



TO THE CHAIRMAN AND MEMBERS OF THE **OVERVIEW AND SCRUTINY COMMITTEE**

You are hereby summoned to attend a meeting of the Overview and Scrutiny Committee to be held on Monday, 18 October 2021 at 7.00 pm in the Council Chamber - Civic Offices.

The agenda for the meeting is set out below.

JULIE FISHER
Chief Executive

NOTE: Filming Council Meetings

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website (www.woking.gov.uk). The images and sound recording will also be used for training purposes within the Council. Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed.

AGENDA

PART I - PRESS AND PUBLIC PRESENT

Part I - Press and Public Present

- 1 Apologies for Absence
To receive any apologies for absence.
- 2 Minutes (Pages 5 - 14)
To approve the minutes of the meeting of the Committee held on 13 September 2021 as published.
- 3 Matters Arising from the Previous Minutes OSC21-033. (Pages 15 - 24)
To review and outstanding items from the previous minutes. A report setting out the actions to arise from the last meeting of the Committee, together with progress achieved, is attached.
- 4 Urgent Business
To consider any business that the Chairman rules may be dealt with under Section 100B(4) of the Local Government Act 1972.

5 Declarations of Interest

To receive declarations of disclosable pecuniary and other interests from Members in respect of any item to be considered at the meeting.

Matters for Determination

6 Work Programme OSC21-030. (Pages 25 - 46)

Reporting person: Councillor J Sanderson

7 The Overview and Scrutiny Committee's Budget OSC21-029. (Pages 47 - 52)

Reporting Person: Frank Jeffrey

Performance Management

8 Performance and Financial Monitoring Information (Pages 53 - 104)

To consider the current publication of the Performance & Financial Monitoring Information (Green Book) for August 2021. A copy of the document was sent to all Members at the end of September and the Members of the Committee were invited to raise any questions they may have in advance of this meeting to enable timely responses to be given.

Reporting person: Councillor J Sanderson

Matters for Scrutiny

9 Rutland and Thameswey Update OSC21-031. (To follow)

Reporting Person: Louise Strongitharm

10 Financial Review Monthly Update OSC21-032. (Pages 105 - 108)

Reporting Person: Giorgio Framalico

Task Group Updates

11 Finance Task Group Update OSC21-034. (Pages 109 - 110)

To receive an update from the Finance Task Group following its meeting on 29 September 2021.

Reporting person: Councillor James Sanderson, Chairman of the Finance Task Group.

12 Housing Task Group Update OSC21-035 (Pages 111 - 112)

To receive an update from the Housing Task Group following its meeting on 21 September 2021.

Reporting person: Councillor Ann-Marie Barker, Chairman of the Housing Task Group.

AGENDA ENDS

Date Published - 6 October 2021

For further information regarding this agenda and arrangements for the meeting, please contact Aadam Ahmed, Scrutiny & Democratic Services Officer, Ext 3056, Email Aadam.Ahmed@woking.gov.uk



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MINUTES
OF A MEETING OF THE
OVERVIEW AND SCRUTINY COMMITTEE

held on 13 September 2021

Present:

Cllr J R Sanderson (Chairman)
Cllr S Hussain (Vice-Chair)

Cllr J Brown
Cllr S Dorsett

Cllr J Brown
Cllr S Dorsett

Also Present: Councillors S Ashall, A Azad, A-M Barker and D Harlow.

Absent: Councillors R N Leach, R Mohammed and E Nicholson.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Leach, R Mohammed and E Nicholson.

2. MINUTES

RESOLVED

That the minutes of the meeting of the Committee held on Monday, 12 July 2021 be approved and signed as a true and correct record.

3. MATTERS ARISING FROM THE PREVIOUS MINUTES

Health and Wellbeing Strategy

The Chairman noted that the item on Health and Wellbeing Strategy had been considered by the Executive before being adopted by Council at its meeting on 30 July 2021.

Work Programme

A proposal to undertake a scrutiny review of the Housing Infrastructure Fund (HIF) scheme, discussed at the last meeting, appeared later on the agenda.

Performance and Financial Monitoring Information

It was noted that Councillor Nicholson had suggested the possibility of arranging a briefing for Members on the Performance and Financial Monitoring Information (the 'Green Book'). Progress on arranging an event would be considered outside of the meeting.

4. URGENT BUSINESS

There was no urgent business to discuss.

5. DECLARATIONS OF INTEREST

No declarations of interest were received.

6. HOUSING SERVICES REVIEW 2021 - UPDATE OSC21-019.

The Committee received a report providing an update on the Housing Services Review which had been undertaken over the past year. Following completion of the review, a new Housing Strategy had been prepared before being adopted by Council in July 2021 following a public consultation. The Housing Strategy set out the Council's vision for the period 2021 to 2026, covering the scope of the Authority's Housing Services and complementing other policies of the Council.

It was noted that the focus of the Strategy was on increasing the supply of affordable housing while making best use of the existing stock. The priorities identified were:

- **To provide well designed, high quality homes that were affordable and met local needs;**
- **To prevent homelessness and help those in housing need;**
- **To help people to achieve independence and wellbeing;**
- **To deliver an improved housing service to tenants and leaseholders;**
- **To enhance choice, standards and quality within the private rented sector.**

The report set out each of the recommendations identified by the Housing Services Review and the progress achieved in meeting them.

The Committee noted that the Planning Committee had received training on the viability assessment process in February 2021 and Officers were asked whether a further session would be arranged in light of the changes to the membership of the Planning Committee in May 2021. Officers undertook to revisit the training later in the year in consultation with the Chairman of the Planning Committee. Any training materials would be forwarded on to Members.

The consultation was discussed and the Members were advised that the number of responses received had been positive, significantly higher than had been expected. The feedback received through the consultation exercise had led to subsequent changes to a number of the themes within the Policy, notably around prioritising social rents and further details around sustainability measures, as well as drawing out smarter objectives. The Committee noted the good response from the public consultation and the emphasis on social rented accommodation and sustainability.

The number of empty properties was discussed and it was noted that the owners of empty properties were charged twice as much Council Tax as occupied premises after one year of the property being empty (unless going through probate). Officers undertook to provide

Members with the number of empty properties for which double council tax was being paid, if available.

Officers advised that the Council worked hard to reduce the number of empty properties working with partner organisations including Thamesway Housing, recognising that there were often complex reasons for a property being left empty which took a significant amount of time to address. In terms of comparison with other, similar Authorities, it was estimated that Woking was mid-table.

Recommendation 3 had stated that “*Where a viability case results in fewer affordable homes being proposed a S106 agreement in order to provide the option for the actual costs and values to be completed*”. Officers confirmed that S106 agreements were sought in such circumstances, noting that each agreement was subject to negotiations, and offered to provide a few examples outside of the meeting.

The Chairman summarised the key elements of the update, noting the discussion around empty homes, the successful consultation and the use of 106 agreements. The Chairman thanked Councillor Harlow, Louise Strongitharm and Jon Herbert for the presentation and their work around the Strategy.

RESOLVED

That the report on progress be noted.

7. WORK PROGRAMME OSC21-018.

The Chairman introduced the Work Programme for the Committee, which sought to assist Members with the overview and scrutiny role of the Council by providing an indication of the Committee’s workload and the future work programme of the Executive. Items which had been changed or added to the Work Programme since its last meeting were highlighted, including the intention to undertake a survey of Leisure Facility Users in 2022 and the addition of a presentation by Enterprise M3, the Local Enterprise Partnership, to the meeting in February 2022. It was noted that the report included an extended forward plan of decisions to be taken by the Executive in the current Municipal Year.

The Committee had previously asked to again review the play area provision, which had last been reviewed earlier in the year. The review was scheduled for the beginning of 2023, though the Chairman indicated that ideally it would be brought forward.

Key items scheduled for the year included a review of the use of Lakeview Community Centre (October 2021), review of Freedom Leisure performance (November 2021), the performance of the waste management service and an update on Dr Edila’s report (January 2022), and Enterprise M3 (February 2022). One new item to be added to the work programme was the follow up to the motion passed at the last Council meeting in regard to a financial review of the Authority. The motion had specified that monthly progress reports would be submitted to the Overview and Scrutiny Committee. The Committee was advised that the process to appoint an independent reviewer was underway, with the contract to be awarded in October. The presentation of the final report was scheduled for the week commencing 13 December 2021. Once the contract had been awarded, a meeting between the reviewer and the Chairman of the Overview and Scrutiny Committee would be arranged. The Chairman asked for an update on the review at its next meeting.

Councillor Kirby asked whether the Committee would be in a position to direct the review. The Members were advised that the Motion simply stated that monthly reports would be presented to the Committee; however the Chairman would be involved with discussions with the reviewer. How the Committee could be more involved would be considered further at its next meeting, noting the narrow timescale for the review.

A suggestion was made that the update on the performance of the waste management service should be brought forward in the timetable in view of concerns over garden waste collection and missed collections. Officers undertook to explore whether the matter could be brought to the October or November meeting of the Committee.

RESOLVED

That the Work Programme be noted.

8. SCRUTINY REVIEW PROPOSAL - THE HOUSING INFRASTRUCTURE BID.

The Chairman introduced a formal proposal for the establishment of a scrutiny review of the Housing Infrastructure Fund (HIF) scheme, avoiding any overlap with the existing HIF Oversight Panel. The focus of the proposed O&S review was intended to provide effective constructive critical friend challenge, focussing on:

- the decisions the project was planning to make;
- how these were planned to be implemented;
- amplifying the voices and concerns of communities;
- improving outcomes; and,
- contributing to the development of a vision for the project and how this connected with related Council strategy and other change activity.

It was proposed that the review would initially be undertaken by Internal Audit and it was confirmed that the proposal would be presented to the Standards and Audit Committee at its meeting later in the week. If supported, the report prepared by Internal Audit would be presented to a meeting of the Overview and Scrutiny Committee with a view to:

- provide assurance that all the risks in respect of the scheme had been identified and that there was sufficient mitigation in place to manage the risks;
- provide assurance that due processes in decision making and project management had been applied and assess how the demands and potential conflicts of multiple major projects occurring concurrently were managed; and
- identify the wider lessons from a project of this scale with very significant external dependencies.

An audit would be completed with the intention of reporting back to the Committee at its meeting on 22 November 2021. It was noted that a separate report – Update on the HIF scheme – was scheduled for consideration by the Executive in October.

The Members of the Committee would subsequently propose how they would help to develop a vision for the project, setting out how it connected with related Council strategies and other change activities.

The Chairman stressed that, whilst the review would be forward looking, it would consider how the scheme had developed and how the decisions of the Council had been reached. Councillor Kirby suggested that the review should include the timeline of all the meetings with any external bodies and the reasons why Members had made the decisions around the HIF scheme. It was suggested the review should consider three elements of the scheme; economic, financial and democratic.

Some concern was expressed that the work would revisit and review the decisions of the Members at the time, rather than being a forward looking review. The Chairman advised that an element of 'looking back' would be needed and that a timeline would be helpful. The proposals had been drafted in such a way that the work would support that of the HIF Oversight Panel, rather than duplicate efforts. It was made clear that, whilst the review would not look at how decisions had been made and why, there would be an element of background information to set the scene for the review.

The wording of the form was discussed and Councillor Kirby suggested that greater prominence could be given to the inclusion in the scope of the work to look at the risks of the scheme and the mitigation identified. It was therefore proposed that the paragraph on providing assurance that all risks had been identified should be moved to be included under the focus of the review. The suggestion was agreed and it was

RESOLVED

That the proposed review of the Housing Infrastructure Fund (HIF) scheme be agreed, as amended in terms of the placement of the paragraph on the identification of risks.

9. OVERVIEW AND SCRUTINY GUIDANCE BY THE MHCLG OSC21-023.

The Committee received a report which explored the provisions of the statutory guidance on overview and scrutiny published by the Ministry of Housing, Communities and Local Government (MHCLG) in 2019. The report reviewed the Council's arrangements in light of the guidance and identified a wide range of recommendations for the Committee as a means of strengthening the Council's overview and scrutiny work.

The recommendations had been developed within the context of recent developments at Woking Borough Council which impacted on the way in which the scrutiny responsibility of the Authority was taken forward. These included the changes arising from the recommendations put forward by Dr Gifty Edila. The guidance was also to be seen in the context of the Council's own arrangements which include a number of cross party oversight panels.

Councillor Azad welcomed the very positive report and affirmed the Executive's supportive position in terms of scrutiny and its willingness to work positively with the Committee.

Included within the recommendations was the proposal for the establishment of a protocol between the Committee and the Executive, a document which, if supported by the Committee, would be prepared in consultation with the respective Chairmen over the coming months.

Noting the occasional delay between the publication of the 'Green Book' and a meeting of the Committee, the report proposed that a new approach should be adopted whereby the Members of the Overview and Scrutiny Committee would be encouraged, where possible, to raise any questions or areas of concern arising from the 'Green Book' with the Chairman of the Committee in advance of the meeting of the Committee. A report summarising the points raised and responses given would subsequently be presented to the Committee.

It was noted that, subject to the decisions of the Committee, the Work Programme would be updated to take account of the proposals which would need to be brought back for consideration by the Members of the Committee.

The report was welcomed by the Committee and it was

RESOLVED

- That (i) a formal opportunity for discussion between the Chairman of the Committee and the Leader of the Council be established;
- (ii) a draft Executive / Overview and Scrutiny Committee protocol be drawn up for consideration by the Overview and Scrutiny Committee and recommendation onto the Executive, in consultation with the Chairman and Vice Chairman of the Overview and Scrutiny Committee and the Leader of the Council;
- (iii) a report be brought to a future meeting of the Overview and Scrutiny Committee proposing the adoption of management arrangements for the release of, reporting on and audit of, the Scrutiny budget, the proposals to be drafted in consultation with the Chairman and Vice-Chairman of the Committee;
- (iv) a communications plan be established on the work of the Overview and Scrutiny Committee which would promote the work of the Committee within the resources available;
- (v) the Scrutiny Tool Kit be updated to include, amongst other points, reference to the new Officer support arrangements, the budget available for Scrutiny work and the guidance available, notably that issued by the Local Government Association, the MHCLG, South East Employers and the Centre for Governance and Scrutiny;
- (vi) the Members of the Overview and Scrutiny Committee, where possible, raise any questions or areas of concern arising from the 'Green Book' with the Chairman of the Committee in advance of the meeting of the Committee;
- (vii) a report summarising the points raised on the 'Green Book' and responses given be presented to the subsequent meeting of the Committee;
- (viii) the guide to scrutiny of risk and commercialisation published by the Centre for Governance and Scrutiny, be brought to a future meeting of the Committee for consideration;

- (ix) before agreeing a topic for scrutiny review, a scrutiny review topic form to be completed by the Member/Officer proposing the review, for agreement at the next available Overview and Scrutiny Committee;
- (x) any consideration of topics for scrutiny to highlight the benefits of the work for residents and take into account the Work Programme in assessing the resources necessary, and the work of each Scrutiny Review Task Group be informed by the practices and approaches endorsed by the Scrutiny Tool Kit.

10. THE ELECTIONS BILL 2021 OSC21-022.

The Committee was presented with a report which set out the proposals contained in the recently published Elections Bill. This report was simply for information; the Bill had completed its first reading on 5 July 2021 and second reading on 7 September, moving into the more detailed committee stage, the point at which detailed examination of the Bill took place. The Bill had a number of stages to go through before being enacted and it was hoped that a timetable would soon be available. The Members were advised that updates for the Council will be made through the Council's Elections and Electoral Registration Review Panel and that a further briefing paper will be prepared once the Bill has been enacted.

Included within the Bill were a number of high profile recommendations, including the introduction of ID to vote in polling stations. As the Members were aware, Woking Borough Council had participated in the Government's Voter Identification pilot in recent years, the findings of which had clearly informed some of the proposals in the new Bill.

Attention was also drawn to the proposals within the Bill to introduce a greater role for the Government in the terms of the discharge of duties by the Electoral Commission, with the proposed introduction of a Strategy and Policy Statement, to be approved by Parliament, which would provide the Commission with guidance. This proposal, together with the introduction of voter ID had been covered by national press in recent days, with concerns and reservations expressed by a number of organisations.

The Bill, if approved, would impact on the residents of the Borough, particularly in respect of the introduction of voter ID for polling stations, though Woking's participation in the pilot exercise in previous years would make the transition easier than would be the case in other Boroughs and Districts. Other changes would impact on postal voters, limiting the timeframe to a maximum of three years before a new application to vote by post would have to be made by the elector.

RESOLVED

That the report be noted.

11. PERFORMANCE AND FINANCIAL MONITORING INFORMATION

The Committee had before it the performance and financial monitoring information (the 'Green Book') for July 2021. Members expressed concerns over the current waste collection service, in particular the number of missed collections, the cancellation of the green waste collection service and the absence of data. It was noted that the interruption

in service had been a result of the national shortage of HGV drivers and that many Councils were struggling to maintain services. The missing data on refuse collections had now been received by Joint Waste Solutions and would be released in due course.

In terms of refuse collections made on time, Councillor Kirby suggested that the data should in future be split into the different types of refuse.

Flytipping was discussed and the Chairman advised that the number of incidents appeared to be lower than in the previous year, though remained high and was still an area of concern

It was noted that the financial information in the Green Book would be reviewed by the Finance Task Group.

RESOLVED

That the Green Book be noted.

12. FINANCE TASK GROUP UPDATE OSC21-021.

The Chairman presented the report of the Finance Task Group following its meeting in July. The Group had focussed on the Statement of Accounts and the delays, with the audit of the previous year's accounts yet to be completed. The Group had also looked at the Medium Term Financial Strategy, treasury management, Victoria Square and commercial rents.

RESOLVED

That the report be noted.

13. HOUSING TASK GROUP UPDATE OSC21 020.

The report on the recent meeting of the Housing Task Group had been prepared by its Chairman, Councillor Barker, who introduced the report at the meeting. The Committee had considered the draft Housing Strategy, New Vision Homes (NVH) and bringing Housing Services in-house and tackling homelessness. The Committee noted that, at the time of the meeting of the Task Group, there had been no recorded homeless individuals on the streets of the Borough.

RESOLVED

That the report be noted.

14. ECONOMIC DEVELOPMENT TASK GROUP UPDATE OSC21-024.

The Chairman of the Economic Development Task Group, Councillor Roberts, had prepared a report on the discussions at the meeting of the Task Group held on 25 August 2021.

The Task Group had reviewed a draft report on the economic development action plan for post-pandemic recovery, before the report was presented to the Executive. The action plan proposed a number of activities that would support the recovery of the local economy.

RESOLVED

That the report be noted.

The meeting commenced at 7.00 pm
and ended at 8.40 pm

Chairman: _____

Date: _____

THE OVERVIEW AND SCRUTINY COMMITTEE – 18 OCTOBER 2021

MATTERS ARISING FROM THE PREVIOUS MINUTES

Executive Summary

This report provides an update on matters arising from the meeting of the Overview and Scrutiny Committee held on 13 September 2021. The details summarise the progress made on achieving the desired outcomes from decisions taken by the Committee and requests from individual Elected Members.

Actions arising from the Committee are managed through the Council's Action Management system which was developed to capture and monitor the actions arising from (i) meetings of the Council and (ii) Internal Audit Reviews.

This is the first such report to be brought to the Committee and covers the actions identified at the meeting held on 13 September 2021. In future, a similar report will be prepared for each meeting, listing any actions previously identified at meetings of the Committee together with the progress achieved. Once an action has been closed and subsequently reported to the Committee, it will be dropped from future reports.

Recommendations

The Committee is requested to:

RESOLVE That the report be noted.

The Committee has the authority to determine the recommendation set out above.

Background Papers:	None.
Reporting Person:	Frank Jeffrey, Head of Democratic Services Email: frank.jeffrey@woking.gov.uk, Extn: 3012 Aadam Ahmed, Scrutiny and Democratic Services Officer Email: Aadam.ahmed@woking.gov.uk, Extn: 3056
Contact Person:	Frank Jeffrey, Head of Democratic Services Email: frank.jeffrey@woking.gov.uk, Extn: 3012 Aadam Ahmed, Scrutiny and Democratic Services Officer Email: Aadam.ahmed@woking.gov.uk, Extn: 3056
Portfolio Holder:	Councillor Ayesha Azad Email: cllrayesha.azad@woking.gov.uk
Shadow Portfolio Holder:	Councillor Ann-Marie Barker Email: cllrann-marie.barker@woking.gov.uk
Date Published:	8 October 2021

REPORT ENDS

Update on Actions Arising from the Overview and Scrutiny Committee

13 September 2021

1.0	Agenda Item 3 - Matters Arising From the Previous Minutes.	
1.1	Action	To arrange a briefing for Cllr Nicholson/other Members on the Green Book.
	Progress	A date has been arranged for 8 October 2021.
	Responsible Person	Frank Jeffrey
	Status	Closed.

2.0	Agenda Item 6 - Housing Services Review 2021 – Update	
2.1	Action	To provide Members of the Committee with examples of S106 agreements negotiated with developers where the viable level of affordable housing has been assessed lower than the calculated figure.
	Progress	Information was disseminated to Members prior to Committee Meeting on 18 October 2021 regarding examples of S106 agreements, alongside information on Viability Training.
	Responsible Person	Giorgio Framalicco
	Status	Closed
2.2	Action	To provide, if available, the number of empty properties for which double council tax is paid.
	Progress	There are currently 109 accounts that are being charged the empty homes premium. Of those, at least 14 are Woking Borough Council owned properties that form part of the Sheerwater regeneration project and are likely to be demolished. The annual empty homes premium raised at debit was £260,870 for 2021/22.

Matters Arising from the Previous Minutes

	Responsible Person	Louise Strongitharm
	Status	Closed
2.3	Action	To arrange a further session for Members on the viability assessment of developments for affordable housing.
	Progress	Information was disseminated to Members prior to Committee Meeting on 18 October 2021 with a link to a recording of the original briefing alongside slides from the original briefing. This was sent alongside a response to the query raised on S106 agreements. Another briefing will be arranged at the start of the 2022/2023 Municipal Year.
	Responsible Person	Frank Jeffrey
	Status	Open

3.0		Agenda Item 7 - Work Programme
3.1	Action	To bring an update on the financial review to the meeting of the Committee on 18 October 2021.
	Progress	A report has been included elsewhere on the agenda. A further update has been scheduled for the meeting of the Committee on 22 November 2021.
	Responsible Person	Giorgio Framaliccio
	Status	Closed
3.2	Action	To bring an update on the financial review to the meeting of the Committee on 22 November 2021.
	Progress	A report will be presented to the Committee at its meeting on 22 November 2021.
	Responsible Person	Giorgio Framaliccio

	Status	Open
3.3	Action	To advise whether the review of play areas could be moved forward from early 2023 to late 2022 following a request by the Chairman of the Committee.
	Progress	The proposal is still to be agreed with the portfolio holder but bringing forward the proposed review to late 2022 appears to be quite achievable.
	Responsible Person	Geoff McManus
	Status	Open
3.4	Action	To arrange a meeting between the Chairman of the Committee and the Independent Reviewer (once appointed) to discuss the Financial Review.
	Progress	In progress, Consultants appointed early October 2021. See Agenda item 10 – Financial Review Monthly Update OSC21-032 for more information.
	Responsible Person	Giorgio Framaliccio
	Status	Open
3.5	Action	To advise whether the item on the review of the waste management service performance scheduled for January 2022 could be brought forward to October or November 2021. This follows concerns over the failure to provide data and the issues around the garden waste service.
	Progress	We would ask that the update remains scheduled for January 2022 when we should be in a much better position to be certain regarding service provision and also report on progress of the Resources and Waste Strategy which will have significant impact upon future waste and recycling services. In the interim members will continue to be updated regarding ongoing service issues.
	Responsible Person	Geoff McManus
	Status	Closed

4.0		Agenda Item 8 – Scrutiny Review Proposal – The Housing Infrastructure Bid.
4.1	Action	To take forward a proposal by the Members of the Committee to undertake a scrutiny review of the Housing Infrastructure Fund scheme.
	Progress	The outline of the review, as amended by the Committee, was presented to the Standards and Audit Committee at its meeting on 16 September 2021. The Standards and Audit Committee supported the proposal to use Internal Audit to undertake the initial review and agreed to the necessary changes to the 2021/22 Audit Plan. The report of Internal Audit is scheduled to be brought to the meeting of the Overview and Scrutiny Committee on 22 November 2021, at which point the Committee will be invited what further work is to be undertaken.
	Responsible Person	Giorgio Framaliccio
	Status	Open

5.0		Agenda Item 9 – Overview and Scrutiny Guidance by the MHCLG
5.1	Action	A communications plan be established on the work of the Overview and Scrutiny Committee which would promote the work of the Committee within the resources available.
	Progress	This is scheduled for completion later in the year and includes the creation of a web pages on the Council's site.
	Responsible Person	Frank Jeffrey
	Status	Open
5.2	Action	A formal opportunity for discussion between the Chairman of the Committee and the Leader of the Council be established.

