISURE CENTRE, HASLEMERE' and made the following recommendation:</p> <ol style="list-style-type: none"> 1. 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 September 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

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S26-09-2023 9.1	Cranleigh Leisure Centre new build update	<p>The Committee NOTED the update report and agreed that the Executive should additionally consider:</p> <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	<p>The Executive resolved its recommendations in order to:</p> <ol style="list-style-type: none"> Deliver a new build, low carbon leisure centre in Cranleigh, as per Council approval in December 2021. <p>The Executive recommended the proposal to Full Council on 17 October, at which the new capital budget was approved.</p>	Kelvin Mills
S26-09-2023 11.1	Local Plan Update	<p>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:</p> <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 years' worth of additional housing up to end of the new plan period 2043; 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; 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; to consider appropriate policies to ensure that the right types, sizes, and costs of houses are delivered to 	26 September 2023	Received by Executive on 3/10.	Pending	<p>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.</p>	Andrew Longley

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		<p>meet the needs of our communities; and</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

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S26-3-2024-9.1	The Anti-Social Behaviour, Crime And Policing Act 2014 - PSPO (No.3)	<p>Members discussed:</p> <ul style="list-style-type: none"> the largely responsive attitude of residents engaged with, and the fact that the PSPO is mostly used to encourage and change behaviours; the positive reductions in ASB seen in several areas, along with the challenges in some places; the difficulty of ascertaining whether PSPOs displaced ASB to neighbouring areas; the importance of working with other partner organisations; and the importance of a stepped approach with those under the age of 16. 	26 March 2024	9 April 2024	n/a	-	David Hollingsworth
S23-01-2024-9	Economic Development Strategy	<p>Members discussed:</p> <ul style="list-style-type: none"> encouraging recycling upon the renewal of council waste contracts; the priority of encouraging active travel with appropriate infrastructure; how the Strategy would impact housing in Waverley; uses of the Rural Prosperity Fund; 	23 January 2024	5 March 2024	Underwent public consultation after scrutiny consideration. Is now returning	-	Abi Lewis & Catherine Knight

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		<ul style="list-style-type: none"> changing travel needs of younger workers; and planned work on broadband infrastructure in poorly-served rural areas 					
S23-01-2024-10	Statement of Community Involvement	<p>Members discussed:</p> <ul style="list-style-type: none"> how the preapplication service & process might be improved; how BIDs are being consulted on the Statement; consultation with Neighbourhood Plan Groups given the increase in their number. 	23 January 2024	7 May 2024	Currently undergoing public consultation, the results of which will be considered by the Executive on 7 May 2024.	-	Andrew Longley

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