

Committee work programme, 2024-25
Overview and Scrutiny Committee – Services

30 SEPTEMBER 2024			
Item	Additional information	Relevant Lead Councillor(s)	Lead officers
Lead Councillor Question Session	tbc		
Safer Guildford Partnership Annual Report 2023-24 tbc	To scrutinise the work of the Partnership and advise on crime and disorder matters of local concern	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Sam Hutchison, Assistant Director of Community Services.
Borough's Response to Refugees – update tbc	Requested for September 2024 or earlier in the event of significant change [Minute OS14 refers, 12 September 2023]	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Sam Hutchison, Assistant Director of Community Services.
Safeguarding Children and Adults at Risk Policy tbc	To scrutinise the draft policy prior to its adoption	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Sam Hutchison, Assistant Director of Community Services. Katie Webb, Community Services Manager, Community Services, Waverley Borough Council.

Draft Air Quality Strategy	To scrutinise the review of the Air Quality Strategy 2017-22 and the new Strategy. <u>[provisionally scheduled for September OSC meeting]</u>	Cllr Merel Rehorst-Smith, Lead Councillor for Regulatory and Democratic Services	Gary Durrant, Senior Specialist - Environment Control (Noise and Pollution)
4 NOVEMBER 2024			
Item	Additional information	Relevant Lead Councillor(s)	Lead officers
Lead Councillor Question Session	tbc		
16 DECEMBER 2024			
Item	Additional information	Relevant Lead Councillor(s)	Lead officers
Lead Councillor Question Session	tbc		
Operation of the Leisure Management contract, 2023-24	To scrutinise the Council's contracts monitoring in relation to the Leisure Partnership Agreement. The leisure contract will end in October 2025.	Cllr Catherine Houston, Lead Councillor for Commercial Development	Charlotte Brindley, Leisure Contracts Officer, Kelvin Mills, Assistant Director Commercial Services.
Annual report and monitoring arrangements for operation of the G Live contract, 2023-24	To scrutinise the Council's contracts monitoring in relation to the final year of the G Live contract	Cllr Catherine Houston, Lead Councillor for	Charlotte Brindley, Leisure Contracts Officer, Kelvin Mills, Assistant Director Commercial Services

		Commercial Development	
3 FEBRUARY 2025			
Item	Additional information	Relevant Lead Councillor(s)	Lead officers
Lead Councillor Question Session	tbc		

UNSCHEDULED / POTENTIAL ITEMS FOR OSC – SERVICES			
Item	Additional information	Relevant Lead Councillor(s)	Lead officers
Community Services – The Hive	A written report, following on from the presentation to the Overview and Scrutiny Committee on 19 December 2024 and visit of 24 January.	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Sam Hutchison, Assistant Director of Community Services
The Future of Spectrum Leisure Centre	To scrutinise the mandate	Cllr Catherine Houston, Lead Councillor for Commercial Development	Kelvin Mills, Assistant Director Commercial Services

Careline Mandate	To scrutinise the mandate	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Sam Hutchison, Assistant Director of Community Services.
Air quality mitigation on the A3 Guildford	Update from National Highways on the A3 project (some uncertainty about this item).	Cllr Merel Rehorst- Smith, Lead Councillor for Regulatory and Democratic Services	Gary Durrant, Senior Specialist - Environment Control (Noise and Pollution)
Corporate Domestic Abuse Policy	To Scrutinise the Domestic Abuse Policy. Was scheduled for EAB and Executive in 2023 and was to be re-scheduled to post-May 2023 elections	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Sam Hutchison, Assistant Director of Community Services.
Off-Street Parking Business Plan 2024-25 [Annual report?]	To review the Off-Street Parking Business Plan	Councillor Catherine Houston, Lead Councillor for Commercial Services	Andy Harkin, Parking Lead, Commercial Services
Supplementary Planning Documents (SPDs)	To scrutinise the Marketing Requirements, Planning Contributions, Green & Blue Infrastructure SPDs developed to support the Local Plan.	Cllr Fiona White, Lead Councillor for Planning	Stuart Harrison, Policy Lead – Planning Policy

Task and finish groups

Title	Update
Council's Heritage / Tourist Information Centre Service	Proposal for the establishment of a task group to be brought to 22 July 2024 Committee meeting.

Overview and Scrutiny Committees' remits

Committee	Remit
Overview and Scrutiny Committee – Resources	Communications & Customer Services Housing Services Assets & Property Finance Legal & Democratic Services Organisational Development
Overview and Scrutiny Committee – Services This Committee is the Council's designated crime and disorder committee under Section 19 of the Police and Justice Act 2006.	Community Services Environmental Services Regulatory Services Commercial Services Regeneration and Planning Policy Planning Development

If an item within the remit of the Overview and Scrutiny Committee – Services has substantial revenue or capital funding implications then the Overview and Scrutiny Committee – Resources may, with the agreement of the Chair and Vice-Chair of the Overview and Scrutiny Committee – Services, assume responsibility for its scrutiny.

Executive Areas of Responsibility (showing Resources OSC & Services OSC)

- Leader of the Council and Lead Councillor for Housing, Councillor Julia McShane: Homelessness, Housing Advice, Landlord Services, Housing Maintenance and Repairs.
- Lead Councillor for Engagement and Customer Services, Councillor Angela Goodwin: Communications and Engagement, Complaints, Ombudsman, Customer services, Case Management, Digital services, Freedom of Information, ICT and Business Systems.
- Lead Councillor for Finance and Property, Councillor Richard Lucas: Finance and Accounting (General Fund/Housing Revenue Account), Internal Audit, Procurement, Revenues and Benefits, Property and Land Assets, Engineers and Facilities.
- Lead Councillor for Community and Organisational Development, Councillor Carla Morson: Careline, Community Grants, Community Safety including Community, Safety Partnership, Disabled Facilities Grants, Adaptations, Family Support, Health, Safeguarding, Supporting Vulnerable people, migrants and refugees, Business Transformation, HR, Learning and Development, Payroll, Strategy, Policy and Performance, Programme Assurance, Risk Management and Business Continuity.
- Lead Councillor for Regulatory and Democratic Services, Councillor Merel Rehorst-Smith: Air Quality, Corporate Health and Safety, Emergency Planning, Environmental Health/Crime, Food Safety, Licensing, Private Sector

Housing, Democratic Services, Elections, Executive and Civic Support, GDPR, Information Security, Governance, Legal, Overview and Scrutiny Support.

- Deputy Leader of the Council and Lead Councillor for Regeneration, Councillor Tom Hunt: Corporate Capital Projects, Housing Delivery, Regeneration, Economic Development and Transport.
- Lead Councillor for Commercial Services, Councillor Catherine Houston: Building Control, Events, Heritage, Leisure and Off-Street Parking.
- Lead Councillor for Environment and Climate Change, Councillor George Potter: Bereavement, Green Spaces, Parks, Countryside, Trees, Fleet Operations, Street Cleaning, Waste and Recycling, and Climate Change.
- Lead Councillor for Planning, Councillor Fiona White: Planning Applications, Planning Enforcement, Planning Integration and Improvement, Planning Policy.