Matters Arising from the Previous Minutes

	Progress	Dates to be put in place over coming weeks as part of the development of a protocol between the Committee and the Executive.
	Responsible Person	Frank Jeffrey
	Status	Open
5.3	Action	The Scrutiny Tool Kit be updated to include, amongst other points, reference to the new Officer support arrangements, the budget available for Scrutiny work and the guidance available, notably that issued by the Local Government Association, the MHCLG, South East Employers and the Centre for Governance and Scrutiny.
	Progress	A report setting out the revised Scrutiny Toolkit is scheduled to be brought to the meeting of the Committee on 22 November 2021.
	Responsible Person	Frank Jeffrey
	Status	Open
5.4	Action	The guide to scrutiny of risk and commercialisation published by the Centre for Governance and Scrutiny, be brought to a future meeting of the Committee for consideration.
	Progress	This guide will be brought to the meeting of the Committee on 21 February 2022, the Work Programme has been updated accordingly.
	Responsible Person	Frank Jeffrey
	Status	Closed
5.5	Action	A draft Executive / Overview and Scrutiny Committee protocol be drawn up for consideration by the Overview and Scrutiny Committee and recommendation onto the Executive, in consultation with the Chairman and Vice Chairman of the Overview and Scrutiny Committee and the Leader of the Council.

	Progress	Drafting of the Protocol has started and a report is scheduled to be brought to meeting of the Committee on 22 November 2021.
	Responsible Person	Frank Jeffrey
	Status	Open
5.6	Action	A report be brought to a future meeting of the Overview and Scrutiny Committee proposing the adoption of management arrangements for the release of, reporting on and audit of, the Scrutiny budget, the proposals to be drafted in consultation with the Chairman and Vice-Chairman of the Committee.
	Progress	Report proposing a protocol for the oversight of the Scrutiny budget appears elsewhere on this agenda.
	Responsible Person	Frank Jeffrey
	Status	Closed

6.0		Agenda Item 11 – Performance and Financial Monitoring Information.
6.1	Action	To consider whether future Green Books can provide data for refuse collections made on time for each type of refuse, as requested by Councillor Kirby.
	Progress	We currently provide performance data consistently with other partners which normally reflects a small proportion of missed collections relative to the scale of the operation across the borough each week. As part of the waste management service report scheduled for January 2022 officers will be in attendance to talk through the processes in place to monitor waste collections and consider any further reporting information which could be made available for members.
	Responsible Person	Geoff McManus
	Status	Open



Overview and Scrutiny Work Programme

This Overview and Scrutiny Work Programme is published with the purpose of assisting the Council in its overview and scrutiny role. The Work Programme covers the following areas:

- Items for consideration at future meetings of the Overview and Scrutiny Committee.
- Any Scrutiny Review Topics proposed by Members of the Council for inclusion on the Work Programme.
- Any topics identified for pre-decision scrutiny.
- The draft forward programme of work for the Executive.
- Details of the current Task Groups under the Committee's remit.

The Work Programme is designed to assist the Council with its overview and scrutiny role by providing Members with an indication of the current workload, subjects to be considered for review and items which the Executive expects to consider at its future meetings, so that matters can be raised beforehand and/or consultations undertaken with a Member of the Executive prior to the relevant meeting.

Any changes to the Work Programme since it was last published have been highlighted in green.

The Committee	
Chairman: Councillor J Sanderson	
Vice-Chairman: Councillor S Hussain	
Councillor J Brown	Councillor R Leach
Councillor S Dorsett	Councillor R Mohammed
Councillor A Kirby	Councillor E Nicholson
Councillor M I Raja	
2021/22 Committee Dates	
7 June 2021	22 November 2021
12 July 2021	24 January 2022
13 September 2021	21 February 2022
18 October 2021	21 March 2022

Recommendations

The Committee is requested to:

RESOLVE That the report be noted.

The Committee has the authority to determine the recommendation set out above.

Background Papers: None.

Reporting Person: Councillor James Sanderson
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Contact Person: Frank Jeffrey, Head of Democratic Services
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Portfolio Holder: Councillor Ayesha Azad
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Shadow Portfolio Holder: Councillor Ann-Marie Barker
Email: cllrann-marie.barker@woking.gov.uk

Date Published: 8 October 2021

REPORT ENDS

Suggested Additions to the Work Programme

Following the last meeting of the Committee, the Chairman and Vice-Chairman provided Officers with a list of items for consideration over the coming year. Where possible, these have been added to the Work Programme. Set out below are any ideas which have been requested but are yet to be included against a specific meeting of the Committee.

Decision to be Taken	Proposed by	Officer Comment
Play Area Provision.	Chairman and Vice-Chairman	This was last reviewed by the Committee in January 2021. It is proposed that it is brought back to the Committee at the beginning of 2023.

The Work Programme 2021/22

Set out over the coming pages are the items programmed for consideration over the 2021/22 Municipal Year.

Overview and Scrutiny Committee Meeting – 22 November 2021

1 – Performance Management

1.1 Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2 – Matters for Consideration

2.1 Work Programme. For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2.2 Celebrate Woking Review and Forward Plan. To receive an update on the work of Celebrate Woking For including future plans.

Consultation	Background Documents	Contact Person/Team
None	None	Riette Thomas Chris Norrington

2.3 Treasury Management Mid-year Review 2020/21.

Consultation	Background Documents	Contact Person/Team
None	None	Leigh Clarke

2.4 Freedom Leisure Performance Review. To receive a report from the Leisure Partnership Board on the performance of Freedom Leisure.

Consultation	Background Documents	Contact Person/Team
Leisure Partnership Board	None	Steve May

2.5 Financial Review Monthly Update. To receive a monthly report on the Financial Review of Woking Borough Council.		
Consultation	Background Documents	Contact Person/Team
Leisure Partnership Board	None	Leigh Clarke
2.6 Housing Infrastructure Fund Scrutiny Review. To receive a report on the work of Internal Audit on the Housing Infrastructure Fund scrutiny review.		
Consultation	Background Documents	Contact Person/Team
Leisure Partnership Board	None	Giorgio Framallicco
2.6 Executive / Overview and Scrutiny Committee Protocol. To consider the draft protocol outlining the relationship between the Overview and Scrutiny Committee and the Executive.		
Consultation	Background Documents	Contact Person/Team
Chairman of the Committee Leader of the Council	None	Frank Jeffrey Aadam Ahmed
2.6 The Scrutiny Toolkit. To adopt a revised Toolkit for Scrutiny.		
Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of the three Task Groups under the remit of the Committee.		
Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

Overview and Scrutiny Committee Meeting – 24 January 2022

1 – Performance Management

1.1 Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2 – Matters for Consideration

2.1 Work Programme. For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2.2 Joint Waste Management Performance Review. To review the level of complaints and service KPI's provided by JWS.

Consultation	Background Documents	Contact Person/Team
None	None	Geoff McManus Richard Bisset

2.3 Lessons Learnt through the Covid-19 Response.

Consultation	Background Documents	Contact Person/Team
None	None	Geoff McManus

2.4 Woking Borough Council's Support of Local Businesses During Covid-19.

Consultation	Background Documents	Contact Person/Team
None	None	Giorgio Framallicco

2.5 Dr Gifty Edila's Report – Update on Recommendations. To receive an update report on the recommendations from Dr Edila's report in advance of an update being presented to Council in February 2022.

Consultation	Background Documents	Contact Person/Team
None	None	Joanne McIntosh

2.6 Financial Review. To receive a report on the Financial Review of Woking Borough Council.

Consultation	Background Documents	Contact Person/Team

The Overview and Scrutiny Work Programme

None	None	Girogio Framalitto Leigh Clarke
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3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of the three Task Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

Overview and Scrutiny Committee Meeting – 21 February 2022

1 – Performance Management

1.1 Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2 – Matters for Consideration

2.1 Work Programme. For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2.2 Freedom of Information Requests Annual Report. To review the statistics and requests that proceed to the Information Commissioners Office.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Natalie Khan

2.3 Overview of Complaints Received and Contract Review Annual Report. A review of the complaints received over the past year and identify any trends.

Consultation	Background Documents	Contact Person/Team
None	None	Joanne McIntosh Adam Browne

2.4 Enterprise M3. Stephen Martin, Operations Director of Enterprise M3, will attend the meeting to provide an update of the Organisation's work.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2.5 Guide to Scrutiny of Risk and Commercialisation. The guide to scrutiny of risk and commercialisation, published by the Centre for Governance and Scrutiny, will be received by the committee.

Consultation	Background Documents	Contact Person/Team

None	None	Frank Jeffrey Aadam Ahmed
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3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of the three Task Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

Overview and Scrutiny Committee Meeting – 21 March 2022

1 – Performance Management

1.1 Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2 – Matters for Consideration

2.1 Work Programme. For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2.2 Safer Working Partnership – Community Safety Plan. The Police and Justice Act 2006 gave local authorities responsibility for considering crime and disorder matters. In 2010 the Committee agreed that the Safer Working Partnership Plan would be brought forward annually for scrutiny.

Consultation	Background Documents	Contact Person/Team
None	None	Camilla Edmiston

2.3 Annual Report of the Overview & Scrutiny Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman

2.4 Annual Update on Climate Change.

Consultation	Background Documents	Contact Person/Team
None	None	Lara Beattie

2.5 Family Centres – Service Delivery Plan.

Consultation	Background Documents	Contact Person/Team
None	None	Adam Thomas

2.6 Review of use of Lakeview Community Centre. The Committee to receive an update on planned projects and activities at the Lakeview Community Centre.

Consultation	Background Documents	Contact Person/Team

None	None	Adam Thomas
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3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of the three Task Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

Overview and Scrutiny Committee Meeting – June 2022

1 – Performance Management

1.1 Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2 – Matters for Consideration

2.1 Work Programme. For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2.2 Introduction to Overview and Scrutiny Committee. To receive a short briefing on the roles and responsibilities of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2.3 Survey of Leisure Facility Users. To consider the arrangements for the survey of Leisure Facility Users to be undertaken over the Summer.

Consultation	Background Documents	Contact Person/Team
None	None	Steve May

3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of the three Task Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

Overview and Scrutiny Committee Meeting – July 2022

1 – Performance Management

1.1 Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2 – Matters for Consideration

2.1 Work Programme. For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of the three Task Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

The Draft Executive Work Programme

The following list sets out the draft forward programme of work for the Executive over the coming year. The programme is subject to additions and alterations and will be updated for future meetings of the Overview and Scrutiny Committee. The purpose of the list is to enable the Members of the Overview and Scrutiny Committee to identify those items they would like to scrutinise under the Committee’s function of pre-decision scrutiny. The list includes those items for recommendation to Council as well as those for determination by the Executive.

Executive – 18 November 2021

Matters for Consideration

- | | |
|-----|------------------------------------------------------------------|
| 1) | Woking Borough Council Digital Transformation Strategy |
| 2) | Thameswey Business Plans (to include company consolidation plan) |
| 3) | Town Centre Public Spaces Protection Order (PSPO) |
| 4) | Calendar of Meetings 2022-23 |
| 5) | Draft General Fund Budget 2022-23 |
| 6) | Draft Housing Revenue Account Budget Update 2022-23 |
| 7) | Draft Investment Programme 2021-22 to 2025-26 |
| 8) | Review of Fees and Charges 2022-23 |
| 9) | Safeguarding Policy |
| 10) | Community Memorial Woodland |
| 11) | Monitoring Reports – Projects |
| 12) | Performance and Financial Monitoring Information |

Executive – 9 December 2021 (Special Meeting)

Matters for Consideration

- | | |
|----|----------------------------------------------------------|
| 1) | Grants for Voluntary and Community Organisations 2022/23 |
|----|----------------------------------------------------------|

Executive – 20 January 2022

Matters for Consideration

- 1) Review of the Statement of Community Involvement (SCI)
- 2) Review of the Outlook, Amenity and Daylight Supplementary Planning Document
- 3) Review of the Thames Basin Heaths Special Protection Areas Avoidance Strategy
- 4) Phase 2 - Infrastructure Capacity Study and Delivery Plan (IDP)
- 5) Housing Assistance Policy
- 6) Update on progress of Corporate Strategy and Medium Term Financial Strategy (MTFS) against Corporate Plan
- 7) Performance and Financial Monitoring Information

Executive – 3 February 2022

Matters for Consideration

- 1) General Fund, Service Plans, Budgets and Prudential Indicators 2022-23
- 2) Housing Revenue Account Budgets 2022-23
- 3) Investment Programme 2021-22 to 2025-26
- 4) Capital, Investment and Treasury Management Strategies
- 5) New MTFS and Budget
- 6) Corporate Strategy
- 7) Smarts Heath Road Woking Gymnastic Centre
- 8) Monitoring Reports - Projects
- 9) Performance and Financial Monitoring Information

Executive – 24 March 2022

Matters for Consideration

- 1) Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report
- 2) Medium Term Financial Strategy
- 3) Write off of Irrecoverable Debt
- 4) Performance and Financial Monitoring Information

Current Task Groups Responsible to the Committee

The table below provides a list of current Task Groups established by the Committee, including an indication of the resource requirements and the anticipated completion date. Updates on the progress of individual Task Groups are included elsewhere on the Committee's agenda.

Economic Development Task Group	
Remit:	<p>The Economic Development Task Group shall comprise seven Members of the Council representing all Groups on the Council based on proportionality. The Elected Members to be appointed annually by the Overview and Scrutiny Committee in May. The Portfolio Holder for Promoting the Local Economy shall be an ex-officio member.</p> <p>Members of the Task Group will be expected to gain the views of Councillors/ Officers/ other representatives with a view to reporting those views to the Task Group.</p> <p>Members of the Task Group may also be charged with specific areas to research and report back on to the Task Group.</p> <p>Members of the Task Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p> <p>Substitutes may be appointed when necessary.</p>
Membership:	Councillors Ali, Barker, Davis, Johnson, Mohammed, Roberts and Whitehand.
Resources:	Officer and Councillor time.
Date Established:	11.03.09
Completion Date:	Ongoing

Finance Task Group	
Remit:	<p>The Task Group has been established as a Standing Task Group to review financial issues as identified either by itself or the Overview and Scrutiny Committee. The Task Group will receive financial information, including reports to the Executive, to enable it to undertake effective scrutiny of the financial performance of the Council.</p> <p>The Task Group will receive reports on areas such as Treasury Management, Budget Process and Financial Forecast, Statement of Accounts, Investment Programme, Review of Fees and Charges, General Fund Budget, Update on Commercial Rents, Update on Irrecoverable Debt, and matters arising from the Green Book. Its Work Programme will be received at each Task Group meeting.</p>
Membership:	Councillors Azad, Aziz, Davis, Johnson, Kirby, Sanderson and Whitehand
Resources:	Officer and Councillor time.
Date Established:	25.05.06
Completion Date:	Ongoing

Housing Task Group	
Remit:	<p>The Housing Task Group shall comprise seven Members of the Council representing all Groups on the Council based on proportionality. The Elected Members to be appointed annually by the Overview and Scrutiny Committee in May.</p> <p>Members of the Task Group will be expected to gain the views of Councillors/ Officers/ Portfolio Holder / External Advisors and other representatives with a view to reporting those views to the Task Group.</p> <p>Members of the Task Group may also be charged with specific areas to research and report back on to the Task Group. Any investigation requiring funding would normally be expected to be part of the existing housing budget. Offsite visits will be ad hoc. Requests for additional funds for the purpose would be submitted to the Portfolio Holder.</p> <p>Members of the Task Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p>
Membership:	Councillors Aziz, Barker, Bridgeman, Dorsett, Harlow, Hughes, Kirby and Whitehand.
Resources:	Officer and Councillor time.
Date Established:	25.05.06
Completion Date:	Ongoing

OVERVIEW AND SCRUTINY COMMITTEE – 18 OCTOBER 2021

THE OVERVIEW AND SCRUTINY COMMITTEE'S BUDGET

Executive Summary

This report sets out proposals for the management and oversight of the annual budget of the Overview and Scrutiny Committee. This follows the decision of the Committee on 13 September to put in place management arrangements for the release of, reporting on and audit of the Scrutiny budget.

The proposals within this report have been drawn up in consultation with the Chairman and Vice-Chairman of the Committee. Subject to the adoption of the arrangements by the Committee, the management arrangements will be included in the revised version of the Council's Scrutiny Toolkit, to be brought forward to a future meeting of the Committee.

Recommendations

The Committee is requested to:

RESOLVE That the protocol for the management and oversight of the Overview and Scrutiny Committee's budget, as set out in the appendix to this report, be agreed.

The Committee has the authority to determine the recommendation(s) set out above.

Background Papers:	None.
Reporting Person:	Councillor James Sanderson Email: cllrjames.sanderson@woking.gov.uk
Contact Person:	Frank Jeffrey, Head of Democratic Services Email: frank.jeffrey@woking.gov.uk , Extn: 3012
Portfolio Holder:	Councillor Ayesha Azad Email: cllrayesha.azad@woking.gov.uk
Shadow Portfolio Holder:	Councillor Ann-Marie Barker Email: cllrann-marie.barker@woking.gov.uk
Date Published:	8 October 2021

1.0 Introduction

1.1 At its meeting on 30 July 2021, the Council received an update on Council decisions following the independent investigation into the Woking Football Club and associated developments. Included in the recommendations from the independent investigation was proposal that “WBC should allocate a reasonable budget to Overview and Scrutiny Committee for their work”.

1.2 The Council resolved to set aside an annual budget of £20,000 for the Committee and in September the Committee resolved that:

“A report be brought to a future meeting of the Overview and Scrutiny Committee proposing the adoption of management arrangements for the release of, reporting on and audit of, the Scrutiny budget, the proposals to be drafted in consultation with the Chairman and Vice-Chairman of the Committee.”

1.3 A draft proposal was subsequently drawn up for consideration by the Chairman and Vice-Chairman of the Committee. Attached now at Appendix 1 is the final draft proposal which incorporates the changes requested by those consulted in its drafting. The Committee is asked to consider the proposed provisions set out in the appendix and adopt the protocol to clarify the oversight and management of the budget going forward.

2.0 Corporate Strategy

2.1 The use of the budget is to be determined by future meetings of the Committee. However, the overall purpose is to give the Committee the freedoms and flexibilities to fully engage with local communities as part of its overview and scrutiny responsibilities, one of the key elements of achieving the objectives of the Council's Corporate Plan. Such engagement may be around ensuring residents know who and where to go to discuss issues or make changes in their community, encouraging residents to play a greater role in supporting their communities, and helping residents to identify and make use of all the resources available to them.

3.0 Implications

Finance and Risk

3.1 There are no financial implications arising from this report. The Protocol seeks to minimise any risks around the management of the Committee's substantial budget and clarify the reporting procedures. Once agreed by the Committee, the Protocol will be incorporated into the Council's Scrutiny Toolkit.

Equalities and Human Resources

3.2 There are no equalities or human resource implications arising from this report.

Legal

3.3 This report has been reviewed by Legal Services who haven't raised any issues.

4.0 Engagement and Consultation

4.1 The draft Protocol has been discussed with the Chairman and Vice-Chairman of the Committee, the Lead Officer for Overview and Scrutiny (Giorgio Framallicco), the Finance Team and the relevant Business Support Manager in Financial Services (Steve Hook). The comments of those consulted have been incorporated in the version now before the Committee.

REPORT ENDS

The Overview and Scrutiny Committee's Budget

Account Protocol

Management arrangements for the release of, reporting on, and audit of, the Overview and Scrutiny Committee's budget.

The Budget

The annual budget for the Overview and Scrutiny Committee has been set at £20,000 for each financial year (1 April to 31 March). Any unused funds will be returned to the Council's Reserves.

Any funds allocated to a specific project or cost, which have not been used in the financial year within which they were allocated, will be accrued to the following year.

(The budget was agreed by Council at its meeting on 30 July 2021.)

Allocation of Funds

Examples of expenditure include professional fees by a third party, venue hire costs, public engagement and promotional costs.

Any request to allocate a sum of money from the budget to cover expenditure incurred in the activities of the Committee and its Task Groups is to be set out in a report to the next available Committee. The report, to be drawn up by the Member seeking funds, is to outline what the funds would be used for, the timescale for the use of the funds, the impact of the request on the overall budget and any financial risks associated with the proposal. Any Member of the Council may be appointed to a Scrutiny Review Task Group and accordingly any Member of the Council may submit a request for the allocation of funds from the Overview and Scrutiny Committee's budget.

Where possible, requests for the allocation of funds should be accompanied by evidence of the expenditure wherever possible such as a quote or an invoice.

Retrospective requests for the release of funds, where expenditure has already been incurred, will only be considered in exceptional circumstances.

Whenever a Scrutiny Topic Form is completed, the Lead Member should consider what, if any, funds may be needed in order to support the work of the Scrutiny Task Group. The financial implications of the scrutiny review are to be reviewed concurrently with the topic proposal. If necessary, requests for additional funds will be considered by the Committee for existing projects.

Release of Payments

The release of funds to third parties or dealt with by internal transfer, where previously approved by the Committee, is to be requested by the Chairman of the Committee, the Chairman of the relevant Task Group or, in their absence, the respective Vice-Chairman. The request should be made to the Lead Officer for Overview and Scrutiny (Giorgio Framalitto) and/or the Scrutiny and

Democratic Services Officer (Aadam Ahmed) who will arrange for the payment to be made through the Finance Team.

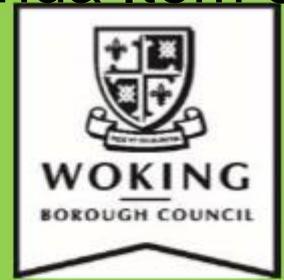
Any requests for the release of funds should be accompanied with evidence of expenditure such as receipts or invoices. Any invoices should be addressed to Woking Borough Council and should be proper tax invoices. All invoices should be sent to the Scrutiny and Democratic Services Officer (Aadam Ahmed, aadam.ahmed@woking.gov.uk) for checking against Committee's approved expenditure for the year, before they are passed electronically to Finance via E-Invoice@woking.gov.uk.

The Scrutiny and Democratic Services Officer will preauthorise the invoice and send it to the Head of Democratic Services for authorisation on Integra, at which point payment will be made in the Council's payment run prior to the due date of the invoice.

Oversight of Expenditure

A record of all expenditure incurred will be kept by the Scrutiny and Democratic Services Officer and will be available for inspection on request.

An outline of the year's expenditure and the status of the annual budget will be included in the Annual Report of the Overview and Scrutiny Committee (published in March), setting out the projects on which funds were expended and any accruals for the following financial year. A full record of all expenditure will be held by the Finance Team for audit purposes.



**PERFORMANCE
AND FINANCIAL
MONITORING
INFORMATION**

August 2021



**PERFORMANCE AND FINANCIAL
MONITORING INFORMATION**

August 2021

PERFORMANCE AND FINANCIAL MANAGEMENT INFORMATION

August 2021

CONTENTS

Best Value Performance Plan Indicators	Exception Report	1
	Introduction	2
	Corporate Health Indicators	3
	Human Resources	5
	Housing	6
	Housing Benefit and Council Tax	10
	Waste and Cleanliness	11
	Planning	13
	Community Safety	15
Financial Management Information	Revenue Budget - Major Variations	16
	Sheerwater Regeneration	20
	Car Parks Income	21
	Strategic Property Investments	22
	Other Fees and Charges	24
	Employee Costs	25
	Employee Numbers	26
	Interest Receipts and Payments	28
	Capital Receipts	29
	Savings Achieved	30
Community Infrastructure Funding	31	
Treasury Management Information	Summary of External Commitments	32
	Long Term Loans	33
	Deals Outstanding	37
	Deals New Deals Undertaken	38
Thameswey Group Information	Thameswey Group	39
	Employee Numbers	40
	Sales Income	41
	Capital Expenditure	42
	New Long Term Loans	43
	Long Term Loan Balances	43
Interest Payments	44	

**BEST VALUE PERFORMANCE PLAN
INDICATORS**

August 2021

EXCEPTION REPORT

August 2021

The purpose of this report is to highlight those indicators where performance significantly differs from the target set for the year. This report needs to be read in conjunction with the detailed information and graphs which are set out in the following pages.

In some cases indicators are included here because we are performing better than target and in others because we are not meeting our target. A list of these indicators is set out below with a short commentary.

KEY	☺	Doing really well	☹	Off target - continue to monitor	☹	Management action needed
------------	---	-------------------	---	----------------------------------	---	--------------------------

Performance Indicator	☺ ☹ ☹	Page	Comments
Additional Election statistics	☺	3	The addition of three statistics relating to postal votes which are only available after an election has taken place.
Quarterly New Vision Homes Indicators - IM1 & RR1 & RR2 & RR3	☹	7	General repairs performance remains at a good level but void turn-around times have continued to be an issue throughout Q1. NVH have held various meetings with the contractor to address a number of problems and to ensure that all parties are taking actions to put things right. There also continues to be a number of issues with SSE who take over the energy supply for voids and their ability to ensure gas and electric meter issues are dealt with in a timely manner. This is out of NVH's control and is adding considerable delays to some voids.
EN-101 - The % of household waste arisings which have been sent by the authority for reuse, recycling, composting or anaerobic digestion (Cumulative)	☹	9	Due to ongoing driver issues we anticipate a drop in recycling levels until green waste services are fully reinstated.

**Performance Management - Monthly Performance Monitoring of Performance Indicators
August 2021**

Introduction

The Council's corporate approach to improving efficiency is supported by integrated performance management and monitoring systems. Performance Indicators, across a range of service areas, are monitored and reported monthly in this document, the Green Book. The Green Book also supports the monitoring of contractual relationships the Council has with its outsourced service providers. The Council uses a variety of performance indicators to monitor how well our services are performing in meeting the needs of our residents.

We monitor our performance on a monthly basis to ensure that we remain focused on our priorities and to ensure that we can promptly deal with underperformance wherever necessary. All the monitoring data is circulated to elected Members, Corporate Management Group, staff and the public.

