



**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, 11 July 2022 at 7.00 pm in the Council Chamber, Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL.

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

- 1 Apologies for Absence.
To receive any apologies for absence.
- 2 Minutes.
To approve the minutes of the meeting of the Committee held on 6 June 2022 as published.
- 3 Matters Arising from the Previous Minutes. (Pages 5 - 8)
To review any outstanding items from the previous minutes.
- 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.

Pre-Decision Scrutiny.

- 6 Company Governance OSC22-031 - report to follow.

Reporting Person – Joanne McIntosh

- 7 Scrutiny Topic Proposal - Arrangements for Grants - Councillor Davis OSC22-035. (Pages 9 - 20)

Reporting Person – Councillor Kevin Davis

Rebecca Bowden and Peter Cluff from the Community Foundation for Surrey will be attending the meeting for this item.

Matters for Determination.

- 8 Work Programme OSC22-036. (Pages 21 - 36)

- To receive the updated Work Programme for the Overview and Scrutiny Committee
- To consider the Topic Review Selection Form submitted on a Constitutional Review by Councillor Andy Caulfield on 1 June 2022 and acknowledged by the Committee at its meeting on 6 June 2022
- To consider the Topic Review Selection Form on Insulation and Energy Efficiency submitted by Councillor Kevin Davis on 17 June 2022

It should be noted that if any Task Groups are set up, Members should be appointed to them by the Overview and Scrutiny Committee and request that officers prepare draft Terms of Reference for consideration at their first meeting, which would need to be approved by the Committee at its next meeting.

Reporting person: Councillor Ayesha Azad

- 8a Scrutiny Topic Proposal - Review of the Constitution - Councillor Caulfield. (Pages 37 - 40)

- 8b Scrutiny Topic Proposal - Insulation and Energy Efficiency - Councillor Davis. (Pages 41 - 44)

- 9 Interim Performance and Financial Monitoring Review OSC22-032. (Pages 45 - 50)

Reporting Person – Adam Walther

- 10 Quarterly Noise Complaints Update OSC22-033. (Pages 51 - 60)

At its previous meeting, the Overview and Scrutiny Committee noted that a variety of reports were received during the year looking at complaints and it was suggested that the current arrangements should be reviewed to rationalise the approach adopted. The report on noise complaints now before the Committee includes a recommendation that the report should be prepared at six month intervals rather than quarterly. However, the review of the financial and performance monitoring (the 'Green Book') offers an opportunity to consider whether the key performance indicators for complaints, including those areas currently monitored through the Committee, could be reported as part of the financial and performance monitoring information. The details of Freedom of Information requests could also be considered under

the review.

Members are invited to consider this approach as a means of recording key information on complaints in the future.

Reporting Person – Giorgio Framaliccio

- 11 Report from the Housing Infrastructure Fund Housing Outputs Task Group OSC22-034.
(Pages 61 - 68)

To receive a report from the Task Group, following its meeting on 15 June 2022.

Reporting Person – Councillor Adam Kirby, Chairman of the Task Group

- 12 Overview and Scrutiny Training.

Reporting Person – Councillor Ayesha Azad

Training on the roles and responsibilities of the Members of the Overview and Scrutiny Committee has been arranged for the evening of 20 July 2022, with Mark Palmer, Development Director at South East Employers. Whilst the training is aimed at the Members of the Committee, an invitation to attend has been sent to all Elected Members.

In the meantime, guides to scrutiny have been sent to all Members of the Committee, including the Government's Statutory Guide to Overview and Scrutiny, the LGA's Scrutiny for Councillors' Guide and the Good Scrutiny Guide drawn up by the Centre for Governance and Scrutiny. In light of the discussions at the previous meeting of the Committee, details of the Council's responsibility for Councillor Call for Action requests has been circulated to all Elected Members of Woking Borough Council.

Performance Management.

- 13 Performance and Financial Monitoring Information.

To consider the most recent publication of the Performance & Financial Monitoring Information.

Reporting Person – Councillor Ayesha Azad

Task Group Updates.

- 14 Finance Task Group Update.

To receive a verbal update following the meeting of the Task Group on 6 July 2022.

Reporting person – Chairman of the Finance Task Group or representative of the Task Group (elected at meeting on 6 July)

AGENDA ENDS

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For further information regarding this agenda and arrangements for the meeting, please contact Frank Jeffrey, Head of Democratic Services, Ext 3012, Email frank.jeffrey@woking.gov.uk



Mixed Sources

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