Additional information is shown on the charts where appropriate to aid analysis and indicate where management intervention may be needed:-

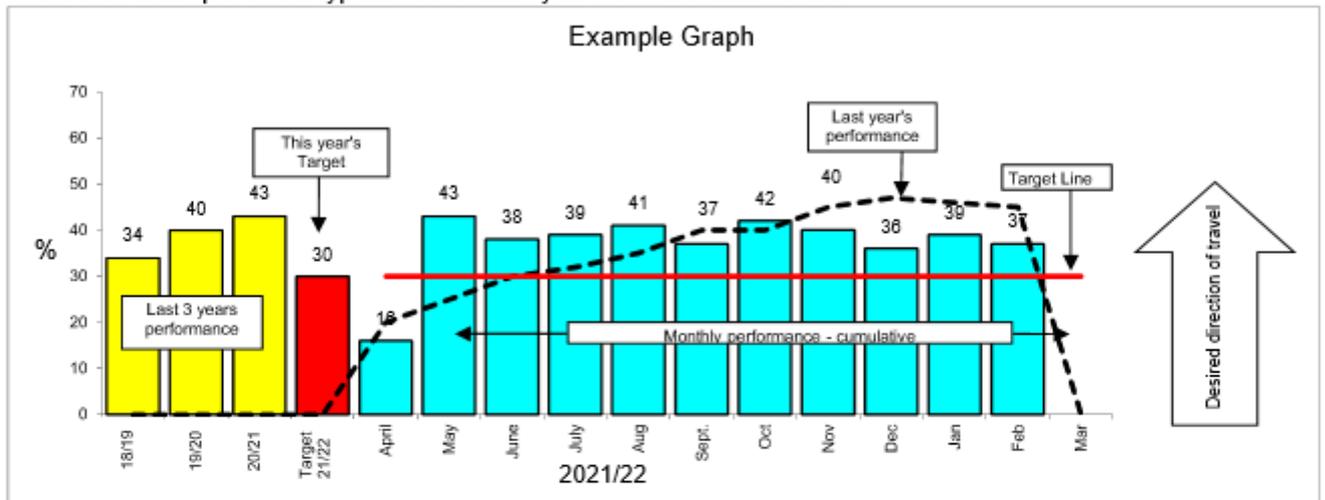
Last year's performance is shown as a dotted line which is useful for comparative purposes and enabling target profiling to be considered.

In many cases some natural variation in performance is to be expected and this is represented (in some charts) by a thinner line above and below the red target line, based on calculating the standard deviation of previous year's actual performances.

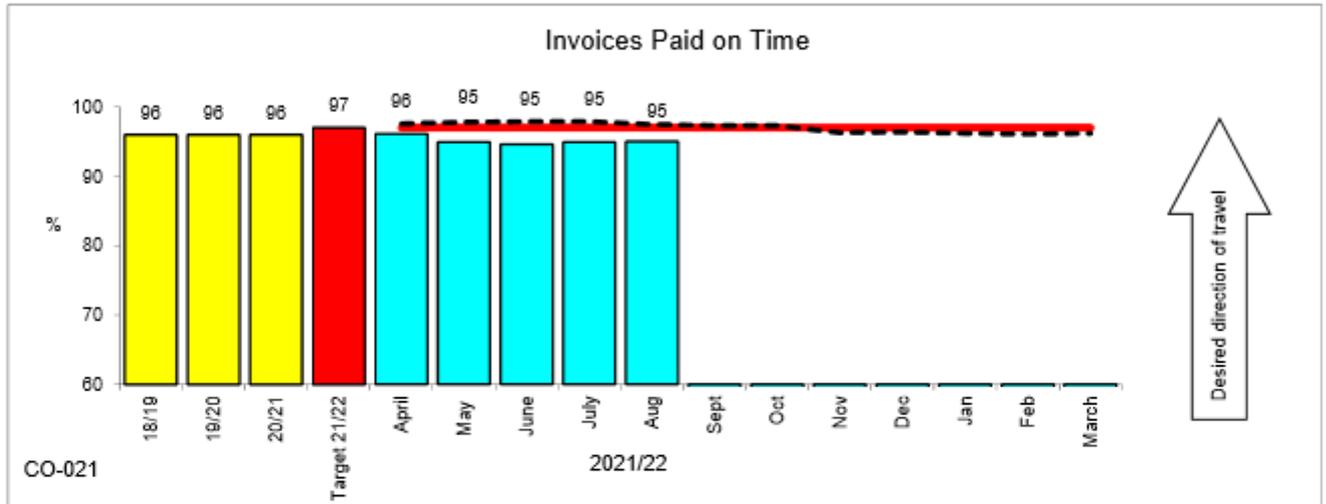
Performance is reported cumulatively for most indicators. Where this is not the case it is indicated on each graph.

The objective of the additional information is to enhance the monitoring of performance. The aim is to be as close to the target line as possible and at least within the upper and lower lines. Significant variation outside these lines might indicate a need for management intervention or could suggest a fortuitous improvement which might not be sustainable.

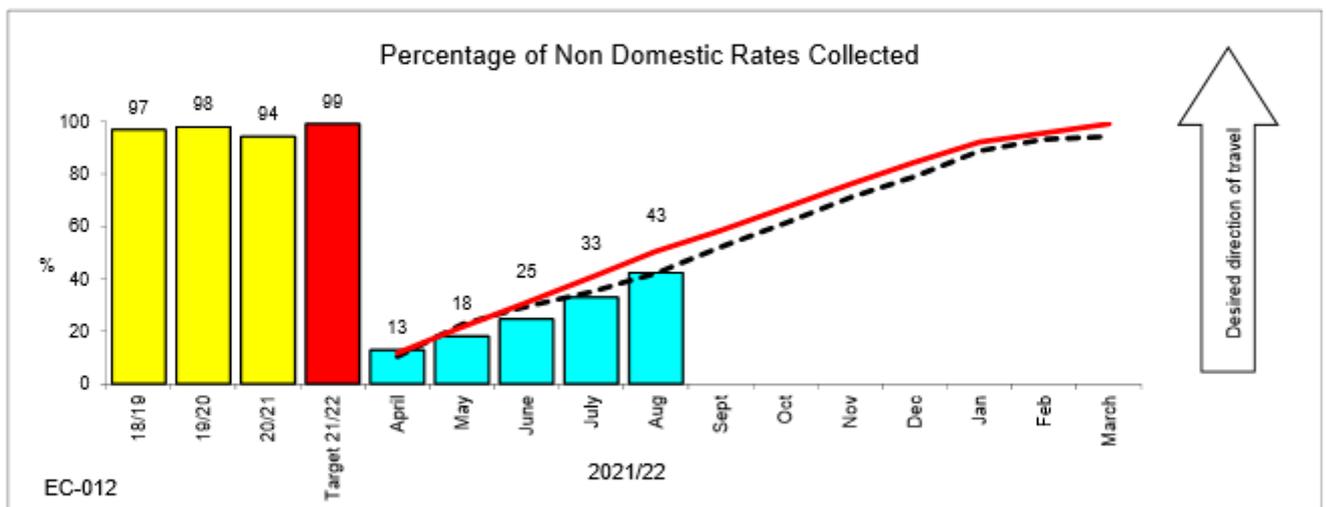
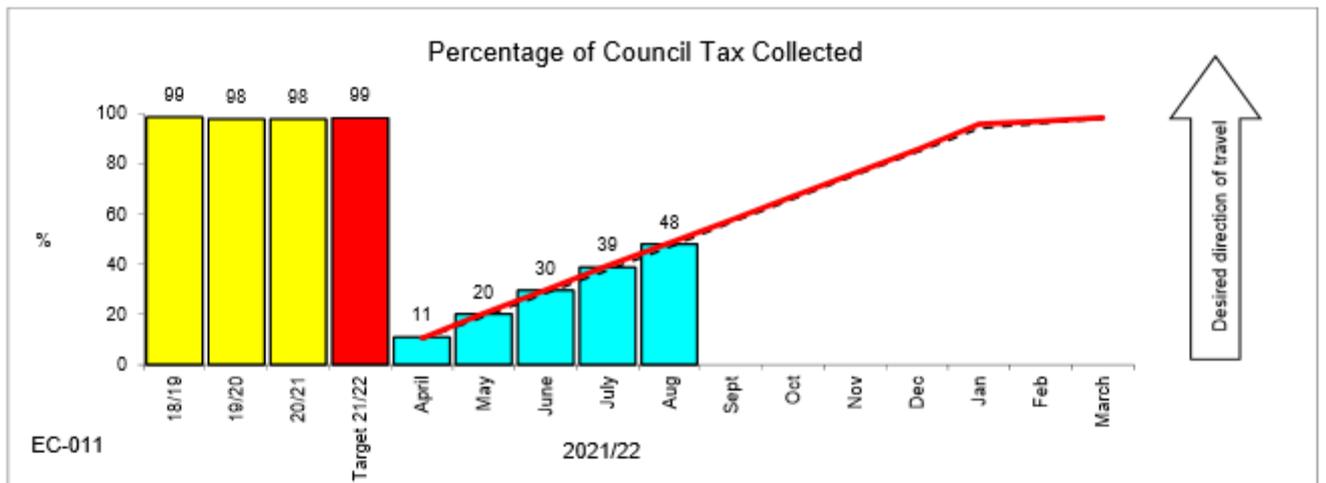
Here's an example of the typical information you will find in each chart:



CORPORATE HEALTH INDICATORS (Responsible Manager - Various)



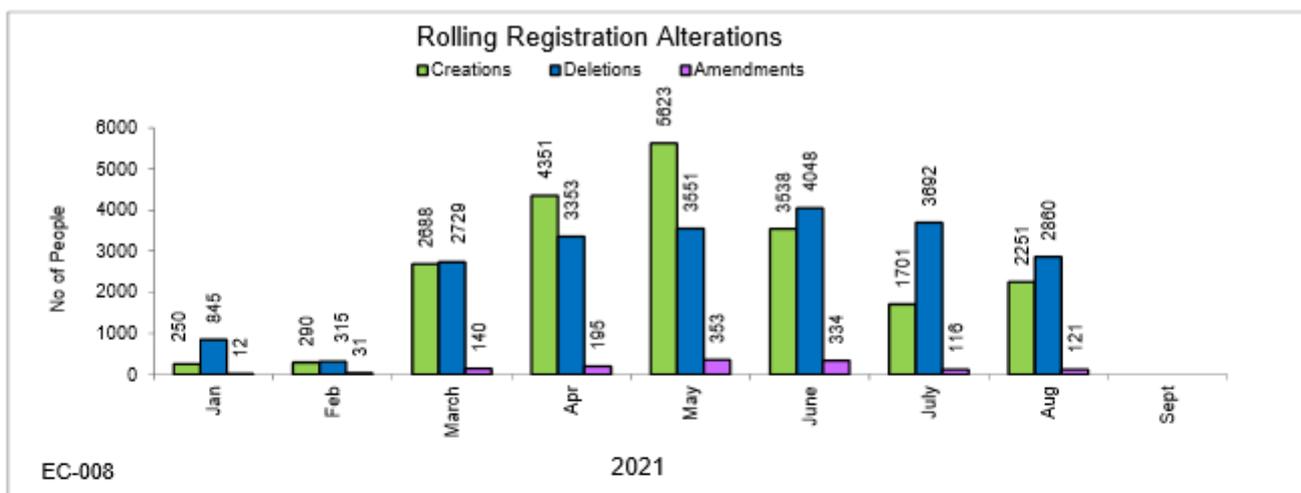
Since January 2009, measures have been in place to reduce the time taken to pay Local Suppliers. The Average Number of Days taken to pay Local Suppliers in August was 11.05 (Target = 12 days); Average Number of Days taken to pay All Suppliers in August was 14.88 (Target = 20 days). Late Payment legislation introduced in March 2013 provides for all undisputed invoices payable by a Public Authority to be paid within 30 calendar days, unless agreed with the supplier, and introduces financial penalties for late payment.



Impacts of Covid restrictions and removal/reduction of Government reliefs from 1st July.

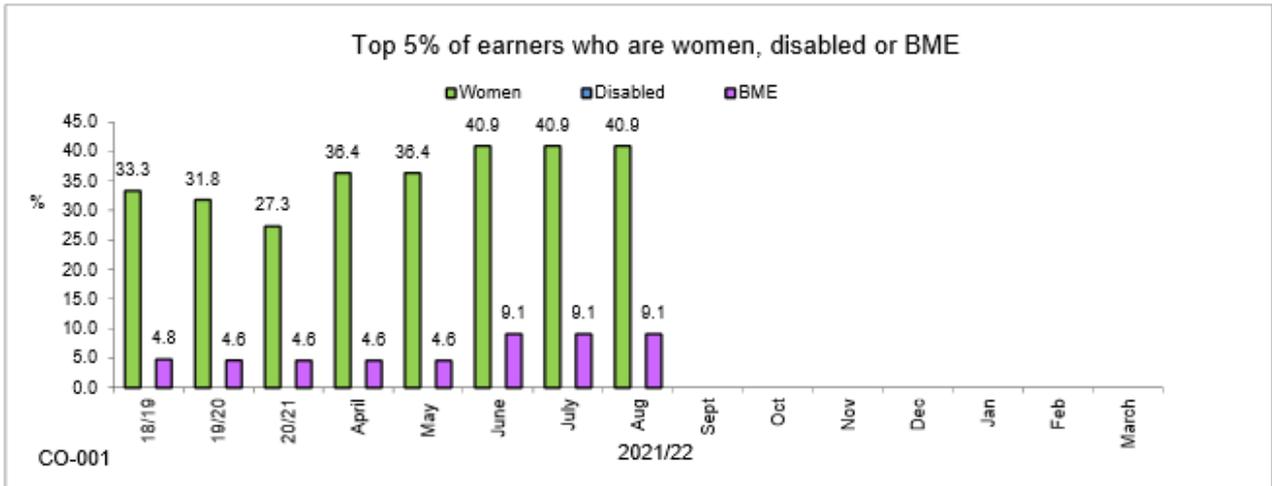
Annual Election Indicators	Desired Direction of Travel	2018	2019	2020	2021
EC-002: Percentage of Adult Population on the Electoral Register	↑	96	94.5	97.3	97.8
EC-003: Percentage of rising 18 year olds on the Electoral Register	↑	26	23.6	26.9	23.3
EC-004: Percentage of those on the Electoral Register who voted	↑	37.7	36.3	n/a	40
EC-005: Percentage of people who voted by post	n/a	41.3	33.8	n/a	33.5
EC-007: Percentage of clerical errors recorded at the last election	↓	0.0001	0.0001	n/a	0.013
Number of Postal Votes Issued (due after the election)	↑	n/a	n/a	n/a	14,443
Number of Postal Received (due after the election)	↑	n/a	n/a	n/a	10,823
Percentage of Postal Votes Returned (due after the election)	↑	n/a	n/a	n/a	75%

Local elections scheduled for May 2020 were postponed until 2021 due to Covid-19 lockdown.

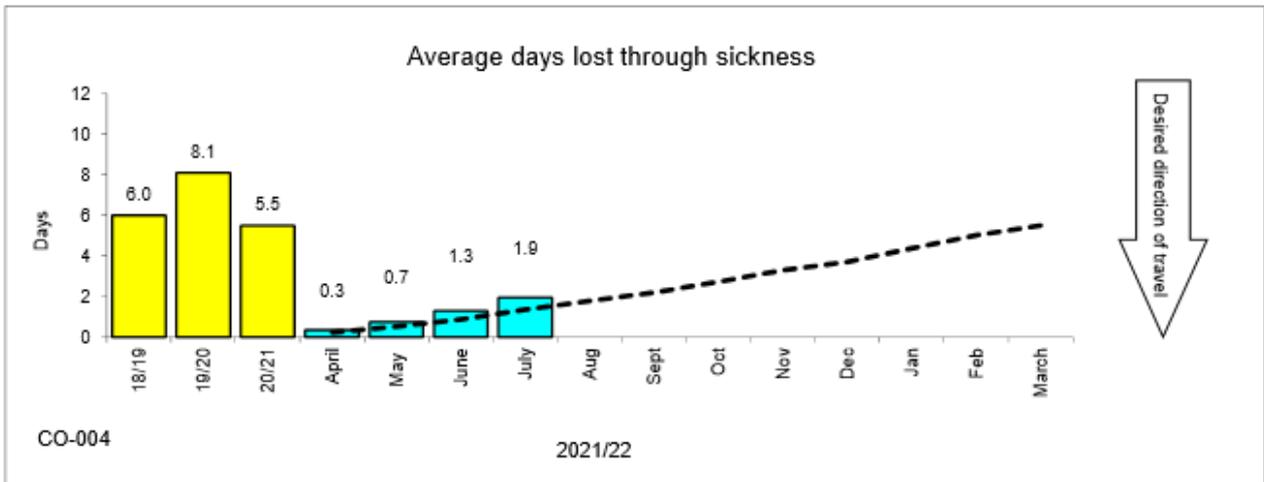


There will be no monthly updates to the Electoral Register published in October, November and December whilst the annual canvass is carried out.

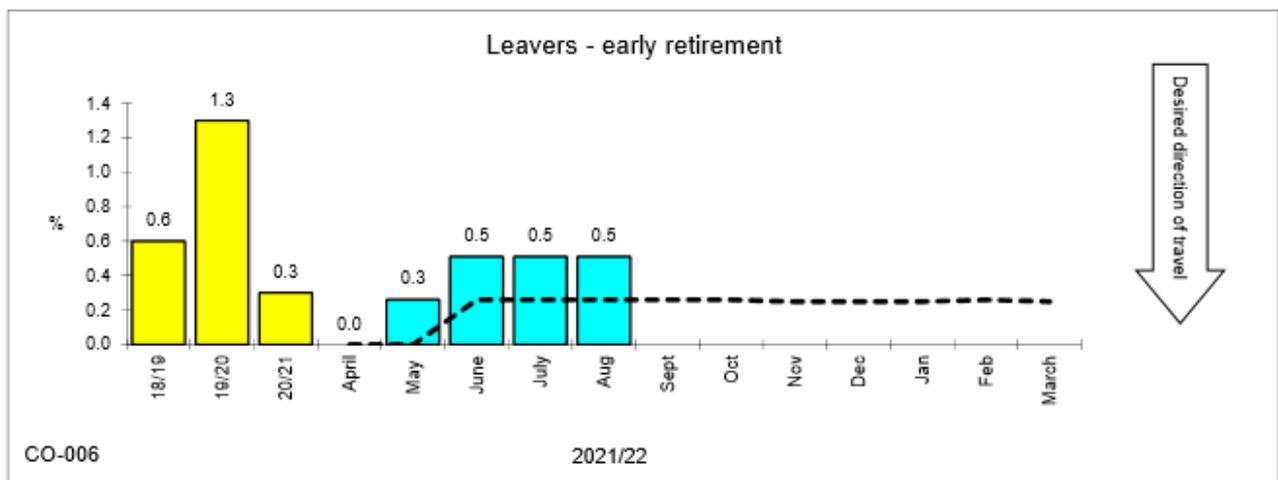
HUMAN RESOURCES (Responsible Manager - Amanda Jeffrey)

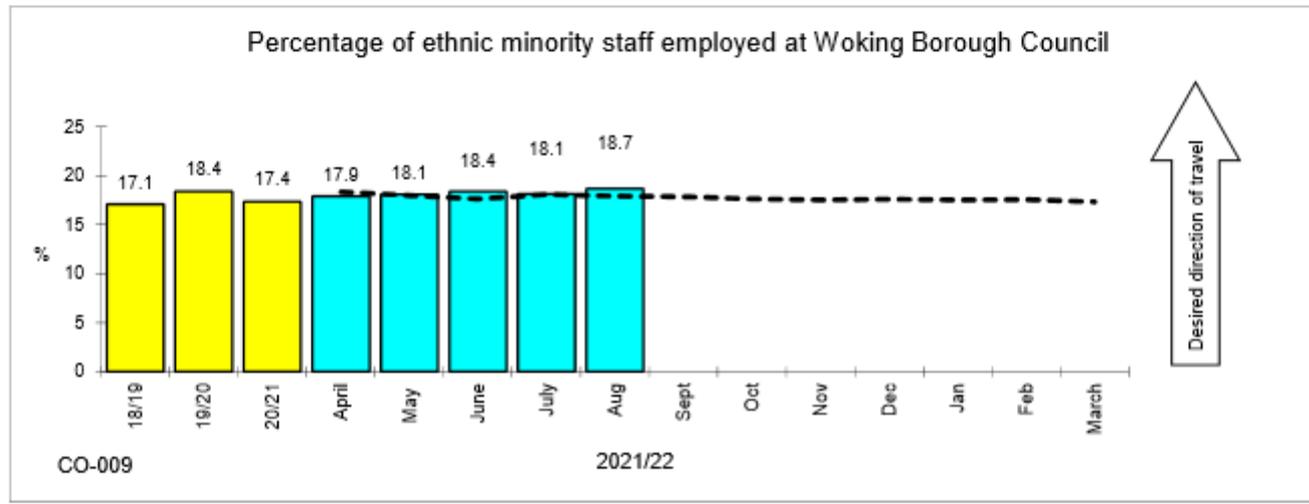
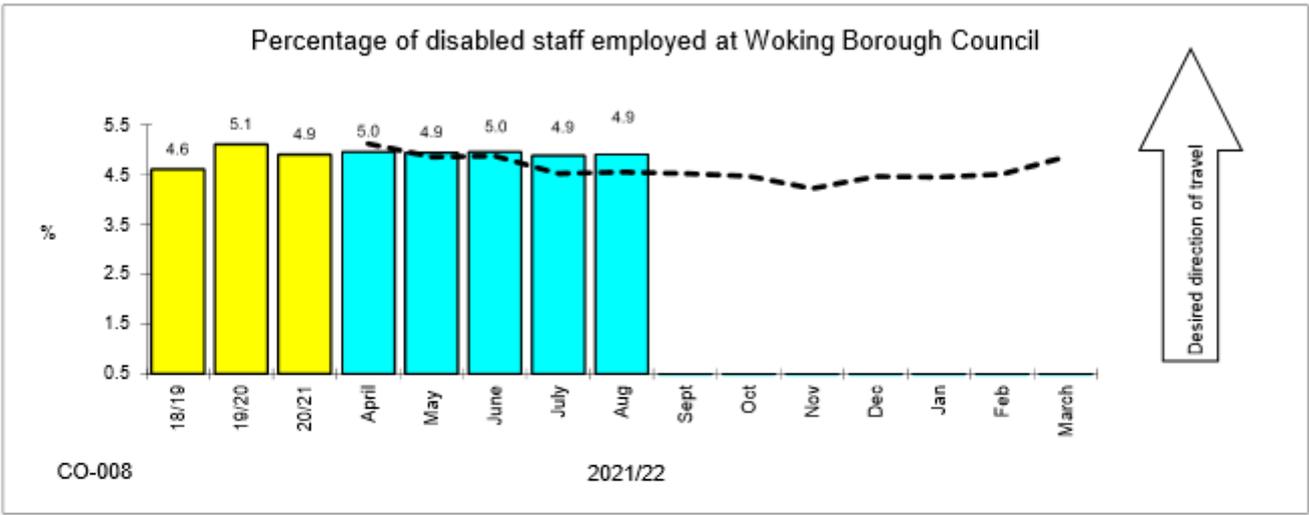


The number of employees included in the top 5% can differ, depending on the total number of employees, and if there are salary changes for top earners. This causes these figures to fluctuate, even if no one in the top 5% of earners leaves the organisation.



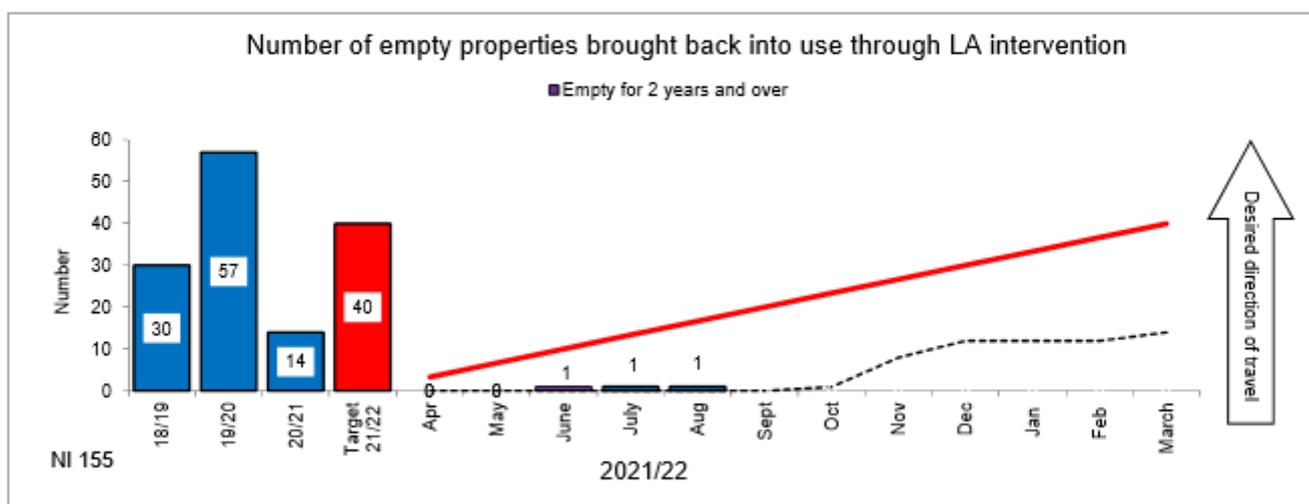
Excluding long term sickness to July = 0.72 days. There is a 1 month time lag on this indicator.





The % of economically active people from BME communities in Woking is 5.1% (source 2011 census).

HOUSING (Responsible Manager - Louise Strongitharm)

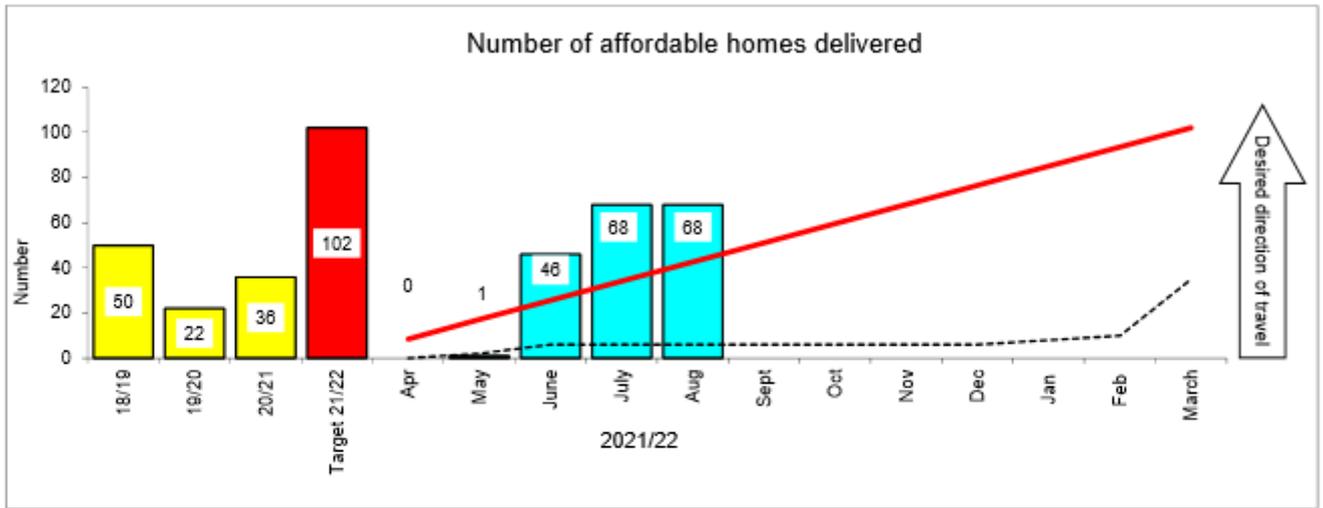


Annual Housing Management Indicators	Desired Direction of Travel	18/19	19/20	20/21	21/22
SO-071: Energy efficiency of Council owned homes- SAP rating (top quartile = 69)	↑	68.5	68.5	69.1	
NI-158: Percentage of non-decent Council homes	↓	0.1	0.1	2.9	

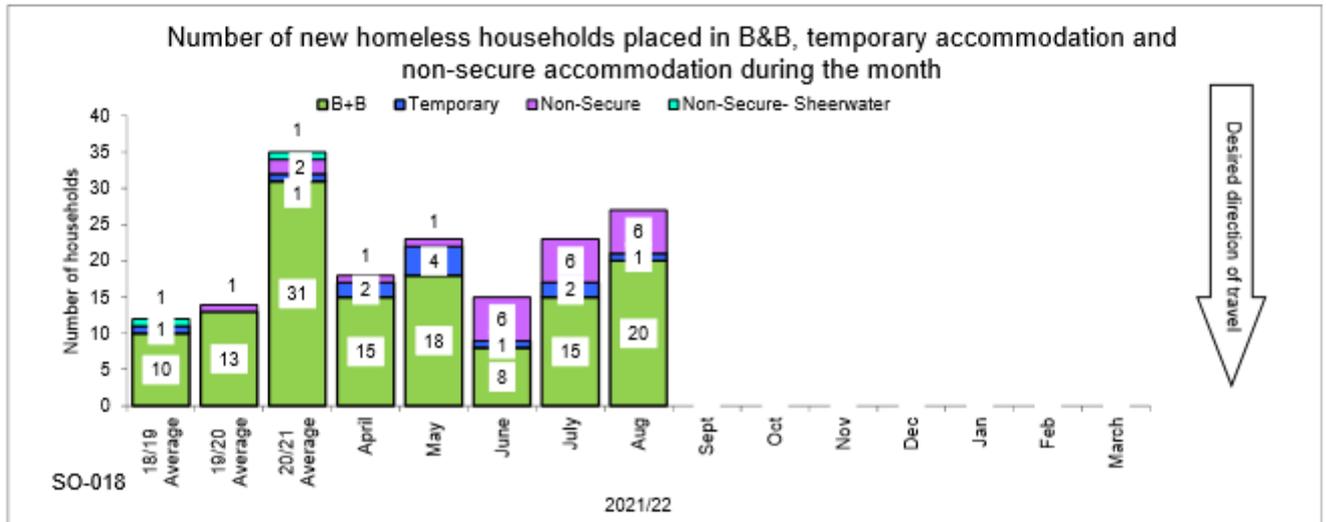
At present we have 77 properties showing as potentially non-decent out of a surveyed stock of 2644 properties. Extrapolated across the whole stock, this is 2.9% non-decency.

This is a jump on previous years, but is to be expected. Not only has the pandemic stopped us from running all of our works programmes, but we've also had a mass update of the stock condition data (this has brought property component due dates forward), so we can be very confident that we're accurately reporting a low non decency rate. 97% of the stock now has an up to date Stock Condition Survey and the final 3% are due for completion by the end of March 2022.

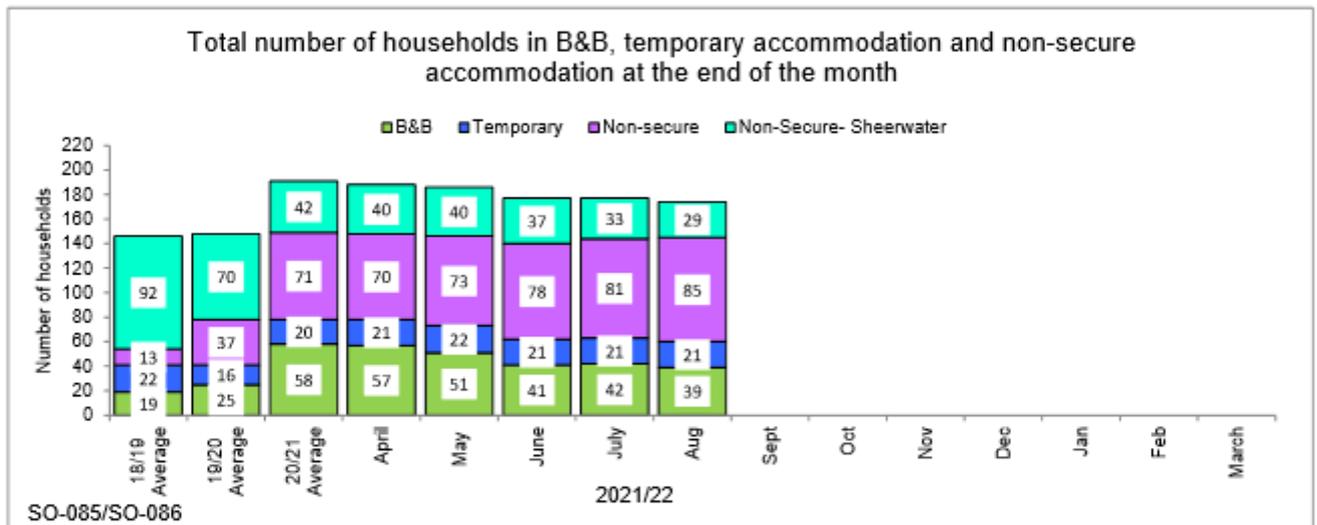
In terms of SAP, after completing 1,400 updated EPC's, the average SAP score of 69.1 which is pretty much the same as previous years. A minor drop is easy to explain, as the funding isn't available to undertake energy efficiency works and decent homes works. We needed to invest now in EPC's as without them you cannot apply for government funding to undertake energy efficiency works. Thanks to the investment in EPC's, we've been able to apply for and secure external energy efficiency funding through the LAD2 scheme. There is a time lag on receipt of these figures.

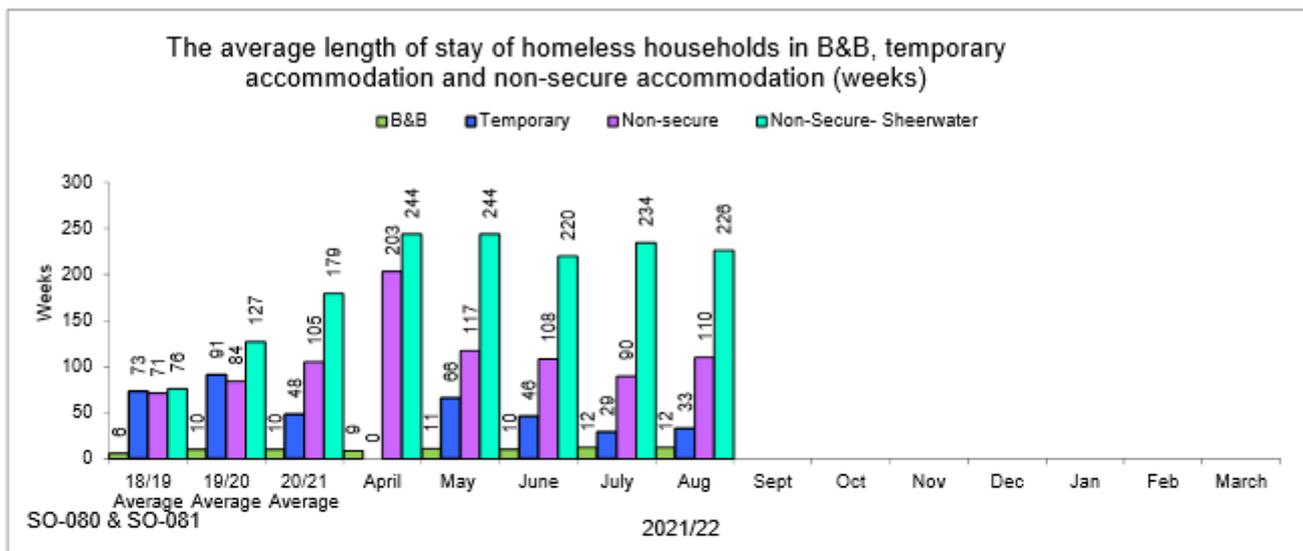


Figures for August: Social Rented: 0, Intermediate homes for rent: 0, Intermediate homes- shared ownership: 0, Affordable Rent: 0, Starter Homes: 0. Cumulative figures year to date: Social Rented: 0, Intermediate homes for rent: 0, Intermediate homes- shared ownership: 0, Affordable Rent: 68. Total for year to date: 68



The Sheerwater properties are being used pending the redevelopment of Sheerwater.





The Sheerwater properties are being used pending the redevelopment of Sheerwater.

Annual Homelessness Indicators	Target	Desired Direction of Travel	18/19	19/20	20/21	21/22
SO-015: Number of rough sleepers	1 - 10	↓	11	11	1	
SO-082: The number of households prevented from becoming homeless	N/A	N/A	78	N/A	N/A	N/A

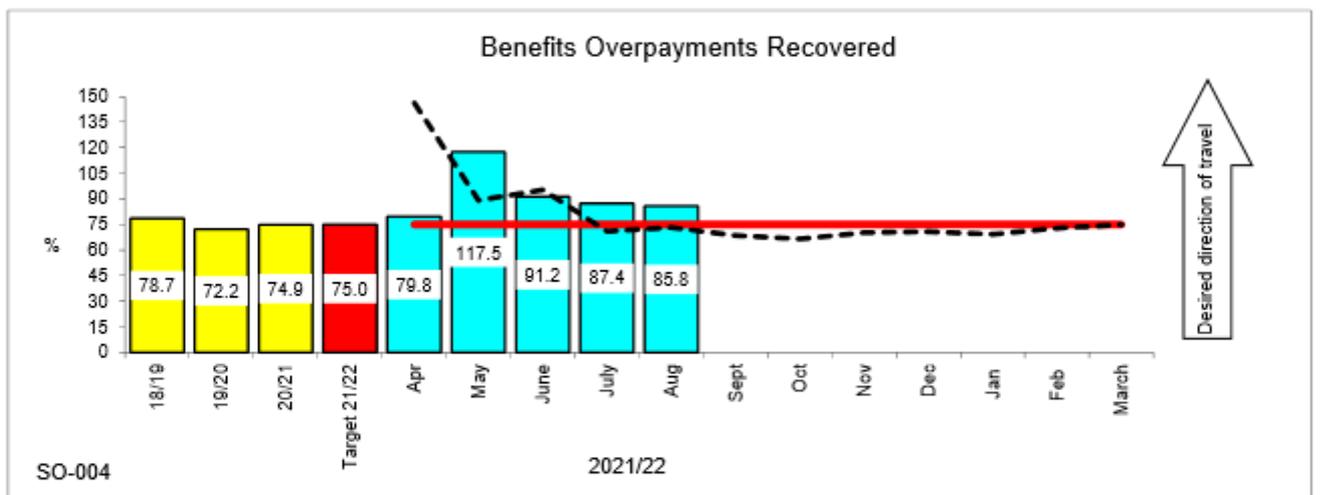
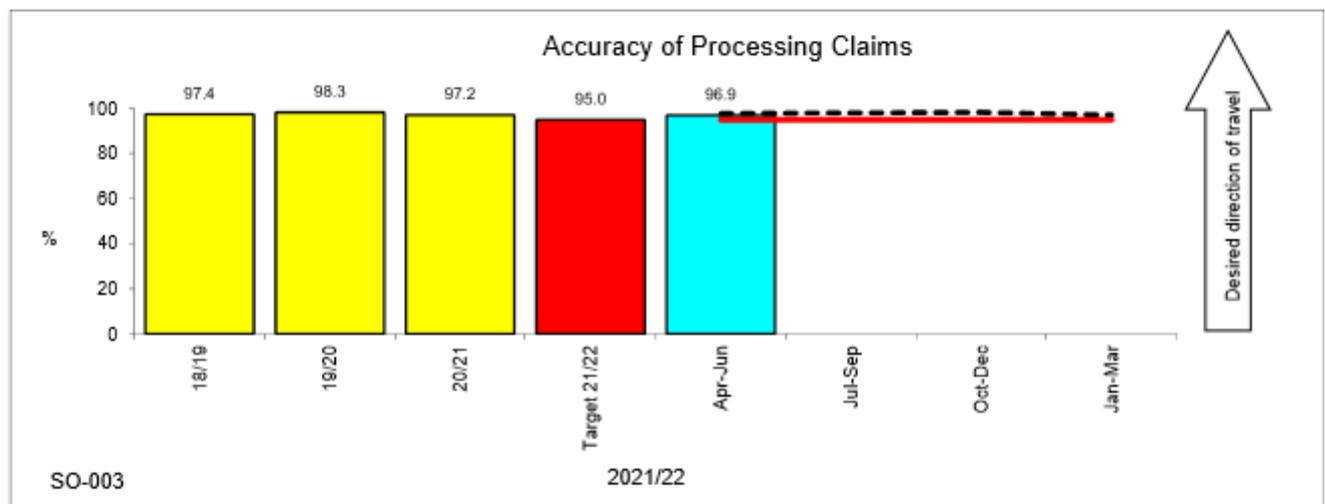
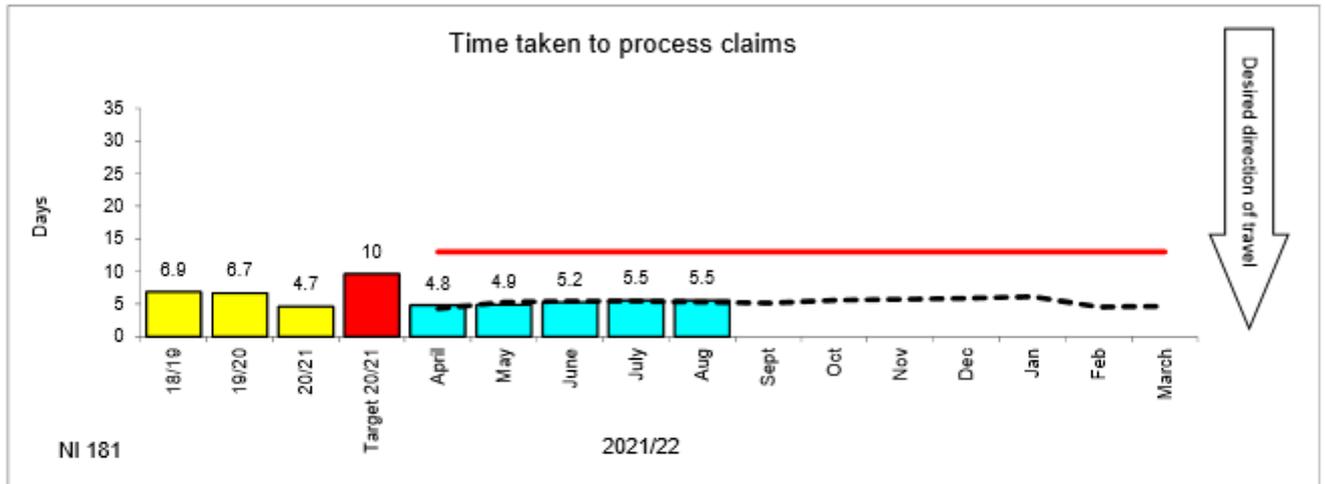
The number is very low as this was the only person on the street. All other rough sleepers were brought into accommodation under the Government's "Everyone In" scheme.

Quarterly New Vision Homes Indicators	Annual Target	20/21	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar
IM1: Rental income (%)	98.90	95.06	86.68			
IM3: Average days void	21	30.13	35.22			
RR1: Emergency repairs (%)	98.75	99.84	98.68			
RR2: Urgent repairs (%)	97.75	97.61	99.01			
RR3: Routine repairs (%)	96.72	92.33	93.04			

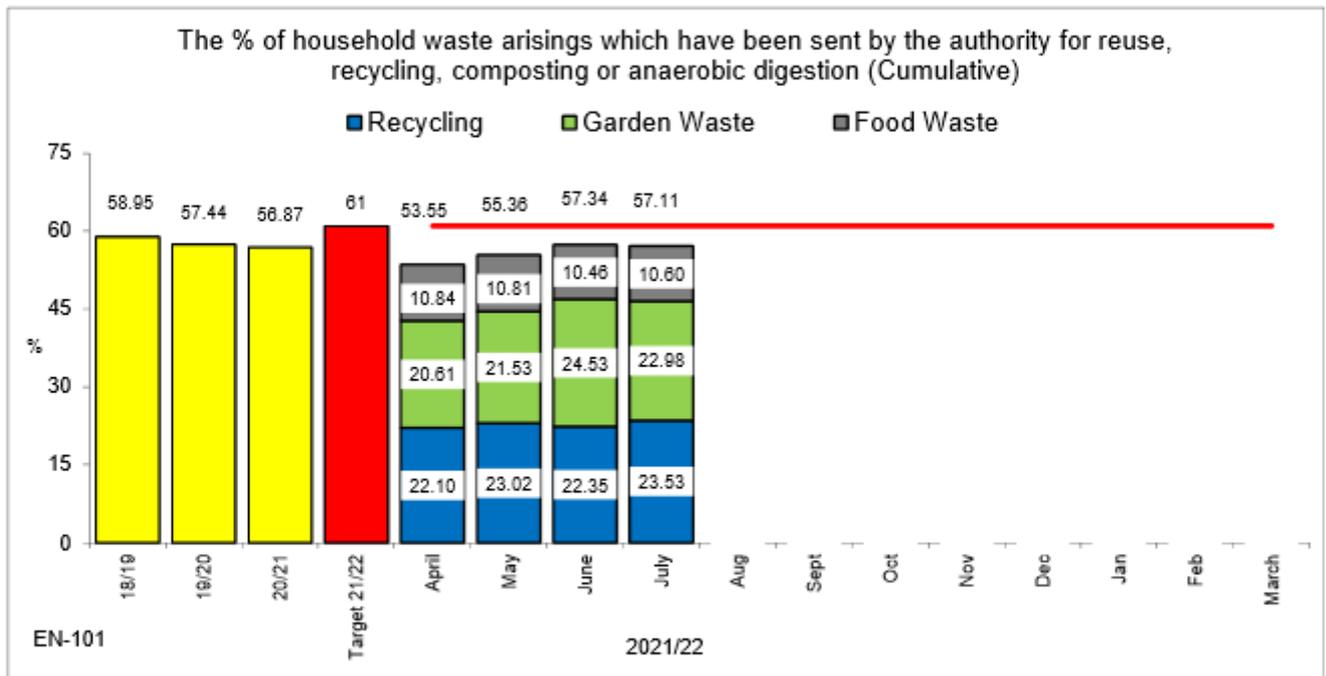
Income performance includes a brought forward balance so the figures in the early part of the year will always be low – the collection rate including b/f balance is only truly measurable at year end. The collection rate excluding the b/f balance for Q1 has been excellent at 101.83%.

General repairs performance remains at a good level but void turn-around times have continued to be an issue throughout Q1. NVH have held various meetings with the contractor to address a number of problems and to ensure that all parties are taking actions to put things right. There also continues to be a number of issues with SSE who take over the energy supply for voids and their ability to ensure gas and electric meter issues are dealt with in a timely manner. This is out of NVH's control and is adding considerable delays to some voids.

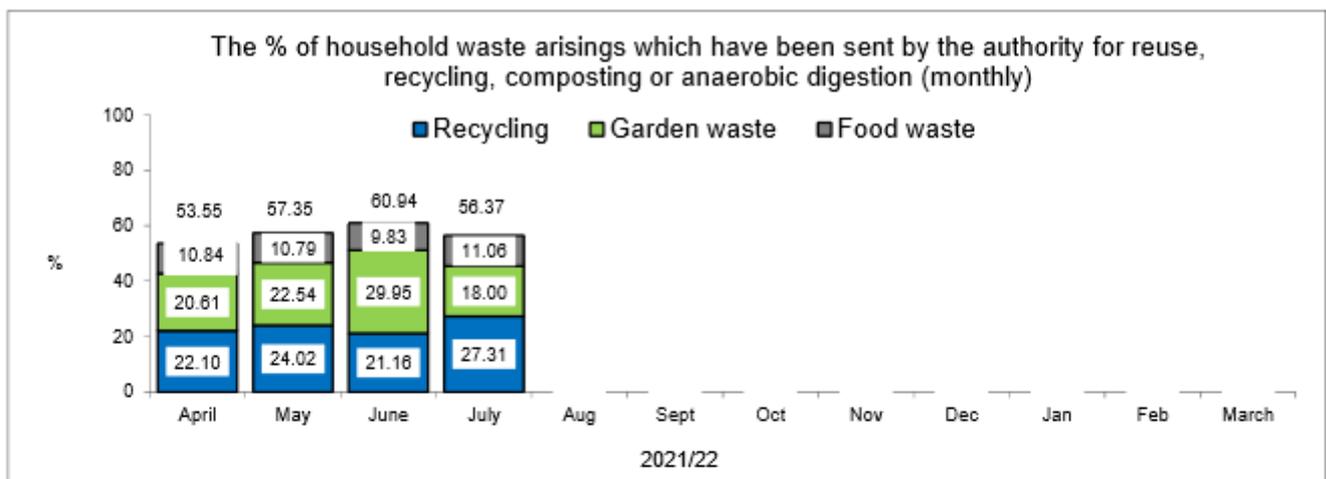
HOUSING BENEFIT AND COUNCIL TAX (Responsible Manager - David Ripley)



WASTE AND CLEANLINESS (Responsible Manager - Geoff McManus)



Waste and recycling tonnages are continuing to be affected by the Covid-19 pandemic; due to residents staying/working from home. In July 2021 comingled material experienced a noticeable increase in tonnage since last month. Whilst household, green, and food waste have seen decreases this month, green having the most significant drop. The July monthly recycling rate is 56.36% and the cumulative recycling rate (year to date) stands at 57.11%. Please note – due to ongoing driver issues we anticipate a drop in recycling levels until green waste services are fully reinstated. There is a 5 week time lag on this indicator.



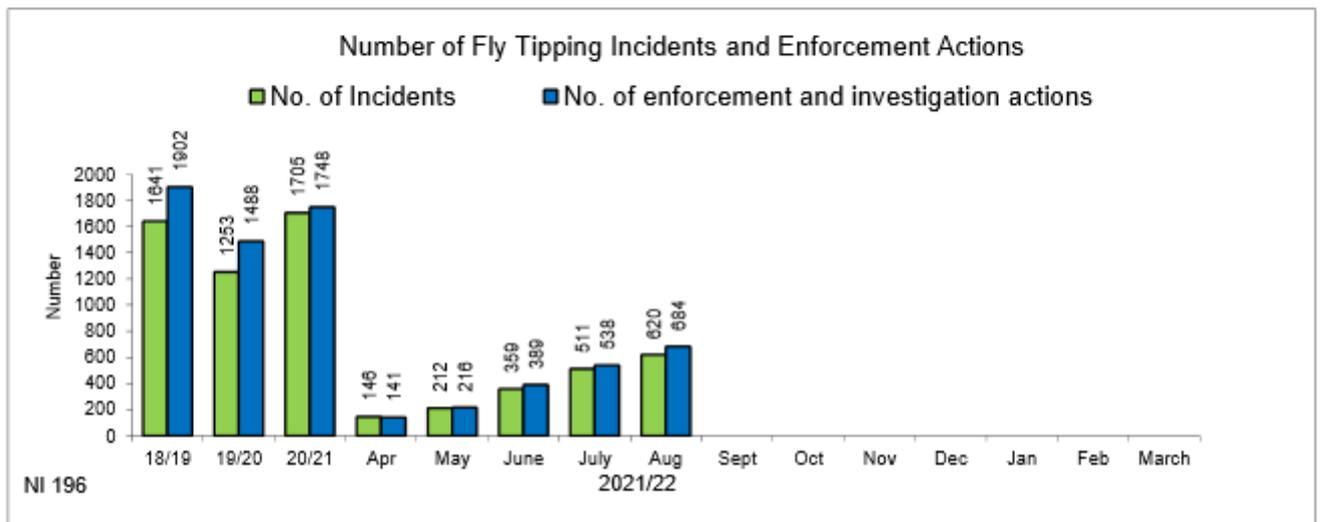
Waste and recycling tonnages are continuing to be affected by the Covid-19 pandemic; due to residents staying/working from home. There is a 5 week time lag on this indicator.

Quarterly Waste Indicators	Annual Target	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar
NI-191: Residual household waste per household (kg)	350	99			

Figures provided quarterly. Population figure used = 42,953 . There is a 5 week time lag on this indicator.



Indicator EN-093 enables the Council to measure its contractors performance by recording the number of genuine missed waste and recycling containers reported by residents. The missed bin data for 2020/21 has now been provided by JWS. Please note: The July figure is currently being verified. There is a 5 week time lag on this indicator.

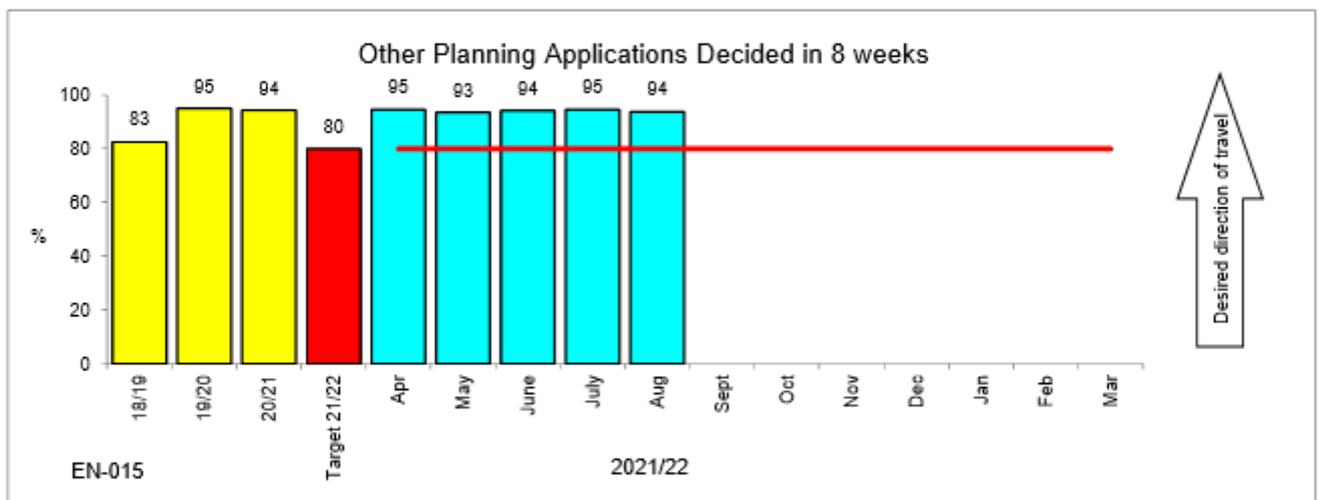
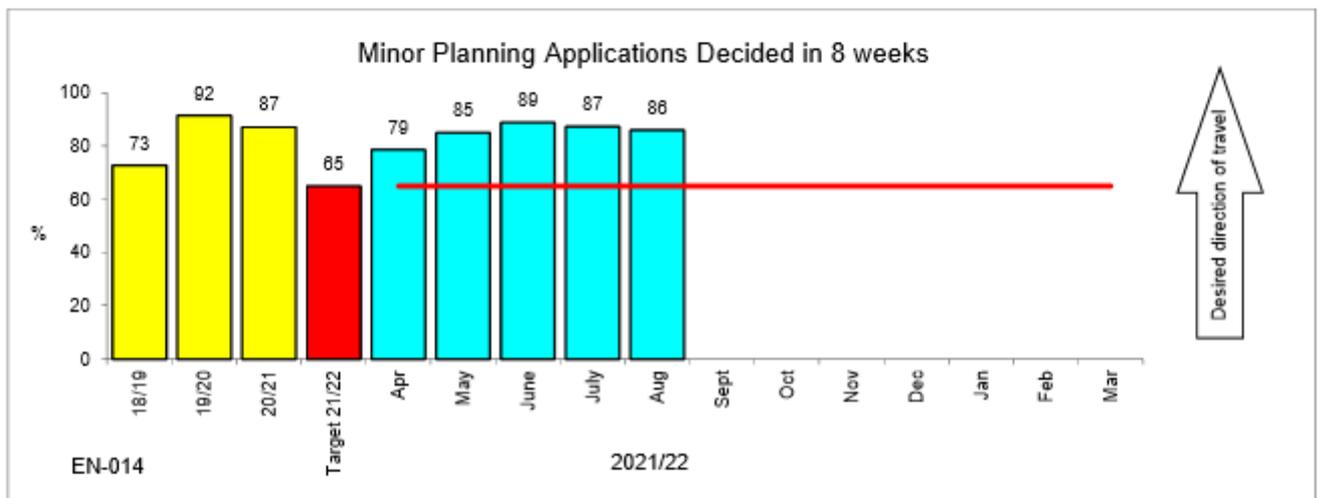
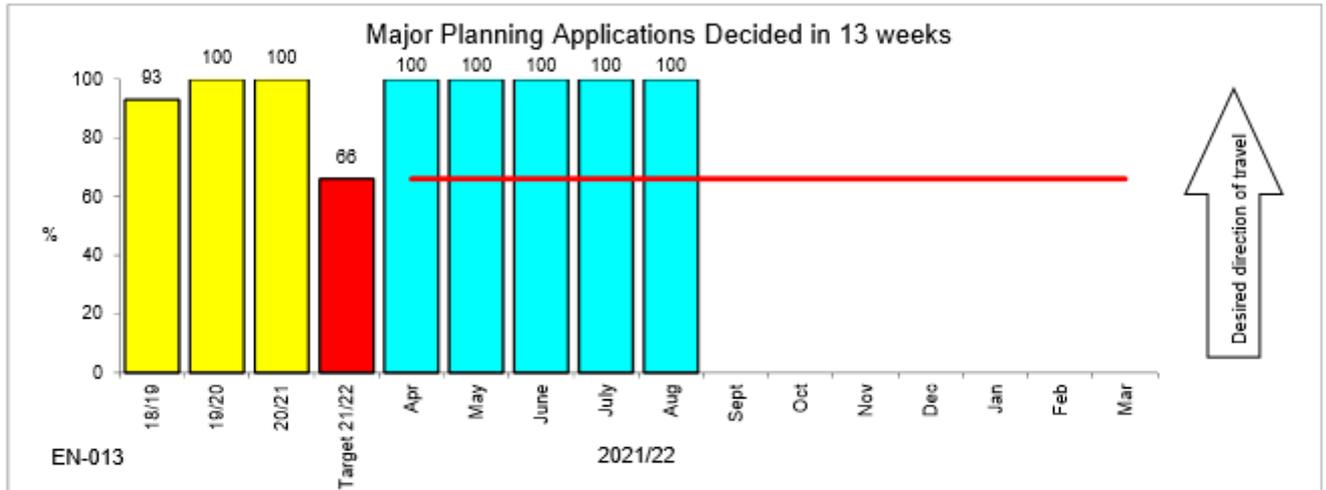


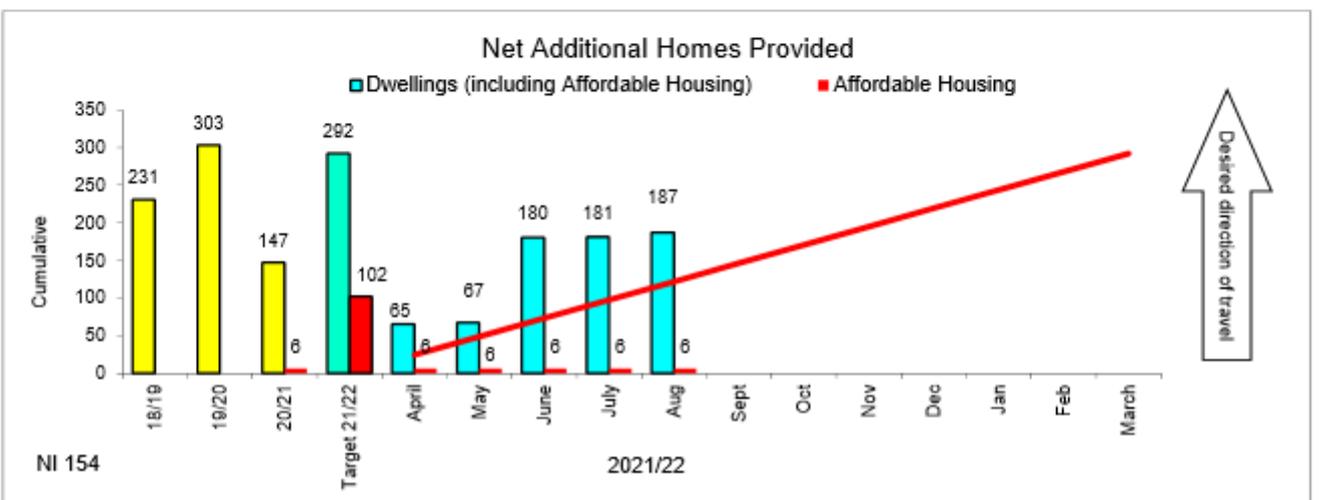
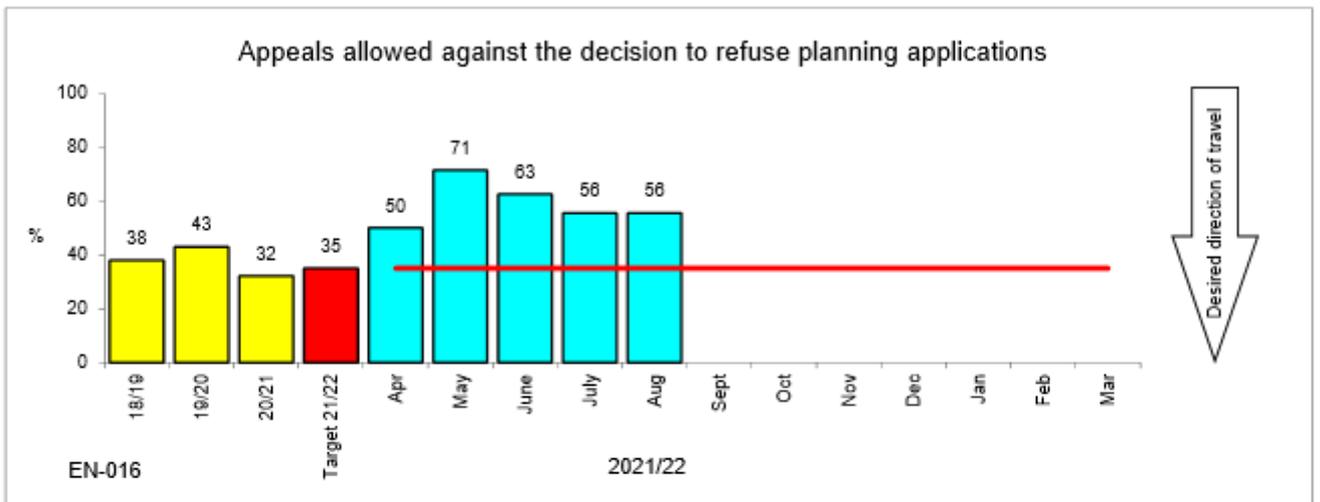
Please note that there can be more than one investigation action per fly tipping incident. This is why there are more investigation and enforcement actions than there are fly tipping incidents..



Satisfaction surveys are carried out through a telephone poll of 300 residents every quarter. There is a one month time lag on this figure.

PLANNING (Responsible Manager - Thomas James)

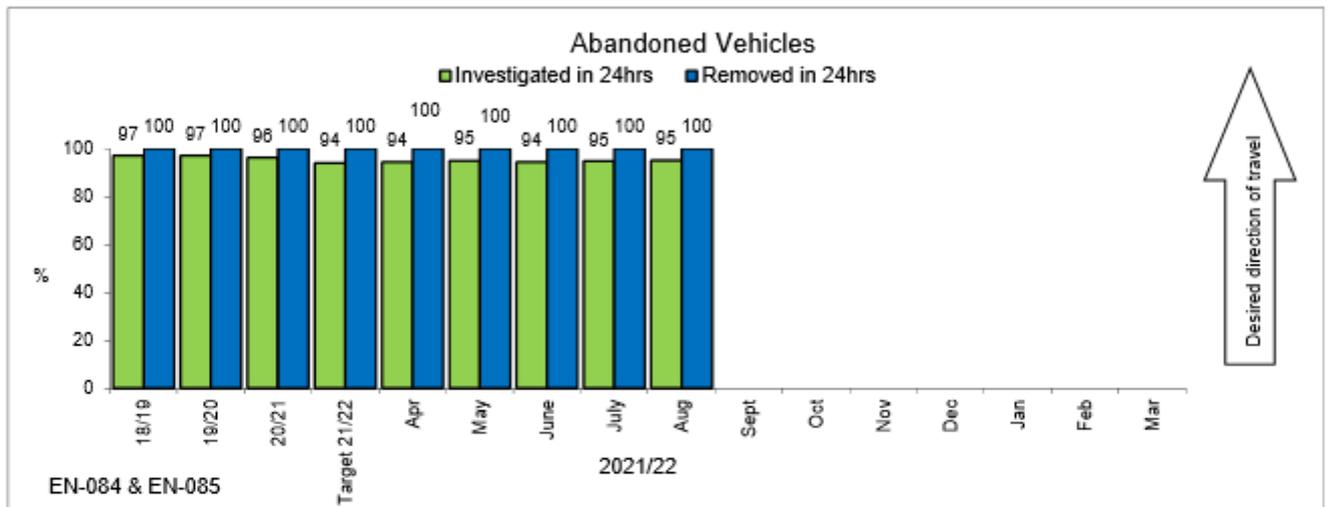




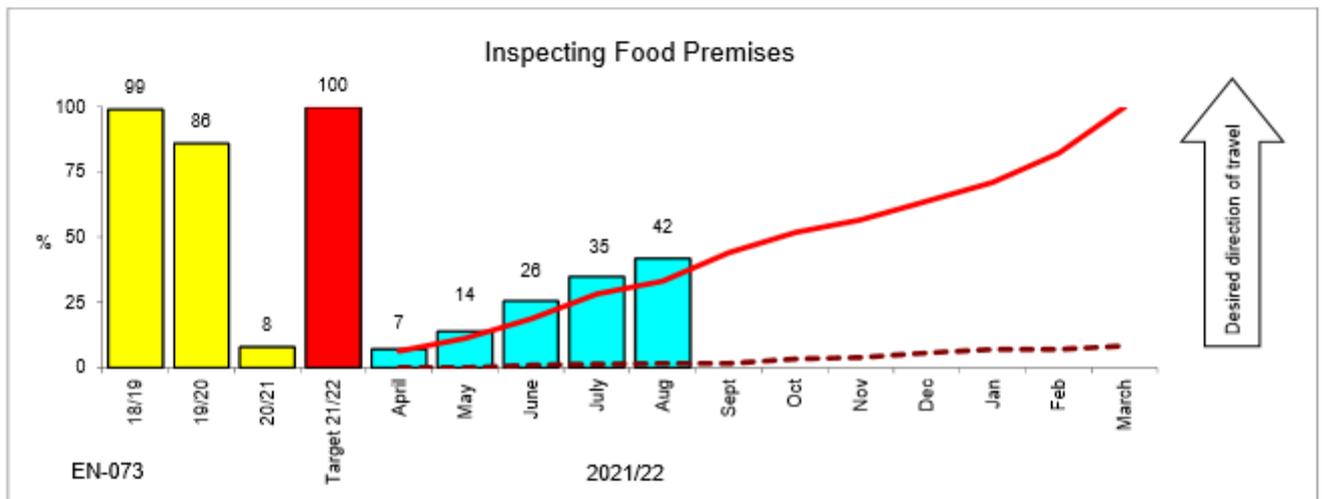
Total Residential Properties Completed				
Year	Residential Properties Target	Dwellings	Affordable Housing Target	Affordable Housing
2011/12	292	175	102	3
2012/13	292	273	102	0
2013/14	292	370	102	14
2014/15	292	66	102	8
2015/16	292	360	102	126
2016/17	292	399	102	173
2017/18	292	345	102	54
2018/19	292	231	102	37
2019/20	292	303	102	19
2020/21	292	147	102	6
2021/22	292	187	102	6
Cumulative Total	3212	2856	1122	446

This table has been added to show all of the residential completions each year since 2010/11, which was the start of the current Local Plan period. The affordable housing numbers may vary from those recorded in the Housing section of the Green Book, due to use of different monitoring arrangements and the inclusion of acquisitions (in the Housing section only).

COMMUNITY SAFETY (Responsible Manager - Geoff McManus)



*24 hours from the time that the vehicle can be legally removed. The table shows the cumulative percentage of vehicles visited and removed during the course of the year.



Targeted inspections are revised this year due to the FSA 'Recovery Plan' outlining priorities for high risk and newly registered inspections rather than the usual programme. 'Revised inspections due' will include adjustments for inspections brought forward due to public health risk, new registrations, inspections completed as a result of a re-rating request and businesses that have ceased trading.

Quarterly Environmental Health Indicators	Desired Direction of Travel	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar
Percentage of establishments with a food hygiene rating of 3 or better	↑	96%			

Annual Environmental Health Indicator	Target	Desired Direction of Travel	2019/20	2020/21	2021/22
Satisfaction of business with Environmental Health	85%	↑	91%	Unavailable	

Business satisfaction, engagement and enforcement were much lower in 2021/22 due to the pandemic. Results are therefore recorded as 'Unavailable' as despite being a percentage, is not a true reflection in comparison to previous years.

**FINANCIAL MANAGEMENT
INFORMATION**

August 2021

REVENUE BUDGET - MAJOR VARIATIONS AND RISK AREAS
AUGUST 2021

Introduction

The report that follows summarises the General Fund and Housing Revenue Account budget variations for 2021/22 based on information available at the end of August.

Set out below are explanatory notes for the major variations that have been identified.

General Fund – Major Variations and Risk Areas

The Council allowed a General Fund risk contingency of £250,000 in the Budget for 2021/22 and assumed a £9.5m use of reserves to meet service pressures and Covid related income losses. Budget monitoring to the end of August indicates a forecast reduction in this use of reserves of £2,013,337. The variations making up this underspend are reported below.

	Position to August £	Forecast Outturn 2021/22 £
<u>Impact of Covid on Income Budgets</u>		
a Car Parks Income	1,692,460	3,653,000
b Commercial Rents	808,333	1,940,000
c Leisure Management Fee	290,033	630,869
Sales, Fees & Charges compensation grant	-1,810,013	-1,264,000
Provision for Covid related income reductions in 2021/22 base budget	-2,755,840	-6,614,016
	<u>-1,775,027</u>	<u>-1,654,147</u>
<u>Direct Covid expenditure and funding</u>		
d Town Centre Leisure lease extension	500,168	500,168
e Taxis and Private Hire Vehicles	35,775	35,775 *
f Civic Events	-33,175	-33,175 *
g Mayors Car and Driver	-12,632	-12,632 *
c Freedom Leisure - operational support	115,567	224,726
General Support grant	-449,354	-449,354
Leisure Recovery Fund	-11,672	-11,672
Additional Restrictions Grant	-150,000	-150,000
New Burdens funding - Business support grants	-166,800	-166,800
	<u>-172,123</u>	<u>-62,964</u>
<u>Other Service Variations</u>		
h Legal Costs	25,838	70,000 *
i The Lightbox	26,000	26,000
j Planning Inquiry Costs	126,126	400,000
k Interest costs	-1,086,259	-500,000
l On-going pension costs	-5,000	-20,000
m Public liability claims	25,800	25,800
Unused Contingency net of Savings Target	-62,500	-150,000
Employee costs under staffing budget	-148,026	-148,026 *
	<u>-1,098,021</u>	<u>-296,226</u>
	<u>-3,045,171</u>	<u>-2,013,337</u>
Forecast Underspend/Reduction in Use of Reserves at August 2021		
Position at July 2021		-1,996,709

Items marked with a * in the table and the following comments have changed this month. Further details of each of these variations are set out in the following section.

Covid related service expenditure in 2021/22 is currently assumed to be met through specific Covid grant funding and Contain Outbreak Management Fund (COMF). This position will be monitored and variations reported as the year progresses.

a Car Parks Income (Geoff McManus, Director of Neighbourhood Services)

The gradual lifting of Covid restrictions and impact of changes to behaviours has meant activity is still significantly reduced during quarter 1 of 2021-22. The situation will continue to be closely monitored.

The government has extended the income compensation scheme for lost sales, fees and charges to 30 June 2021, which will fund 75% of the losses over an initial 5% reduction in income. The forecast income from this scheme is shown separately.

b Commercial Rents (Ian Tomes, Strategic Asset Manager)

The National Lockdowns and various levels of restrictions in force has resulted in a difficult trading environment for businesses within the Borough. A number of tenants in the Council's commercial properties have had difficulties in paying rent and service charges due during this period. Where possible arrangements have been made to recover amounts due over time. An assessment of the potential lost income through irrecoverable debt forecasts a variance to budget of approximately £1.94m in 2021/22.

c Leisure income (Steve May, Leisure Services Manager)

There is a forecast loss of income from the Leisure Management contract, as Covid restrictions affect the income which can be generated from the facilities. The government extended the Sales, Fees and Charges compensation scheme until 30 June 2021, which will provide some compensation (reported separately) for this lost income, and the latest forecast indicates better performance than anticipated, primarily by adding more casual swim and swim school programmes, and Freedom receiving Start Up Grants which weren't previously included. The Council has also continued to provide support towards operational costs while restrictions are in place affecting activity.

d Town Centre Leisure lease extension (Ian Tomes, Strategic Asset Manager)

Due to the Covid pandemic the Town Centre Leisure lease has been extended to October 2021 to accommodate the housing pods provision for rough sleepers. There have also been costs relating to the assignment of the footbridge licence costs, giving a projected total cost of £500,168 in 2021-22.

e Taxis and Private Hire Vehicles (Joanne McIntosh, Director of Legal and Democratic Services)

Activity levels for 2021/22 have been lower than forecast for Private Car Hire and Taxi Licences resulting in an overspend for the service.

f Civic Events (Frank Jeffrey, Democratic Services Manager,)

Costs relating to Civic Events such as Remembrance Sunday, Civic Service, Civic Reception, Freedom of Borough and Peace Garden Service have either been scaled down for 2021 or postponed until 2022 due to the Covid-19 pandemic

g Mayors Car and Driver * (Frank Jeffrey, Democratic Services Manager,)

The Mayors duties have been limited due to the Covid-19 pandemic resulting in a saving on the costs associated to the Mayors car and driver.

- h Legal Costs (Joanne McIntosh, Director of Legal and Democratic Services)
This overspend is in respect of legal costs associated with commercial properties that have been contracted out to external solicitors due to the volume of work.
- i Lightbox (Steve May, Leisure Services Manager)
There is an overspend of £26,000 in 2021-22 due to contract inflation.
- j Planning Inquiry Costs (Joanne McIntosh, Director of Legal and Democratic Services)
In May 2021 the Planning Inspectorate held an inquiry into the Woking Football Club Stadium and associated developments planning appeals. There will be a second planning inquiry in relation to a site in Goldsworth Road later in the year. The cost to the Council is forecast to be approximately £400,000.
- k Interest Costs (Neil Haskell, Financial Services Manager)
There has been a saving in year as short term borrowing, at lower interest rates, has been taken in advance of securing long term PWLB loans. As the long term loans are taken during the year, this variance is expected to reduce. Loans to group companies have been lower than budgeted resulting in a reduction in income received, however this is offset by a reduction in associated PWLB interest paid and slippage in other project costs.
- l On-going Pension Costs (Leigh Clarke, Director of Finance)
On-going pension costs are £20,000 less than budgeted during 2021-22.
- m Public Liability Claims (Geoff McManus, Director of Neighbourhood Services)
During 2021-22 there has been a number of public liability claims resulting in costs of £25,800 being the insurance excess payable by the council.

Housing Revenue Account (Louise Strongitharm, Director of Housing)

The 2021/22 Housing Revenue Account variations identified to the end of August 2021 are set out in the table below:-

	Position to August	Forecast Outturn 2021/22 £
Rent Recovery	0	80,000
Plant room repairs	166,268	166,268 *
Employees saving in excess of staffing budget	-22,307	-22,307
Increase in HRA outturn	<u>143,961</u>	<u>223,961</u>

Rent Recovery

The collection rate is up significantly on the same period last year, but still down on pre-pandemic levels, due to many tenants struggling with the financial impact of Covid-19. Work continues in 2021/22 to ensure that those tenants receive advice and support in accessing Universal Credit. It is worth noting that with the embargoes on taking recovery action during 2020/21, the courts have a considerable backlog and have prioritised the most serious cases (i.e. significant ASB, substantial rent arrears of more than 1 year, etc.). Rental income is also affected by void properties within the Red Line of the Sheerwater Regeneration awaiting redevelopment. A bad debt provision for £200,000 has been budgeted for the year.

Plant room maintenance

Plant room maintenance expenditure is over the budget by £166,268. The cause of this is that the works scheduled for 2020-21 (communal boiler replacements) had to be deferred due to the pandemic. These works have been undertaken this year as they are still required.

Capital and Investment Programme decisions

The Executive has delegated authority to approve new schemes up to £10 million in any year, subject to any individual project being not more than £5 million and the cost being contained within the Council's Authorised Borrowing Limit.

Fit for the Future external support	£500,000
Town Centre Masterplan	£100,000

Opportunity Purchases

The Investment Programme includes an annual budget of £3,000,000 for opportunity purchases. There have been no acquisitions to date.

SHEERWATER REGENERATION

In April 2017 the Council authorised the purchase of private properties by Thamesway Housing Ltd, financed by Thamesway Developments Ltd (TDL), as part of the Sheerwater regeneration scheme. The Sheerwater Community Charter also offered an Assisted Purchase scheme where the Council would acquire a stake in a new property (up to 33% or £100,000) to enable residents to move to an equivalent property, and the option of a mortgage of last resort. The following amounts have been advanced since the schemes opened in August 2017:

<u>Capital Expenditure</u>	<u>No of</u> <u>Properties</u>	
Assisted Purchases and acquisition of new houses	26	£3,159,785
Mortgages	12	£1,868,830
Properties acquired by THL using WBC loan finance:		
Completed Sales (expenditure incurred)	112	£39,111,211
Offers Accepted (committed expenditure)	8	£1,688,125
	120	£45,827,950

Further costs incurred to date which are to be reimbursed by the project are detailed below (the timing of the reimbursement will be dependent on the financial position of the project):

The Birch and Pines Lease Surrender & Demolition	£231,924
The Sheerwater Underwrite Agreement	£3,841,106
Purchase Of Dwellings Within The Redline and acquisition of new houses	£4,682,457
Home Loss & Disturbance Payments	£1,914,738
Infrastructure Investment	£2,128,901
Financial Modelling	£82,821
Southern Housing Group Property Purchase	£3,657,402
Greenoak Housing Association Purchase	£4,029,551
HRA Acquisitions	£354,533
	£20,923,434

Loan Finance Approvals

The Sheerwater regeneration is to be funded by loan finance from the Council. In April 2017 the Council agreed that funding will be advanced at cost to the Council with a 1% arrangement fee. During 2017/18 the Executive approved £5m to be made available to Thamesway Developments Ltd (TDL) and on 5 April 2018 the Council approved a loan facility of £26m to enable TDL to construct the leisure and recreational facilities at the Bishop David Brown site. On the 4 April 2019 the Council approved a further short-term loan facility of £42m to TDL, on terms previously approved, to enable the first residential phase (Purple). The Council also approved that on completion of the Purple phase a 50 year loan facility of £48.4m be made available to Thamesway Housing Ltd at a margin of 0.5%. On 13 February 2020 the Council approved the loan finance for the delivery of the scheme as whole. As detailed in the Council report arrangement fees and margins were removed from the loan facilities for the scheme.

Project Management\Revenue Expenditure

The following costs have been identified to be funded from the Sheerwater Regeneration reserve\WBC Resources:

	<u>To Date</u>
Sheerwater Regeneration Staff Costs Not Charged To TDL	£919,864
Removal Costs	£93,345
Equalities Survey	£80,881
Miscellaneous Costs	£133,936
Securing Void Sheerwater Units	£31,634
Subsidy of Bishop David Brown School Legal Fees and Rent Loss	£175,478
Subsidy of Sheerwater GP Practice	£68,989
Total	£1,504,127

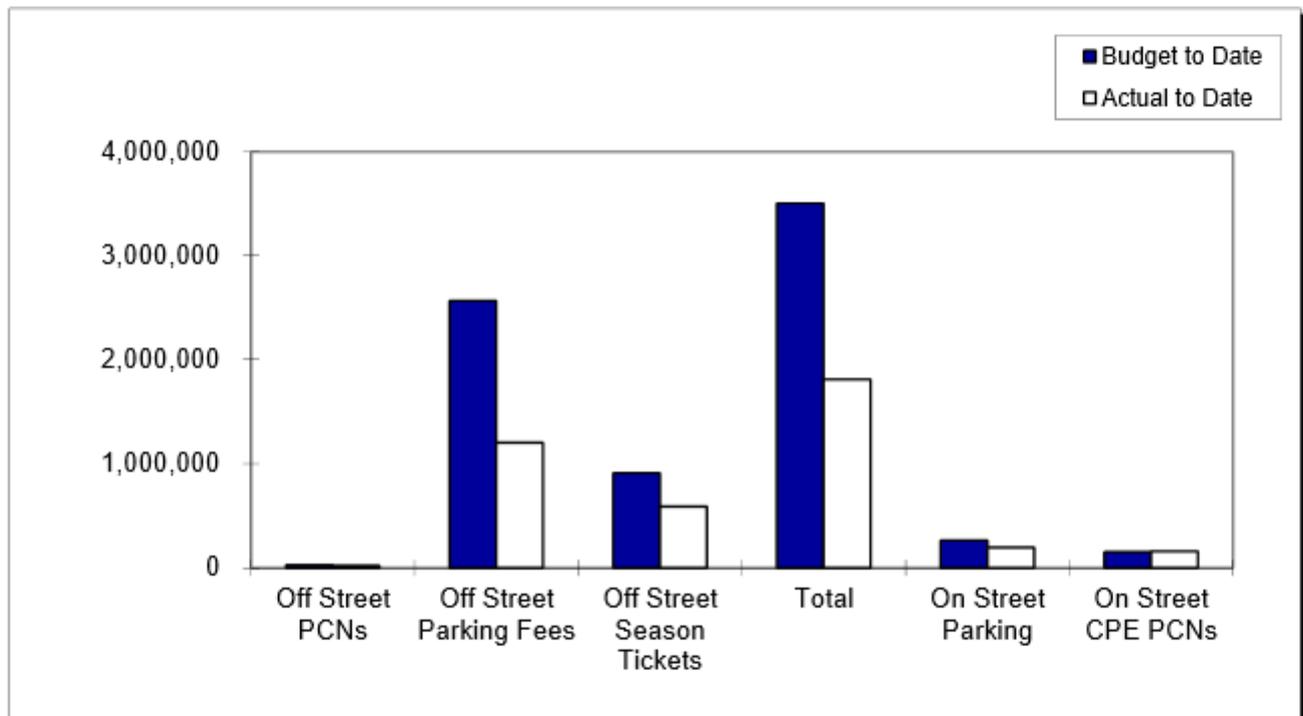
Compulsory Purchase Order (CPO)

DCLG Estate Regeneration Grant
Committed legal advice for CPO process

<u>Income</u>	<u>Expenditure</u>
£285,000	
	£280,000

CAR PARKS INCOME
AUGUST 2021

	Off Street PCNs	Off Street Parking Fees	Off Street Season Tickets	Total	On Street Parking	On Street CPE PCNs
Annual Budget	63,000	6,393,000	1,499,000	7,955,000	672,000	362,000
Budget to Date	26,000	2,565,000	912,000	3,503,000	262,000	151,000
Actual to Date	19,000	1,204,000	587,540	1,810,540	195,000	158,000
Variation to Date	-7,000 -27%	-1,361,000 -53%	-324,460 -36%	-1,692,460 -48%	-67,000 -26%	+7,000 +5%



The gradual lifting of Covid restrictions and impact of changes to behaviours has meant activity is still significantly reduced during quarter 1 of 2021-22. The situation will continue to be closely monitored.

The government has extended the income compensation scheme for lost sales, fees and charges to 30 June 2021, which will fund 75% of the losses over an initial 5% reduction in income. The forecast income from this scheme is shown separately.

Geoff McManus, Director of Neighbourhood Services

STRATEGIC PROPERTY INVESTMENTS

	Rental Income			Financing Costs				Net budget benefit		
	Business Case	Current (Full Year)	Increase/(Decrease)	Business Case	Actual	Further Works	Increase/(Decrease)	Business Case	Increase/(Decrease)	Current Surplus/(Deficit)
<u>Property</u>	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cleary Court	278	132	-146	158	130	21	-7	120	-139	-19
Morris House	309	167	-142	187	170	128	111	122	-253	-131
6 Church Street West	728	795	67	451	425		-26	277	93	370
Orion Gate	1,377	1,388	11	483	464		-19	894	30	924
Dukes Court	4,364	5,054	690	2,763	2,622	33	-108	1,601	798	2,399
Red House	423	266	-157	236	224		-12	187	-145	42
CMS House Poole Rd	120	120	0	72	72		0	48	0	48
Victoria Gate	2,073	2,073	0	1,642	1,595		-47	431	47	478
Midas House	1,406	657	-749	950	923		-27	456	-722	-266
Albion House	1,569	1,487	-82	1,140	1,046		-94	429	12	441
Commercial Buildings	226	190	-36	150	128		-22	76	-14	62
1 Christchurch Way	615	631	16	360	367		7	255	9	264
Goldsworth Park Centre	912	938	26	711	681		-30	201	56	257
36-42 Commercial Way	134	134	0	82	59		-23	52	23	75
TOTAL	14,534	14,032	-502	9,385	8,906	181	-298	5,149	-204	4,945

These properties have been acquired to support the economic sustainability and employment space in Woking. Based on August, the above properties will provide a net benefit to the Council of circa £4,945,000 per annum. The reasons for the variations from the business case projections are on the next page.

Ian Tomes, Strategic Asset Manager

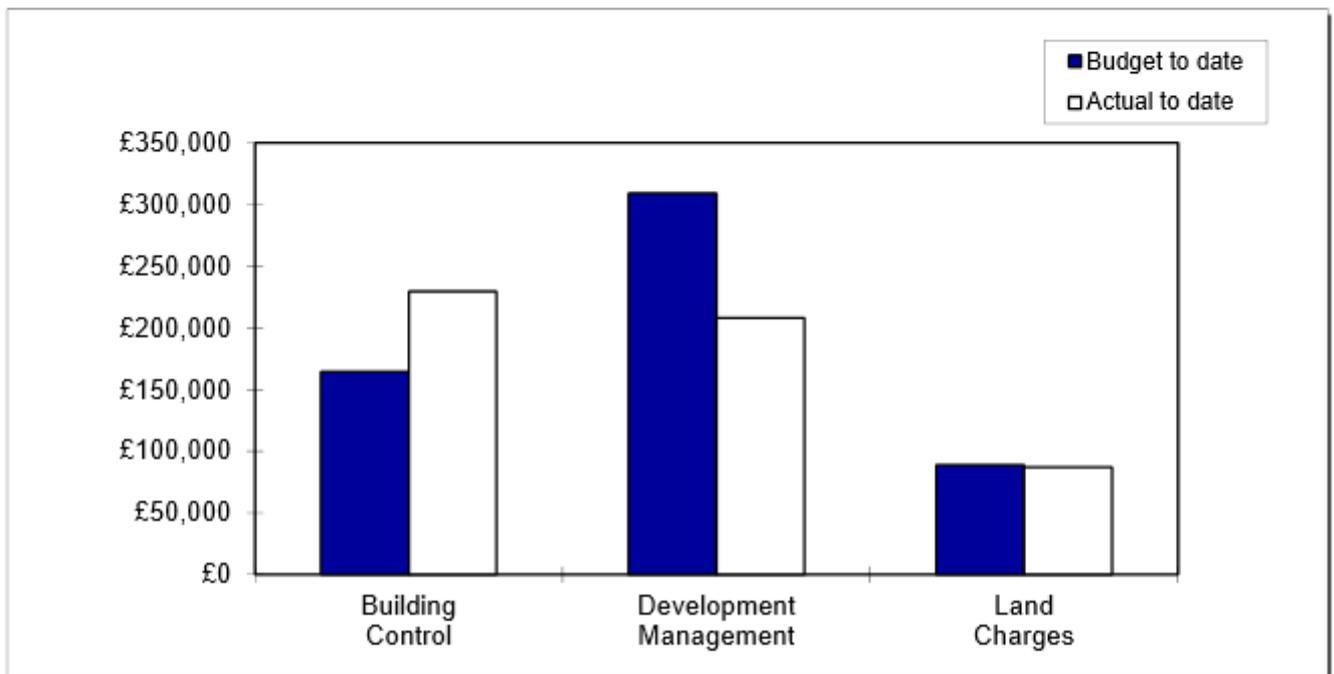
STRATEGIC PROPERTY INVESTMENTS

<u>Property</u>	
Cleary Court	Cleary Court currently has 2 office suites and 2 shop units vacant, although 1 shop unit has been relet and rent has become payable from April 2021.
Morris House	The rent shortfall is due to the vacant ground floor retail units which have been empty since acquisition
6 Church Street West	There is a new full repairing and insuring lease now in place with the Department of Work and Pensions (DWP) for the whole building paying approximately £795,000 per annum effective December 2020.
Orion Gate	Orion Gate is fully let.
Dukes Court	The assumed rent for Dukes Court was reduced by 10% on acquisition to allow for turnover of tenancies and to recognise the need to set aside a proportion of rents received into a sinking fund to meet future landlord investment. The financing cost assumption included additional costs which have not yet been incurred. Vacant space now amounts to some 27,000fts2 in units B4, C1, C3,C6,C7,D1 and Cherstey House
Red House	Red House is fully let.
CMS House Poole Rd	CMS House is fully let.
Victoria Gate	Victoria Gate is fully let.
Midas House	Midas House was acquired on 31 January 2019. Part of the 1st floor, 2nd floor and 3 floor are vacant. The vacant shop unit has been let and rent has been payable from April 2021.
Albion House	Albion House was acquired on 29 March 2019. There is currently 1 void unit.
Commercial Buildings	63, 65, 67, 69, 71, 73 and 75 Commercial Way were acquired on 2 October 2019. Number 67 became vacant on 8 May 2020 and was re-let in March 2021 on a new 5 year term at a market rent.
1 Christchurch Way	1 Christchurch Way was acquired on 9 November 2019 and is fully let.
Goldworth Park Centre	The Goldworth Park Centre was acquired on 9 April 2020 and is fully let.
36-42 Commercial Way	36, 38, 40 and 42 Commercial Way was acquired on 11 November 2020 and is fully let.

Ian Tomes, Strategic Asset Manager

OTHER FEES AND CHARGES
AUGUST 2021

	Building Control	Development Management	Land Charges
Budget to date	164,590	309,001	88,842
Actual to date	229,556	207,980	87,039
Variation to Date	+64,966 +39%	-101,021 -33%	-1,803 -2%



Building Control (David Edwards, Chief Building Control Surveyor)

Confidence is returning in the domestic construction market. Additionally two major developments have boosted the building control income this quarter, but it remains to be seen if this recovery lasts through autumn.

Development Management (Thomas James, Development Manager)

Despite a significant increase in the number of planning applications being received, these generally have involved the submission of householder and minor applications which attract lower fees. Fees will continually be monitored and it is expected income will return to being 'on budget' during the financial year.

Land Charges (David Ripley, Revenue & Benefits Manager)

Prices have been set to reflect the cost neutral requirement of Land Charges fees and income.

EMPLOYEE COSTS
AUGUST 2021

	Original Budget 2021/22 £	Variations £	Latest Budget 2021/22 £	Budget to AUGUST £	Actual Expenditure to AUGUST £	Variation from Budget to AUGUST £
US - Corporate Leadership Team	914,815	0	914,815	381,173	426,522	45,349
US - Human Resources	412,712	0	412,712	171,963	205,640	33,677
US - Revs, Benefits & Customers Services	1,799,947	0	1,799,947	749,978	729,004	-20,974
US - Financial Services	711,199	0	711,199	296,333	297,363	1,030
US - ICT and Business Improvement	1,247,294	0	1,247,294	519,706	465,719	-53,987
US - Legal & Democratic Services	1,446,745	0	1,446,745	602,811	568,460	-34,351
PLACE - Neighbourhood Services	2,690,081	0	2,690,081	1,120,867	1,056,029	-64,838
PLACE - Planning Services	1,730,822	0	1,730,822	721,176	791,220	70,044
PLACE - Estate Management	466,571	0	466,571	194,404	186,906	-7,499
PLACE - Building Services	887,861	0	887,861	369,943	353,710	-16,233
PLACE - Business & Community Engagemer	169,625	0	169,625	70,677	72,239	1,562
PEOPLE - Housing Services	1,864,215	0	1,864,215	776,757	802,729	25,972
PEOPLE - Community Services	4,515,989	0	4,515,989	1,881,663	1,882,419	756
Salary budget	18,857,875	0	18,857,875	7,857,451	7,837,960	-19,492
Contribution towards costs	-3,267,877	0	-3,267,877	-1,361,616	-1,512,457	-150,842
	15,590,000	0	15,590,000	6,495,835	6,325,502	-170,333

Notes

- At its meeting on the 4 February 2021 the Executive agreed that the staffing budget for the year would be limited to £15.590m and an annual average number of staff for the year of 340 FTE. CLT will manage the staffing budget flexibly within these two parameters.
- The above figures exclude costs of £104,568 on redundancy payments, which will be met from the management of change budget. The amount is split as follows:

General Fund	80,100
Housing Revenue Account	24,468
	<u>104,568</u>

- Contributions towards costs reflect costs included in main table for which we receive some external funding.
- The variation above is split between the General Fund and Housing Revenue Account as follows:

General Fund	-148,026
Housing Revenue Account	-22,307
	<u>-170,333</u>

EMPLOYEE NUMBERS
As at August 2021

Business Area	Employee Numbers for Full time, Part time, Agency cover and Casual				
	Full Time	Part Time	Agency Cover	Casual Staff	Total FTEs
US - Corporate Leadership Team (J.Fisher)	5	1	0.00		5.8
US - Human Resources (J.Fisher)	7	3	0.00		8.9
US - Revs. Bens & Customer Services (L.Clarke)	31	12	5.00		43.1
US - Financial Services (L.Clarke)	13	2	1.00		15.3
US - IT & Commercial Unit (J.Fisher)	17	2	0.00		18.2
US - Legal & Licensing (J.McIntosh)	10	0	0.00		10.0
US - Democratic Services (J.McIntosh)	8	1	0.00		8.9
US - Electoral Services & Post Room (J.McIntosh)	3	1	0.00		3.8
US - Marketing & Communications (J.McIntosh)	3	0	0.00		3.0
PLACE - Integrated Transport (G.McManus)	0	0	0.00		0.0
PLACE - Neighbourhood Services (G.McManus)	28	8	0.00		29.9
PLACE - Planning Services (G.Framalico)	29	5	3.81		36.3
PLACE - Estate Management (G.Framalico)	4	1	1.94	2	7.0
PLACE - Building Services (G.Framalico)	10	2	0.00		11.4
PLACE - Business Liaison (G.Framalico)	3	1	0.00		3.3
PEOPLE - Housing Services (L.Strongitham)	20	9	0.00		26.3
PEOPLE - Supporting People (L.Strongitham)	52	50	1.14	9	81.6
Additional FTE to account for partially funded posts					7.6
Grand totals	241	98	12.89	11	320.3

The staffing budget is managed flexibly within a total sum of £15,590,000 and an average annual FTE of 340.

Month	Total FTEs
April 2021	317.5
May 2021	317.8
June 2021	317.2
July 2021	324.6
August 2021	320.3
September 2021	
October 2021	
November 2021	
December 2021	
January 2022	
February 2022	
March 2022	
Average for the year to date	319.5

(Average for previous year: 2021-2022 = 323.2)

Memorandum					
Number of externally funded posts (excluded from count above)	63	23	2	4	

The funded posts are:

1.On-street parking

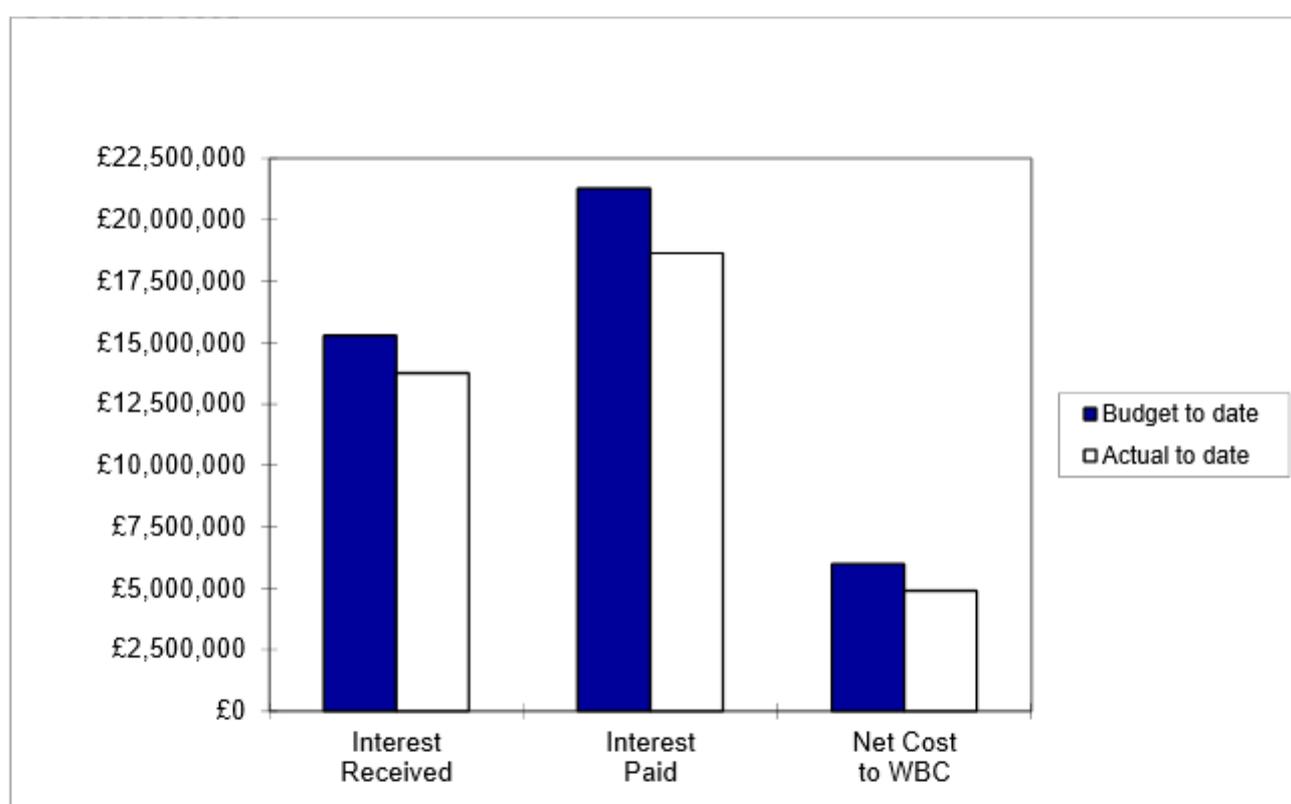
TTR080: Parking Services Manager	
OSP020: Operations Manager (On-Street)	
AOM010: Assistant Operations Manager	
PARK02: Parking Officer(Notice Processing)	
PARK12: Senior Parking Officer	
PARK13: Notice Processing Officer	
PARK06: Assistant Technician	
BLE001: Bus Lane Enforcement Officer	
CIV038: Civil Enforcement Officer	
CIV021: Civil Enforcement Officer	
CIV022: Civil Enforcement Officer	
CIV023: Civil Enforcement Officer	
CIV024: Civil Enforcement Officer	
CIV025: Civil Enforcement Officer	
CIV026: Civil Enforcement Officer	
CIV027: Civil Enforcement Officer	

CIV028: Civil Enforcement Officer
CIV029: Civil Enforcement Officer
CIV030: Civil Enforcement Officer
CIV031: Civil Enforcement Officer
CIV032: Civil Enforcement Officer
CIV033: Civil Enforcement Officer
CIV034: Civil Enforcement Officer
DAL088: Senior Parking Administrator
PARK07: Parking Services Administration Officer
PARK09: Voucher Parking Officer

2. Other
SBS165: Building Surveyor
PFI010: PFI Project Manager
ENG001: Town Centre Engineer
ENG002: Town Centre Engineering Officer
ENG003: Principal Engineer
SAM010: Strategic Asset Manager
SBS020: Building Services Manager
SBS024: Senior Building Services Engineer
CHR025: Senior Building Surveyor
ECS082: Marketing Communications Officer
RSC300: Resident Engagement Officer
RSC100: Resident Engagement Officer
RSC400: Resident Engagement Officer
RSC200: Resident Engagement Team Leader
SRB050: Handyperson
SRB055: Handyperson
SRB060: Handyperson
SRB075: Handyperson
SRB065: Handyperson

INTEREST RECEIPTS AND PAYMENTS
AUGUST 2021

	Interest Received	Interest Paid	Net Cost to WBC
2020/21 Estimate	<u>36,712,374</u>	<u>51,078,666</u>	<u>14,366,292</u>
Budget to date	15,296,823	21,282,778	5,985,955
Actual to date	13,753,101	18,652,797	4,899,696
Variation to Date	-1,543,722 -10%	-2,629,981 -12%	-1,086,259 -18%



Loans to group companies and Victoria Square have been lower than budgeted resulting in an adverse variance in interest received, however, this variance has been offset by borrowing being lower than forecast and short term borrowing has been at lower interest rates than was assumed in the budget. Long term borrowing has been taken recently to take advantage of low interest rates. The underspend on interest costs is expected to reduce as short term loans are replaced with long term PWLB borrowing during the year.

Neil Haskell, Financial Services Manager

CAPITAL RECEIPTS
AUGUST 2021

<u>GENERAL FUND</u>		
<u>DETAILS OF RECEIPT</u>	<u>ESTIMATED RECEIPTS</u> (full year) £	<u>ACTUAL RECEIPTS</u> (to date) £
Land Sales		
TOTAL RECEIPTS 2021/22	<u>0</u>	<u>0</u>

<u>HOUSING</u>		
<u>DETAILS OF RECEIPT</u>	<u>ESTIMATED RECEIPTS</u> (full year) £	<u>ACTUAL RECEIPTS</u> (to date) £
Right To Buy Sales *	3,330,000	1,477,200
Land Sales (including target disposals)		
Equity Share Sale		0
Repayment of Discount		0
TOTAL RECEIPTS 2021/22	<u>3,330,000</u>	<u>1,477,200</u>
Receipt retained by WBC	723,191	125,981
Treasury Share of receipt	535,801	133,950
Earmarked for replacement housing	<u>2,071,008</u>	<u>1,217,269</u>
	<u>3,330,000</u>	<u>1,477,200</u>

* 9 properties were sold under the Right To Buy to the end of August, at a discounted price of £164,133 compared with a forecast of 15 for the year @ £222,000 each.

SAVINGS ACHIEVED
AUGUST 2021

<u>GENERAL FUND</u>	2021/22	Effect in 2022/23
<u>Savings achieved to date:</u>	£	£
No savings have been specifically identified against the target	0	0
Total Savings achieved at 31 August 2021	<u>0</u>	<u>0</u>
Savings Target *	100,000	
Savings to be achieved at 31 August 2021	<u>100,000</u>	

* GENERAL FUND SAVINGS REQUIREMENT

The General Fund budget set in February 2021 included a savings target of £100,000 consistent with previous years. However, the budget also forecast that the Council would need to use reserves to mitigate Covid specific income losses and some underlying pressures in 2021/22. The Medium Term Financial Strategy (MTFS) report approved by Council in April 2021, and updated in July 2021, included an additional savings target of £1m for 2021/22 to reduce the use of reserves. A further update to the MTFS and proposed approach to achieving savings, will be reported to the Executive in October 2021.

HOUSING REVENUE ACCOUNT

Following the outsource of the housing management services there is little opportunity to achieve further efficiency savings due to the nature of the HRA under the new arrangements. Therefore, no savings target was set for 2021/22.

27/08/2021: COMMUNITY INFRASTRUCTURE (CIL)

FUNDING AVAILABLE BY AREA

Area	Funding Receipts (£)	Funding Commitments yet to be Paid (£)	Money Paid (£)	Available Funding (Receipts less Commitments less Money Paid) (£)
Brookwood Neighbourhood Area	7,239.35	-	-	7,239.35
Byfleet and West Byfleet Ward	11,970.03	6,000.00	-	5,970.03
Canalside Ward	206,383.58	-	-	190,245.33
Goldsworth Park Ward	8,765.50	6,897.56	-	1,867.94
Heathlands Ward	17,379.53	-	-	17,379.53
Hoe Valley Ward	31,884.00	-	-	31,884.00
Hook Heath Neighbourhood Area	50,780.44	15,000.00	-	35,780.44
Horsell Ward	45,805.40	-	-	45,805.40
Knaphill Ward	22,302.18	1,279.26	720.74	20,302.18
Mount Hermon Ward	169,973.80	-	-	169,973.80
Pyrford Neighbourhood Area	28,246.98	-	14,000	14,246.98
Pyrford Ward	5,860.82	-	-	5,860.82
Pyrford Ward within West Byfleet Neighbourhood Area	2,630.77	-	-	2,630.77
St Johns Ward	15,487.65	-	5,632.36	9,855.29
West Byfleet Neighbourhood Area	795,865.01	10,347.36	1,594.68	783,922.97
Total	1,420,575.04	39,524.18	21,947.78	1,342,964.83

CIL is a charge levied on new developments to contribute towards infrastructure delivery. A proportion of the money received from this charge is allocated to Wards or Neighbourhood Areas where the development occurred, to be used for local community projects. Ward Councillors can apply for this funding and work with providers and resident groups to deliver identified community projects. The above table sets out the proportion of the CIL income that has been earmarked for the various Wards and Neighbourhood Areas to date.

**TREASURY MANAGEMENT
INFORMATION**

August 2021

SUMMARY OF EXTERNAL COMMITMENTS

[detailed schedules overleaf]

At 31 July 2021 £'000		At 31 August 2021 £'000	%
External Borrowing Outstanding			
1,726,667	Long-term borrowing ⁽¹⁾	1,755,348	91.6
	Short-term borrowing (less than 12 months)		
117,000	- Three months or more	0	0.0
65,000	- Less than three months	162,000	8.4
0	- Mayoral Charities (including Hospice)	0	0.0
<u>1,908,667</u>	Total Borrowing	<u>1,917,348</u>	<u>100.0</u>
External Deposits			
0	Long-term Deposits	0	0
	Short-term Deposits		
70,000	- invested by WBC Treasury ⁽²⁾	120,000	71.3
94,643	- on call with Lloyds	48,393	28.7
<u>164,643</u>	Total External Deposits	<u>168,393</u>	<u>100.0</u>
Long-term Investments in Group Companies/Joint Ventures ⁽³⁾			
17,818	- Thameswey Energy Limited (TEL)	17,818	n/a *
254,945	- Thameswey Housing Limited (THL)	254,945	n/a *
80,179	- Thameswey Housing Limited (Sheerwater)	80,179	n/a *
47,250	- Thameswey Developments Limited (for THL)	47,250	n/a *
5,000	- Thameswey Developments Limited (Sheerwater)	5,000	n/a *
9,800	- Thameswey Developments (Sheerwater Leisure Centre)	10,800	n/a *
28,014	- Thameswey Developments Limited (for TEL)	28,014	n/a *
33,829	- Thameswey Central Milton Keynes Ltd	33,967	n/a *
993	- Thameswey Solar Ltd	993	n/a *
1,665	- Rutland (Woking) Ltd	1,665	n/a *
578,905	- Victoria Square Woking Ltd	588,492	n/a *
<u>1,058,399</u>		<u>1,069,124</u>	
Long-term Loans to External Organisations			
6,350	- Peacocks Centre	6,350	n/a *
9,256	- Woking Hospice	0	n/a *
101	- A & B Menswear	101	n/a *
75	- Woking Football Club	75	n/a *
1,705	- Freedom Leisure	1,705	n/a *
6,400	- Greenfield School	6,400	n/a *
625	- Wolsey Place	1,053	n/a *
1,500	- Kingfield Community Sports Centre Limited	1,500	n/a *
<u>26,012</u>		<u>17,184</u>	
Share Capitalisations			
6,703	- Thameswey Limited	6,703	n/a *
24,490	- Thameswey Housing Limited	24,490	n/a *
6,000	- Woking Necropolis and Mausoleum Ltd	6,000	n/a *
1	- Woking Town Centre Management	1	n/a *
14	- Victoria Square Woking Ltd	14	n/a *
50	- Municipal Bonds Agency	50	n/a *
50	- SurreySave Credit Union	50	n/a *
500	- Kingfield Community Sports Centre Limited	500	n/a *
<u>37,808</u>		<u>37,808</u>	

(1) £132,796k of the long term borrowing is Housing Revenue Account, with £98,006k of this relating to the Housing Self Financing settlement. The remainder of the borrowing relates to the General Fund.

(2) WBC Treasury utilises AAA rated Money Market Funds operated by Deutsche Bank Advisors, Ignis Asset Management and Federated Hermes Cash Management Fund to manage day to day cash flow.

(3) These investments are used to provide operational assets within the group companies, and consequently fall outside the liquidity measure within the Council's approved Investment Strategy i.e. that a minimum of 65% of investments should mature within 12 months of placing an investment.

Long Term Loans

Public Works Loans Board

Reference	Counter Party Name	Start date	Maturity date	Interest Rate	Loan Type	Principal £m
176519	PWLB	27/03/2020	27/03/2021	1.88 Fixed	Maturity	0.0
505504	PWLB	16/11/2016	16/11/2021	1.58 Fixed	Maturity	25.0
496087	PWLB	13/10/2009	13/10/2024	3.91 Fixed	Maturity	4.0
499430	PWLB	12/03/2012	12/03/2025	3.59 Fixed	Maturity	5.0
506421	PWLB	27/09/2017	31/08/2025	1.95 Fixed	Maturity	8.0
501617	PWLB	05/10/2012	05/10/2026	2.18 Fixed	Annuity	0.9
495369	PWLB	17/03/2009	10/03/2027	3.78 Fixed	Maturity	3.0
489099	PWLB	04/10/2004	04/10/2030	4.75 Fixed	Maturity	5.0
489100	PWLB	04/10/2004	04/10/2031	4.75 Fixed	Maturity	5.0
489952	PWLB	20/05/2005	16/05/2033	4.45 Fixed	Maturity	5.0
503002	PWLB	24/04/2014	24/04/2034	3.69 Fixed	Annuity	1.1
488996	PWLB	26/08/2004	26/08/2034	4.85 Fixed	Maturity	5.0
497990	PWLB	28/09/2010	28/09/2034	4.06 Fixed	Maturity	5.0
489911	PWLB	16/05/2005	16/05/2035	4.55 Fixed	Maturity	5.0
502015	PWLB	22/03/2013	22/03/2037	3.90 Fixed	Maturity	5.0
494140	PWLB	10/12/2007	10/12/2037	4.49 Fixed	Maturity	3.0
501718	PWLB	13/11/2012	13/05/2038	3.78 Fixed	Maturity	5.0
496255	PWLB	01/12/2009	01/12/2039	4.22 Fixed	Maturity	3.0
502580	PWLB	04/10/2013	04/10/2040	4.26 Fixed	Maturity	5.0
494241	PWLB	09/01/2008	10/12/2042	4.39 Fixed	Maturity	3.0
496164	PWLB	04/11/2009	02/11/2049	4.29 Fixed	Maturity	3.0
496526	PWLB	21/01/2010	21/01/2053	4.48 Fixed	Maturity	4.0
494807	PWLB	10/09/2008	10/09/2053	4.41 Fixed	Maturity	3.0
496700	PWLB	19/02/2010	19/09/2053	4.67 Fixed	Maturity	10.0
496599	PWLB	01/02/2010	01/08/2054	4.44 Fixed	Maturity	5.0
496701	PWLB	19/02/2010	19/01/2055	4.67 Fixed	Maturity	10.0
490975	PWLB	10/01/2006	10/01/2056	3.95 Fixed	Maturity	3.0
501032	PWLB	28/03/2012	01/09/2056	3.50 Fixed	Maturity	10.0
492382	PWLB	02/11/2006	02/11/2056	4.05 Fixed	Maturity	6.0
496702	PWLB	19/02/2010	19/10/2057	4.67 Fixed	Maturity	10.0
494733	PWLB	15/08/2008	15/02/2058	4.39 Fixed	Maturity	3.0
494420	PWLB	07/03/2008	07/03/2058	4.41 Fixed	Maturity	3.0
494702	PWLB	04/08/2008	04/08/2058	4.46 Fixed	Maturity	5.0
501025	PWLB	28/03/2012	02/09/2058	3.50 Fixed	Maturity	10.0
496703	PWLB	19/02/2010	19/01/2059	4.67 Fixed	Maturity	10.0
501029	PWLB	28/03/2012	03/03/2059	3.50 Fixed	Maturity	10.0
496600	PWLB	01/02/2010	01/08/2059	4.43 Fixed	Maturity	5.0
501028	PWLB	28/03/2012	01/09/2059	3.50 Fixed	Maturity	10.0
496704	PWLB	19/02/2010	19/10/2059	4.67 Fixed	Maturity	8.0
496257	PWLB	01/12/2009	01/12/2059	4.21 Fixed	Maturity	4.0
496525	PWLB	21/01/2010	21/01/2060	4.46 Fixed	Maturity	4.0
501027	PWLB	28/03/2012	01/03/2060	3.49 Fixed	Maturity	10.0
501024	PWLB	28/03/2012	01/09/2060	3.49 Fixed	Maturity	10.0
497889	PWLB	10/09/2010	10/09/2060	4.04 Fixed	Maturity	5.0
501030	PWLB	28/03/2012	01/03/2061	3.49 Fixed	Maturity	10.0
501026	PWLB	28/03/2012	01/09/2061	3.48 Fixed	Maturity	10.0
499282	PWLB	28/12/2011	22/12/2061	4.11 Fixed	Maturity	5.0
499322	PWLB	20/01/2012	20/01/2062	3.99 Fixed	Maturity	5.0
501031	PWLB	28/03/2012	01/03/2062	3.48 Fixed	Maturity	18.0
503577	PWLB	18/12/2014	18/07/2062	3.22 Fixed	Maturity	3.0
503547	PWLB	15/12/2014	15/12/2062	3.36 Fixed	Maturity	3.0
503658	PWLB	20/01/2015	20/03/2063	2.99 Fixed	Maturity	2.0
503523	PWLB	02/12/2014	02/05/2063	3.45 Fixed	Maturity	3.0
502654	PWLB	04/11/2013	04/11/2063	4.20 Fixed	Maturity	5.0
503517	PWLB	01/12/2014	01/05/2064	3.49 Fixed	Maturity	5.0
504415	PWLB	19/10/2015	19/10/2064	3.25 Fixed	Maturity	9.5
503472	PWLB	20/11/2014	20/11/2064	3.66 Fixed	Maturity	5.0
503499	PWLB	27/11/2014	27/11/2064	3.58 Fixed	Maturity	6.0
504660	PWLB	11/02/2016	11/02/2065	2.92 Fixed	Maturity	3.0
506120	PWLB	09/06/2017	09/06/2065	2.28 Fixed	Maturity	4.5
504298	PWLB	12/08/2015	12/08/2065	3.16 Fixed	Maturity	2.0
504387	PWLB	28/09/2015	28/09/2065	3.18 Fixed	Maturity	5.0
504478	PWLB	18/11/2015	18/11/2065	3.33 Fixed	Maturity	2.0
504531	PWLB	08/12/2015	08/12/2065	3.21 Fixed	Maturity	2.0
504597	PWLB	19/01/2016	19/01/2066	3.13 Fixed	Maturity	2.5
505119	PWLB	20/06/2016	20/04/2066	2.50 Fixed	Maturity	10.0

Long Term Loans

Reference	Counter Party Name	Start date	Maturity date	Interest Rate	Loan Type	Principal £m
505091	PWLB	17/06/2016	17/06/2066	2.57 Fixed	Maturity	10.0
505186	PWLB	30/06/2016	30/06/2066	2.42 Fixed	Maturity	3.0
505365	PWLB	21/09/2016	21/09/2066	2.23 Fixed	Maturity	4.0
505499	PWLB	10/11/2016	10/11/2066	2.47 Fixed	Maturity	8.0
505518	PWLB	30/11/2016	30/11/2066	2.61 Fixed	Maturity	9.0
505724	PWLB	13/02/2017	11/02/2067	2.74 Fixed	Annuity	11.5
505767	PWLB	28/02/2017	28/02/2067	2.68 Fixed	Annuity	19.1
505783	PWLB	02/03/2017	02/03/2067	2.64 Fixed	Annuity	9.6
505922	PWLB	27/03/2017	27/03/2067	2.37 Fixed	Maturity	5.0
506000	PWLB	19/04/2017	19/04/2067	2.50 Fixed	Annuity	4.8
506121	PWLB	09/06/2017	09/06/2067	2.52 Fixed	Annuity	4.8
506306	PWLB	31/08/2017	31/08/2067	2.52 Fixed	Annuity	47.9
506347	PWLB	12/09/2017	12/09/2067	2.50 Fixed	Annuity	9.6
506555	PWLB	07/11/2017	07/11/2067	2.67 Fixed	Annuity	19.3
506564	PWLB	09/11/2017	09/11/2067	2.66 Fixed	Annuity	28.9
506569	PWLB	10/11/2017	10/11/2067	2.63 Fixed	Annuity	19.3
506658	PWLB	23/11/2017	23/11/2067	2.65 Fixed	Annuity	9.6
506730	PWLB	13/12/2017	13/12/2067	2.64 Fixed	Annuity	9.6
506752	PWLB	19/12/2017	19/12/2067	2.30 Fixed	Maturity	10.0
506980	PWLB	02/03/2018	02/03/2068	2.73 Fixed	Annuity	9.7
507084	PWLB	19/03/2018	19/03/2068	2.63 Fixed	Annuity	9.7
507090	PWLB	20/03/2018	20/03/2068	2.61 Fixed	Annuity	9.7
507135	PWLB	26/03/2018	26/03/2068	2.56 Fixed	Annuity	14.5
507136	PWLB	26/03/2018	26/03/2068	2.56 Fixed	Annuity	7.8
507182	PWLB	29/03/2018	29/03/2068	2.54 Fixed	Annuity	9.7
507445	PWLB	31/05/2018	31/05/2068	2.49 Fixed	Annuity	9.7
507623	PWLB	27/07/2018	27/07/2068	2.53 Fixed	Annuity	9.7
507925	PWLB	19/10/2018	19/10/2068	2.68 Fixed	Maturity	6.0
508038	PWLB	14/11/2018	14/11/2068	2.72 Fixed	Annuity	9.8
508052	PWLB	19/11/2018	19/11/2068	2.78 Fixed	Annuity	9.8
508146	PWLB	07/12/2018	07/12/2068	2.75 Fixed	Annuity	58.5
508180	PWLB	11/12/2018	11/12/2068	2.66 Fixed	Annuity	19.5
508231	PWLB	13/12/2018	13/12/2068	2.55 Fixed	Annuity	39.0
508432	PWLB	31/01/2019	31/01/2069	2.56 Fixed	Annuity	9.7
508481	PWLB	11/02/2019	11/02/2069	2.52 Fixed	Annuity	77.9
508610	PWLB	27/02/2019	27/02/2069	2.39 Fixed	Annuity	7.0
508842	PWLB	19/03/2019	19/03/2069	2.55 Fixed	Annuity	19.6
508850	PWLB	20/03/2019	20/03/2069	2.53 Fixed	Annuity	19.6
508869	PWLB	22/03/2019	22/03/2069	2.49 Fixed	Annuity	29.4
508916	PWLB	25/03/2019	25/03/2069	2.39 Fixed	Annuity	48.9
508947	PWLB	26/03/2019	26/03/2069	2.37 Fixed	Annuity	19.6
509003	PWLB	28/03/2019	28/03/2069	2.31 Fixed	Annuity	19.6
509473	PWLB	05/07/2019	05/07/2069	2.15 Fixed	Annuity	19.5
509557	PWLB	26/07/2019	26/07/2069	2.16 Fixed	Annuity	19.5
509591	PWLB	06/08/2019	06/08/2069	2.09 Fixed	Annuity	19.5
509644	PWLB	09/08/2019	09/08/2069	1.93 Fixed	Annuity	19.5
509739	PWLB	20/08/2019	20/08/2069	1.77 Fixed	Annuity	9.7
509874	PWLB	05/09/2019	05/09/2069	1.74 Fixed	Annuity	9.8
116151	PWLB	25/09/2019	25/09/2069	1.82 Fixed	Annuity	9.8
116631	PWLB	26/09/2019	26/09/2069	1.80 Fixed	Annuity	9.8
141733	PWLB	11/12/2019	11/12/2069	3.08 Fixed	Annuity	19.7
156094	PWLB	30/01/2020	30/01/2070	2.85 Fixed	Annuity	19.7
186269	PWLB	16/04/2020	16/04/2070	2.48 Fixed	Annuity	19.8
197955	PWLB	12/05/2020	12/05/2070	2.43 Fixed	Annuity	19.8
292072	PWLB	18/01/2021	18/01/2071	1.71 Fixed	Annuity	9.9
294068	PWLB	21/01/2021	21/01/2071	1.71 Fixed	Annuity	19.9
297978	PWLB	29/01/2021	29/01/2071	1.68 Fixed	Annuity	19.9
304476	PWLB	15/02/2021	15/02/2071	1.87 Fixed	Annuity	14.9
311952	PWLB	02/03/2021	02/03/2071	2.15 Fixed	Annuity	45.0
313114	PWLB	04/03/2021	04/03/2071	2.15 Fixed	Annuity	20.0
323859	PWLB	25/03/2021	25/03/2071	2.13 Fixed	Annuity	10.0
324395	PWLB	26/03/2021	26/03/1971	2.09 Fixed	Annuity	15.0
337369	PWLB	21/04/2021	21/04/2071	2.11 Fixed	Annuity	10.0
353644	PWLB	24/05/2021	24/05/2071	2.23 Fixed	Annuity	20.0
362679	PWLB	14/06/2021	14/06/2071	2.09 Fixed	Annuity	25.0
363703	PWLB	16/06/2021	16/06/2071	2.07 Fixed	Annuity	10.0
365996	PWLB	23/06/2021	23/06/2071	2.02 Fixed	Annuity	20.0
368894	PWLB	01/07/2021	01/07/2071	2.05 Fixed	Annuity	20.0

Long Term Loans

370826	PWLB	06/07/2021	06/07/2071	2.04	Fixed	Annuity	20.0
372808	PWLB	09/07/2021	09/07/2071	1.98	Fixed	Annuity	20.0
374078	PWLB	13/07/2021	13/07/2071	1.98	Fixed	Annuity	20.0
376376	PWLB	19/07/2021	19/07/2071	1.90	Fixed	Annuity	20.0
378261	PWLB	22/07/2021	22/07/2071	1.82	Fixed	Annuity	20.0
380895	PWLB	28/07/2021	28/07/2071	1.80	Fixed	Annuity	30.0
389042	PWLB	12/08/2021	12/08/2071	1.75	Fixed	Annuity	30.0 *

* New loans taken during this period.

Average interest rate 2.63

1,715.8

Long Term Loans

Market Loans

Reference	Counter Party Name	Start date	Maturity date	Interest Rate	Loan Type	Principal
252	LB of Hackney	21/11/2016	19/11/2021	1.38 Fixed	Maturity	3.5
253	Cornwall Council	03/01/2017	04/01/2022	1.30 Fixed	Maturity	6.0
291/296	Barclays Bank plc	31/07/2006	31/07/2076	4.75 Fixed	Maturity	5.0 **
292/295	Barclays Bank plc	31/07/2006	31/07/2076	4.75 Fixed	Maturity	5.0 **
299	Barclays Bank plc	05/04/2007	05/04/2077	3.95 Fixed	Maturity	5.0 **

No new loans taken during this period.

Average interest rate 3.26

24.5

** These loans were previously classified as LOBO (Lender Option Borrower Option) loans. Barclays notified the Council that it had permanently waived its rights under the lender's option of the LOBO feature of the loans to change the interest rate in the future. As a result, the loans effectively became fixed rate loans at their current interest rates with their stated maturities and no risk that the rates will be changed in the future. This change was effective from 28th June 2016.

Lender Option Borrower Option (LOBO) Loan Debt

£15m of the Council's long term borrowing is in the form of loans called LOBOs. These loans have a 'step up' date after which the lender has the option of asking for the interest rate to be increased at specific intervals ('call periods'). Should the lender request a rate increase, the Council has the option of repaying the loan and seeking an alternative source of finance. Some LOBOs have an interest rate increase pre-agreed at the 'step up' date at which the borrower does not have the option to repay. The new rate is referred to as the 'back-end rate'.

Reference	Counter Party Name	Start date	Maturity date	Initial rate	Next Step up date	Back-end rate	Effective rate	Call Period	Principal £m
293	Danske Bank*	05/04/2005	05/04/2055	3.90	05/04/2023	4.75	n/a	6 years	5.0
294/297	Dexia Public Finance Bank*	06/10/2006	06/10/2076	3.89	08/04/2023	4.75	n/a	2 years	5.0
298	Dexia Public Finance Bank	22/11/2006	22/11/2076	3.95	22/11/2026	3.95	n/a	1 years	5.0

*LOBO has stepped up to back-end rate.

Average prevailing interest rate 4.48

15.0

Total Long Term Loans

Average prevailing interest rate 2.66

1,755.3

PRUDENTIAL INDICATORS

Section 1 of the Local Government Act 2003, requires the Council to determine, before the beginning of each financial year, the Council's treasury Prudential Indicators.

On 11 February 2021, the Council determined the following limits for 2021/22:

Operational Boundary for External Debt	£2,149,389,000
<i>Current External Debt as a percentage of Operational Boundary *</i>	90.38%
Authorised Limit for External Debt	£2,159,389,000
<i>Current External Debt as a percentage of Authorised Limit *</i>	89.96%

* The value relating to the estimated PFI liability at 31 August 2021 which is classed as a credit arrangement and comes within the scope of the prudential indicators is: £25,178,000

Deals Outstanding at 31 August 2021

Internally managed deposits

Deal Ref	Counter Party Name	Dates		Interest	
		Start	Maturity	Rate	Principal
2739	DEUTSCHE ASSET & WEALTH MANA	N/A	CALL	0.000	50,000,000.00
2750	FEDERATED HERMES CASH MANAGEMENT FUND	N/A	CALL	0.011	70,000,000.00
					120,000,000.00

Deposits placed on the advice of Tradition UK

Deal Ref	Counter Party Name	Dates		Interest	
		Start	Maturity	Rate	Principal

No applicable deals

Temporary Loans

Deal Ref	Counter Party	Dates		Interest	
		Start	Maturity	Rate	Principal
3438	PORTSMOUTH CITY COUNCIL	10/09/2020	09/09/2021	0.35	15,000,000.00
3439	MIDDLESBROUGH COUNCIL	14/09/2020	13/09/2021	0.25	10,000,000.00
3440	WOKINGHAM BOROUGH COUNCIL	16/09/2020	15/09/2021	0.25	10,000,000.00
3441	CRAWLEY BOROUGH COUNCIL	19/10/2020	18/10/2021	0.30	5,000,000.00
3442	HAMPSHIRE COUNTY COUNCIL	19/10/2020	18/10/2021	0.30	5,000,000.00
3443	GATESHEAD COUNCIL	16/10/2020	15/10/2021	0.30	5,000,000.00
3444	SOMERSET COUNTY COUNCIL PENSION FUND	16/10/2020	15/10/2021	0.35	2,000,000.00
3445	WEST YORKSHIRE COMBINED AUTHORITY	22/10/2020	19/10/2021	0.30	5,000,000.00
3446	GREATER LONDON AUTHORITY	22/10/2020	21/10/2021	0.40	10,000,000.00
3447	CUMBRIA COUNTY COUNCIL	16/11/2020	15/11/2021	0.30	10,000,000.00
3448	LONDON BOROUGH OF HAVERING	17/11/2020	16/11/2021	0.35	5,000,000.00
3449	SPELTHORNE BOROUGH COUNCIL	18/11/2021	17/11/2021	0.30	5,000,000.00
3450	BOLTON METROPOLITAN BOROUGH COUNCIL	18/11/2021	17/11/2021	0.30	10,000,000.00
3451	SOMERSET COUNTY COUNCIL PENSION FUND	18/11/2021	17/11/2021	0.35	5,000,000.00
3462	DERBYSHIRE PENSION FUND	18/02/2021	20/09/2021	0.10	25,000,000.00
3463	ST HELENS MBC	22/02/2021	22/11/2021	0.12	10,000,000.00
3464	DERBYSHIRE PENSION FUND	22/02/2021	22/09/2021	0.10	5,000,000.00
3465	BARNSLEY METROPOLITAN BOROUGH COUNCIL	20/05/2021	22/11/2021	0.06	5,000,000.00
3466	SOUTH GLOUCESTERSHIRE COUNCIL	20/05/2021	22/11/2021	0.06	5,000,000.00
3467	NORTH SOMERSET COUNCIL	20/05/2021	22/11/2021	0.06	5,000,000.00
3468	HAMPSHIRE COUNTY COUNCIL	20/05/2021	22/11/2021	0.06	5,000,000.00
					162,000,000.00

New Deals taken between 1 August 2021 and 31 August 2021

Internally managed deposits

Deal Ref	Counter Party Name	Start	Dates Maturity	Interest Rate	Principal
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No applicable deals

Temporary Loans

Deal Ref	Counter Party Name	Start	Dates Maturity	Interest Rate	Principal
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No applicable deals

Long Term Loans

Deal Ref	Counter Party Name	Start	Dates Maturity	Interest Rate	Principal
389042	PUBLIC WORKS LOAN BOARD	12/08/2021	12/08/2071	1.750	30,000,000.00
					<u>30,000,000.00</u>

**THAMESWEY GROUP
INFORMATION**

August 2021

THAMESWEY GROUP

Thameswey Ltd (TL) is a 100% subsidiary of Woking Borough Council. It is a holding company and has set up a number of subsidiary Companies specialising in low carbon energy generation, housing at intermediate rental, sustainable house building, property development and support services.

The group is made up of the following companies: unless otherwise stated they are 100% subsidiaries of Thameswey Ltd:

Name	Abbr.	Description
Thameswey Central Milton Keynes Ltd	TCMK	100% subsidiary of TEL providing low carbon energy generation in Milton Keynes
Thameswey Developments Ltd	TDL	Property Development on behalf of WBC
Thameswey Energy Ltd	TEL	Low carbon energy generation in Woking
Thameswey Housing Ltd	THL	Provides housing in the Borough. The majority of the housing is provided at intermediate rental
Thameswey Guest Houses Ltd	TGHL	100% Subsidiary of THL. Company began trading on 01/09/2014.
Thameswey Maintenance Services Ltd	TMSL	Operation & maintenance of Thameswey energy stations and ad hoc work for other customers
Thameswey Solar Ltd	TSL	Operates PV panels throughout the Borough
Thameswey Sustainable Communities Ltd	TSCL	Sustainable Energy Consultancy and also runs the Action Surrey project
Rutland (Woking) Ltd	RWL	50% Joint Venture between TDL and Rutland Properties
Rutland Woking (Carthouse Lane) Ltd	RWCL	50% Joint Venture between TDL and Rutland Properties, developed land on Carthouse Lane, Woking
Rutland Woking (Residential) Ltd	RWRL	75% subsidiary of the Thameswey Group via 50% held by THL and 25% by TDL.

For further information please see our website: www.thamesweygroup.co.uk

For information on reducing energy consumption in homes, schools and businesses please see: www.actionsurrey.org

For information on the solar PV installations please visit our website www.thamesweysolar.co.uk

THAMESWEY GROUP
EMPLOYEE NUMBERS
As at 31 July 2021

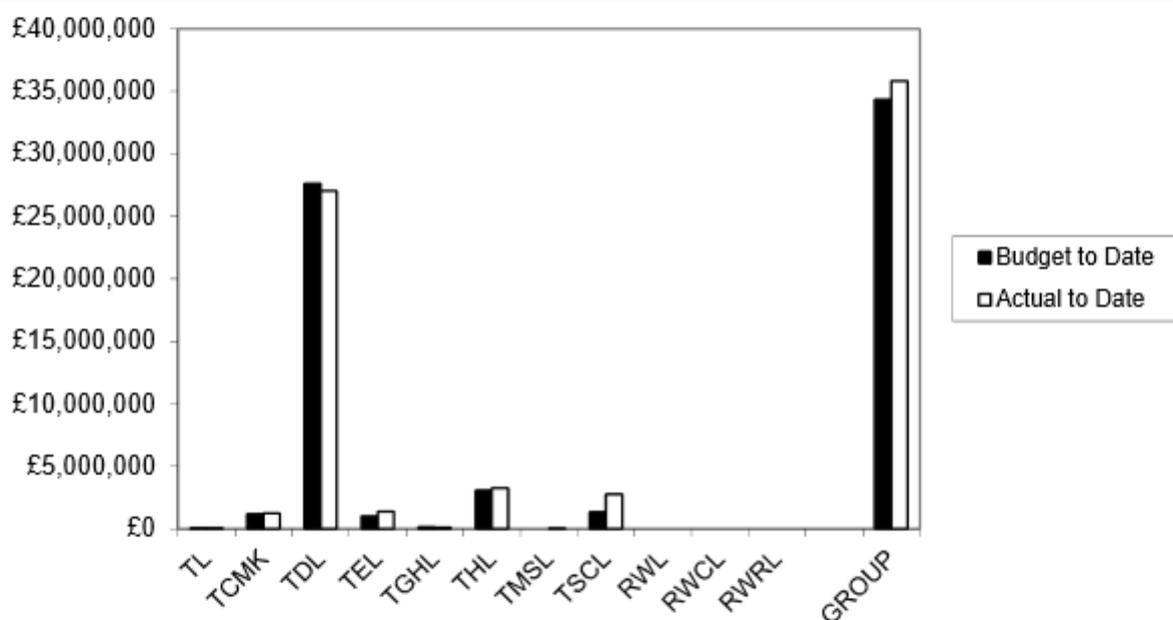
Service Unit	Employee Numbers for Full Time, Part Time, Agency Cover & Casual					
	Full Time	Part Time at FTE	Apprentice	Agency Cover	Casual Staff	Total FTEs
Thameswey Sustainable Communities Ltd	50	0.7	0	0	0	50.7
GROUP	50.0	0.7	0.0	0.0	0.0	50.7

Month	Total FTEs
April	53.7
May	52.7
June	51.7
July	50.7
August	
September	
October	
November	
December	
January	
February	
March	
Average for the year to date	52.2

No other Thameswey Group companies have employees.

THAMESWEY GROUP
SALES INCOME
July 2021

Company	Budget to Date £	Actual to Date £	Variance to Date £	Notes
TSL	0	0	0	
TL	30,667	38,469	7,802	
TCMK	1,158,342	1,214,877	56,535	
TDL	27,607,102	27,022,888	(584,214)	2
TEL	1,003,492	1,383,824	380,332	
TGHL	136,687	123,840	(12,847)	
THL	3,064,660	3,259,155	194,495	
TMSL	0	19,996	19,996	
TSCL	1,333,586	2,769,904	1,436,318	1
RWL				
RWCL				
RWRL				
GROUP	34,334,536	35,832,953	1,498,417	



There is a one month time lag on this report.

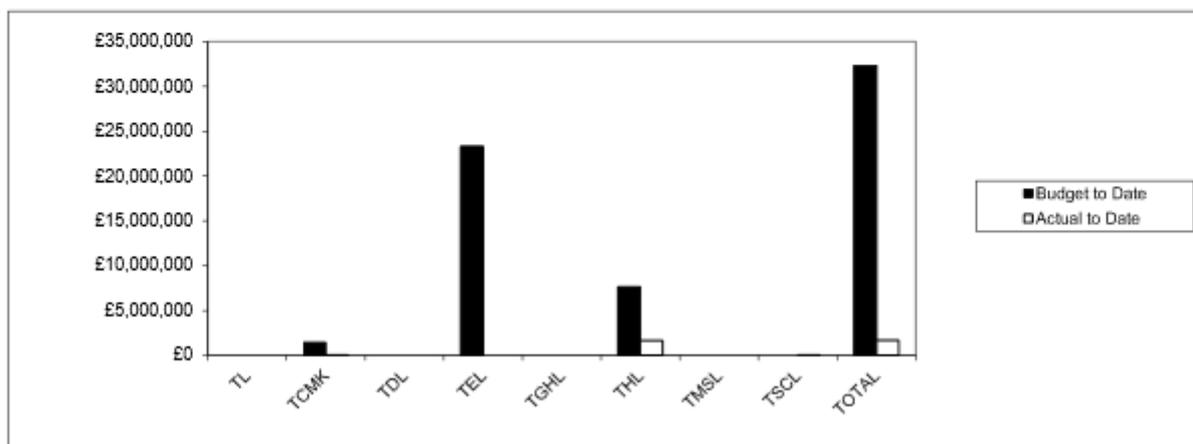
ALL FIGURES SUBJECT TO YEAR END ADJUSTMENTS

Notes

1. TSCL income is exceeding budget due to the Green Homes Grant from BEIS
2. Revenue for TDL includes invoicing for partially completed construction projects

THAMESWEY GROUP
CAPITAL EXPENDITURE
July 2021

Company	Budget to Date £	Actual to Date £	Variance to Date £	Note
TSL	0	0	0	
TL	0	0	0	
TCMK	1,433,000	36,292	(1,396,708)	2
TDL	0	0	0	
TEL	23,316,340	0	(23,316,340)	3
TGHL	0	0	0	
THL	7,610,810	1,605,642	(6,005,168)	1
TMSL	0	0	0	
TSCL	0	17,344	17,344	
TOTAL	32,360,150	1,659,278	(30,700,872)	



There is a one month time lag on this report.

NOTES

1. THL: Capital Expenditure:	£
PEX Software	19,482
2 Bonsey Close	418,800
28 Albert Drive	375,000
6 Raynes Close	444,027
Renovations	348,333
	1,605,642
	0

Please note that Sheerwater properties are recognised quarterly

2. TCMK: Timing variances for asset purchase

3. TEL: Budgeted Capex for July 2021 relates to Poole Road. The project has not yet completed.

THAMESWEY GROUP
NEW LOANS
July 2021

Company	Project	Lender	Start Date	Maturity Date	Interest Rate %	Principal (£M)	Loan Ref
THL	Sheerwater Purple	WBC	22-Apr-21	22-Apr-71	1.93%	1.00	15532
THL	Middle Walk	WBC	13-May-21	13-May-71	3.48%	1.05	10132
THL	Sheerwater Purple	WBC	20-May-21	20-May-71	2.03%	1.00	15534
THL	Sheerwater Red	WBC	20-May-21	31-Mar-23	0.90%	1.50	15535
THL	Sheerwater Copper	WBC	20-May-21	31-Mar-23	0.90%	0.25	15536
THL	Sheerwater Leisure Centre	WBC	01-Jun-21	31-Mar-23	0.85%	1.60	15257
THL	Sheerwater Leisure Centre	WBC	01-Jun-21	31-Mar-23	0.85%	1.10	15258
THL	Harrington Place (Commercial Space)	WBC	08-Jun-21	08-Jun-71	3.50%	1.26	10133
TDL for TEL	Poolo Road	WBC	17-Jun-21	17-Jun-71	2.92%	0.79	14771
THL	Comerstone (Elizabeth House)	WBC	17-Jun-21	17-Jun-71	3.42%	0.75	10134
THL	Sheerwater	WBC	17-Jun-21	17-Jun-71	1.92%	2.31	15537
THL	Sheerwater Purple	WBC	17-Jun-21	17-Jun-71	1.92%	3.39	15538
TCMK		WBC	28-Jun-21	28-Jun-46	3.88%	0.75	11076
THL		WBC	28-Jun-21	28-Jun-71	3.42%	1.06	10135
THL	Sheerwater	WBC	15-Jul-21	15-Jul-71	2.57%	1.54	10135
THL		WBC	15-Jul-21	15-Jul-71	3.48%	3.00	10135
THL		WBC	21-Jul-21	21-Jul-71	3.42%	2.18	10135
TEL	Poolo Road	WBC	07-Jul-21	07-Jul-71	3.04%	2.00	12005
TEL	Poolo Road	WBC	07-Jul-21	08-Oct-21	1.82%	3.00	12006
						29.53	

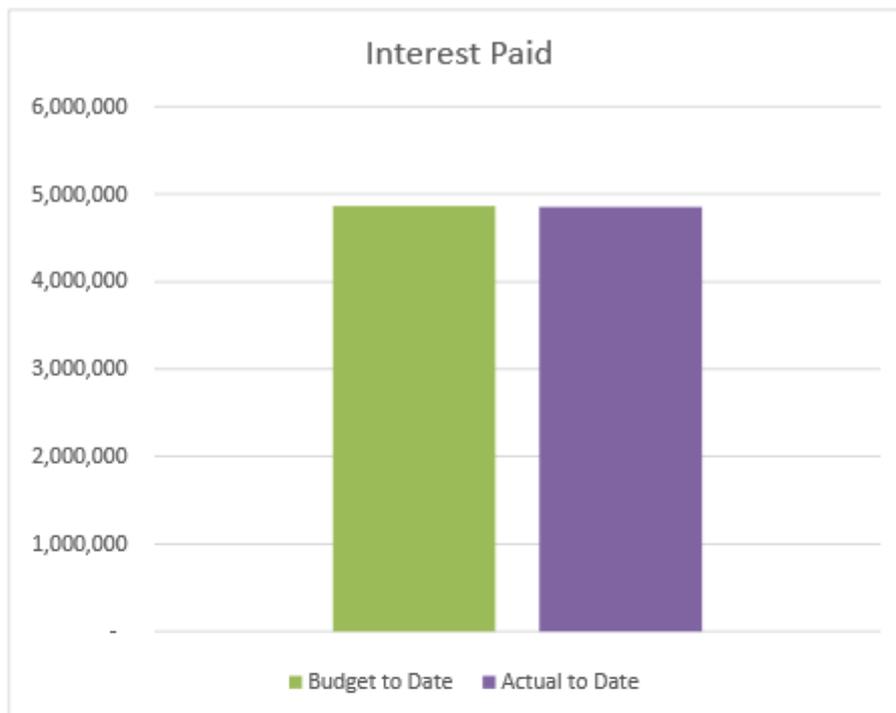
Company	Loan balances as at March-21	New Loans Apr-21 to Mar-22	Less Repayments in period	Net Balance of Loans
	£m	£m	£m	£m
TL				
TCMK	33.39	0.75	0.31	33.83
TDL	89.27	0.79	2.70	87.36
TEL	14.12	5.00	1.30	17.82
TGHL				
THL	314.84	22.99	0.01	337.82
TMSL				
TSL	0.99			0.99
TSCL				
RWL	1.67			1.67
RWCL				
RWRL				
GROUP	454.28	29.53	4.32	479.49

There is a one month time lag on this report.

Note that the Green Book figures exclude inter company loans.

THAMESWEY GROUP
INTEREST PAYMENTS
July 2021

Company	Budget to Date	Actual to Date	Net Financing Cost/(Adverse)	Note
	£	£	£	
TSL	-	-	-	
TL	-	-	-	
TCMK	688,596	642,906	45,690	
TDL	115,416	102,547	12,869	
TEL	419,270	259,907	159,363	
TGHL	-	-	-	
THL	3,640,000	3,845,373	(205,373)	
TMSL	-	-	-	
TSCL	-	-	-	
RWL				
RWCL				
RWRL				
GROUP	4,863,282	4,850,733	12,549	



Interest related to projects under development/construction will be capitalised in the accounts.

Note that the Green Book figures exclude inter company loans.

TDL loan interest relates to Coblands Nursery & Cornerstone property purchases in 2016

There is a one month time lag on this report.

THE OVERVIEW AND SCRUTINY COMMITTEE – 18 OCTOBER 2021

FINANCIAL REVIEW MONTHLY UPDATE

Executive Summary

The Council has commissioned a full, independent and comprehensive review of all the assets and liabilities of the Council and all companies of which it has an interest as a component part of the Medium Term Financial Strategy and integrated service and financial planning.

This report sets out the timetable for the review and how the review will be taken forward following its completion at the end of December 2021.

Recommendations

The Committee is requested to:

RESOLVE That progress on commissioning the independent review of the Council's financial position be noted.

The Committee has the authority to determine the recommendation(s) set out above.

Background Papers:	None.
Reporting Person:	Councillor James Sanderson Email: cllrjames.sanderson@woking.gov.uk
Contact Person:	Leigh Clarke, Director of Finance Email: leigh.clarke@woking.gov.uk ,
Portfolio Holder:	Councillor Ayesha Azad Email: cllrayesha.azad@woking.gov.uk
Shadow Portfolio Holder:	Councillor Ann-Marie Barker Email: cllrann-marie.barker@woking.gov.uk
Date Published:	8 October 2021

1.0 Introduction

- 1.1 At its meeting on 29 July 2021 a motion moved by Councillor Barker and seconded by Councillor Aziz was debated and following a discussion Councillor Azad moved and Councillor Ashall seconded the following amendment which was approved:

“This council calls for a full, independent and comprehensive review of all the assets and liabilities of Woking Borough Council; and all companies in which it has an interest whether by means of shareholding (however large or small) or any other means of influencing the activities of said company. The report is to contain a comprehensive Statement identifying, amongst other things:

- An independent reviewer’s assessment of the current net realisable value of each of the assets
- Full details of all borrowings including their terms and conditions
- Full details of outstanding contractual obligations involving future income to be received and future expenditure to be incurred
- Details of any fixed or floating charges on any assets
- Full details of any grants, loans or other contracts which contain performance conditions which, if not met, would incur financial penalties for the Council or any of its companies. Council officers should work with the Chair of the Overview & Scrutiny Committee to appoint an appropriate independent reviewer

The reviewer must:

- Be allowed full and unfettered access to all the documents and information required
- Provide monthly progress reports to the Overview and Scrutiny Committee.
- Complete the review and the full report by the end of December 2021.”

- 1.2 The Council is an entrepreneurial and commercially orientated Council that has made significant commitment and investment into assets and activity within the borough in order to support:

- regeneration
- the supply of quality and affordable homes
- economic development and
- Council financial independency and resilience.

- 1.3 The Council prides itself on providing a comprehensive range of services for the benefit of the communities of Woking that are enabled and enhanced by its entrepreneurial and commercially orientated approach.

- 1.4 Aligned with our culture of adopting risk management as an integral component of good management and corporate governance and continually seeking new and improved ways of working and establishing sustainable and resilient approaches, the commissioned review will give the Council additional insight to:

- The extent that our interest in Companies aligns to supporting the priorities of the Council

- Opportunities and exposures arising from our long term assets and interests in Companies
 - Key strategic risks facing the Council
 - Market economy context and financing strategies related to key risks and opportunities
 - Short, medium and long term financial considerations
 - A comprehensive statement covering net realisable value of assets, borrowing, contractual obligations, fixed and floating charges, grants, loans or other contracts containing performance conditions
- 1.5 A tender process has been carried out with proposals required from potential suppliers by Friday 1 October. The contract for this work will be awarded following evaluation of these responses. An update will provided at the meeting.
- 1.6 The commencement of the work is scheduled to begin in the week commencing 11th October. The review will produce a final report by the end of December 2021 which will be incorporated into the Medium Term Financial Strategy and implications reported in the Budget report to Executive on 3rd February 2022. The Overview and Scrutiny Committee will consider the report at its meeting on 24th January 2022. Council will be required to approve the budget at their meeting on 10th February 2022.
- 1.7 An update on the progress of the financial review will be presented to the Overview and Scrutiny Committee on 22 November 2021.

2.0 Corporate Strategy

- 2.1 The financial review supports the Council's Corporate plan priority to ensure an innovative, proactive and effective Council by securing the effective use of resources.

3.0 Implications

Finance and Risk

- 3.1 The cost of the financial review will be confirmed at the meeting following evaluation of the proposals. The review has been commissioned via a procurement exercise in order to ensure a high quality report and value for money.

Equalities and Human Resources

- 3.2 There are no equalities or human resource implications arising from this report.

Legal

- 3.3 There are no legal implications arising from this report.

4.0 Engagement and Consultation

- 4.1 The Chair of the Overview and Scrutiny Committee will meet with the team on commencing the review.. The team will also need to engage with council and company officers to ensure a comprehensive understanding of the financial matters to be addressed by the review.
- 4.2 A series of community roadshow events are being established through November 2021, alongside an engagement questionnaire to get community feedback into the priorities for the Council and Communities. This engagement is part of the integrated service and financial planning in order to reflect this engagement in the medium term financial strategy and new Corporate Plan.

REPORT ENDS

OVERVIEW AND SCRUTINY COMMITTEE – 18 OCTOBER 2021

REPORT OF THE FINANCE TASK GROUP

Executive Summary

The Finance Task Group met on 29 September 2021. Set out below is the report from the Chairman of the Task Group.

It was noted that an update to the Victoria Square financial model (particularly in light of the recently announced delay), arrangements with Moyallen and details of loans to external organisations would be tabled at the next meeting in November.

Statement of Accounts

The Task Group discussed the latest status regarding the audit of the 2019/20 accounts and noted that some progress was being made with a further update to be given to the November Standards & Audit Committee.

The 2020/21 accounts were discussed in some detail and the major movements from the previous year were noted, in particular the adjustment to the fair value of the commercial properties of £43m loss and significantly higher pension liabilities. The accounts also included the direct impacts from the pandemic such as the lower car parking income and lower commercial rent albeit mitigated to some extent by government funding.

Investment Programme

A verbal update was given on this item as this year's report is still in progress but a draft version will be circulated to the Task Group once available. No significant changes are expected to the list of suspended projects at this stage.

Budget Progress, Financial Forecast and Medium Term Financial Strategy (MTFS)

A draft version of the Executive report on the MTFS was discussed by the Task Group. The report noted the progress made on the Fit for the Future programme and an outline of the updated savings targets over the next 3 years. An improved brought forward reserves position as of March 2021 was noted but there is still a gap between income and expenditure expected requiring the use of reserves although £10m less than previously forecast over the next 3 years. More details of the savings proposals is expected in the next iteration of reports in November.

The August Green Book was reviewed. Key items discussed were the latest budget outturn, the latest situation regarding long term and short term borrowings and the use of the cash balances of the Council.

Recommendations

The Committee is requested to:

RESOLVE That the report be noted.

The Committee has the authority to determine the recommendation set out above.

Background Papers: None.

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OVERVIEW AND SCRUTINY COMMITTEE – 18 OCTOBER 2021

REPORT OF THE HOUSING TASK GROUP

Executive Summary

The Housing Group met on 21 September 2021. Set out below is the report from the Chairman of the Task Group.

New Vision Homes and brining Housing Services In-house

Good progress is being made on the procurement process to replace the services previously provided by NVH and Breyer Group, including the repairs service and cleaning of council estates.

New Developments

With Hale End Court in Old Woking and Waterman House in Chertsey Road completed the task group will visit to review the facilities in late October.

Property Refurbishment

Refurbishment of kitchens and bathrooms is being delayed by labour and material shortages. The programme is now delayed to 2022

First Homes

The group heard about First Homes, a new government initiative which Councils will be required to use for 20% of affordable homes in developments from 2022. The scheme provides a 30% discount on the market value of a home, with a maximum price up to 250K. Key workers, armed forces and first time buyers are prioritised. With high house prices in Woking only 1 and 2 bedroom homes are likely to qualify. Concerns were raised about the ability of those qualifying for the scheme to raise the likely 10% mortgage deposit required and the impact of the flexibility to secure the right affordable housing at each development.

Recommendations

The Committee is requested to:

RESOLVE That the report be noted.

The Committee has the authority to determine the recommendation set out above.

Background Papers: None.

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