



## 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, 20 March 2023 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](http://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 (Pages 5 - 10)  
To approve the minutes of the meeting of the Committee held on 20 February 2023 as published.
  
- 3 Matters Arising from the Previous Minutes OSC23-015 (Pages 11 - 14)  
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.

**Presentations**

6 Enterprise M3

For the Committee to receive a presentation on the work carried out by Enterprise M3 from Stephen Martin, Joint Managing Director of Enterprise M3.

**Matters for Scrutiny**

7 Safer Working Partnership - Community Safety Plan OSC23-018 (Pages 15 - 36)

Reporting Person: Camilla Edmiston

8 Noise Complaints Update OSC23-017 (Pages 37 - 40)

Reporting Person: Emma Bourne

9 Overview of Complaints Received Annual Report OSC23-010 (to follow)

Reporting Person: Joanne McIntosh

**Matters for Determination**

10 Overview and Scrutiny Committee Communications Plan OSC23-016 (Pages 41 - 44)

Reporting Person: Toby Nash / Giorgio Framalitto

11 Annual Report of the Overview and Scrutiny Committee: 2022-23 OSC23-019 (Pages 45 - 56) (appendix 2 to follow)

Reporting Person: Councillor Ayesha Azad

12 Review of Updated Terms of Reference OSC23-020 (Pages 57 - 92)

Reporting Person: Toby Nash / Giorgio Framalitto

13 Recommendations to the Executive Following WEAct Presentation OSC23-021 (Pages 93 - 94)

Reporting Person: Councillor Ayesha Azad

14 Work Programme OSC23-014 (Pages 95 - 112)

Reporting Person: Councillor Ayesha Azad

## Performance Management

15 Performance and Financial Monitoring Information (to follow)

To consider the current publication of the Performance & Financial Monitoring Information.

Reporting Person: Councillor Ayesha Azad

AGENDA ENDS

Date Published – 10 March 2023

For further information regarding this agenda and arrangements for the meeting, please contact Toby Nash, Scrutiny & Democratic Services Officer, Ext 3056, Email [toby.nash@woking.gov.uk](mailto:toby.nash@woking.gov.uk)



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MINUTES  
OF A MEETING OF THE  
**OVERVIEW AND SCRUTINY COMMITTEE**

held on 20 February 2023

Present:

Cllr A Azad (Chairman)  
Cllr J R Sanderson (Vice-Chair)

Cllr K M Davis  
Cllr A Kirby

Cllr R N Leach  
Cllr M I Raja

Also Present: Councillors A-M Barker and P J T Graves

Absent: Councillors H Akberali, A Caulfield, C S Kemp and J P Morley

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Akberali, Caulfield, Kemp and Morley.

**2. MINUTES**

RESOLVED

That the minutes of the meeting of the Committee held on Monday, 23 January 2022 be approved and signed as a true and correct record.

**3. MATTERS ARISING FROM THE PREVIOUS MINUTES OSC23-012**

The Chairman introduced the report on matters raised at previous meetings of the Committee, drawing the Committee's attention to actions undertaken subsequently.

RESOLVED

That the report be noted.

**4. URGENT BUSINESS**

There was no urgent business to discuss.

**5. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**6. AFFINITY WATER - WATER RESOURCES MANAGEMENT PLAN**

Affinity Water did not attend the meeting. The Committee expressed their disappointment and agreed to provide Affinity Water with a further opportunity to attend a future meeting.

**7. WEACT**

Representatives of WEAct, Rupert Devereux, Jamie Gordon and Ellen Pirie, were welcomed to the meeting. The WEAct representatives stated their hope that the Council considered WEAct as a critical friend and emphasised their appreciation for the long history of Climate Change related activities by the Council.

The presentation encouraged the Council to utilise its dual role as influencer and enforcer in the Community to greater effect. The Council was also challenged to further reinforce its climate action and knowledge throughout the organisation.

The recently published Anthesis report, that measured the carbon footprint of the Council, was praised by both the WEAct representatives and Councillors. The report set out three ambitions to reduce the amount of carbon produced; business as usual, low ambition, and high ambition. WEAct registered their strong preference for the Council to pursue the high ambition, which would reduce the Council's carbon footprint by the greatest amount.

The Committee Members and WEAct representatives discussed the potential economic benefits of adopting robust climate change objectives that could create jobs. A focus on renewable energy generation would also mitigate against the current inflated utility costs.

WEAct encouraged the Council to join the UK100, a collection of local authorities that were working together to reach net zero in their areas by 2045, ahead of the national ambition of 2050. Members of UK100 were sharing resources and knowledge to be more effective.

The presentation provided information on Zero, a climate charity in Guildford, which was leading the Leaky Homes campaign and WEAct supported.

Following questions from Members on how to accurately measure carbon production for the Borough, the WEAct representatives pointed to the Centre for Sustainable Energy (CSE). The CSE had produced a tool that provided details of the total carbon production, both direct and indirect, in local communities and authorities based on extensive calculations.

The WEAct representatives recommended, when asked by Members, that Councillors could make an impact by helping those in the private rented sector to make improvements and reduce climate impact. To make more general change, the most effective approach was to show residents that they were contributing to a larger effort and making similar changes to others.

WEAct was due to open a repair café and asked if the Council would provide support for the Café. Councillors were asked to speak to their local community to find those with experience in repairing any and all items to volunteer their time and expertise.

Members expressed an interest in celebrating the activities of the Borough's youth. The creation of a young climate activist award and running an inter-schools competition were both mooted.

The Committee thanked Rupert Devereux, Jamie Gordon and Ellen Pirie for their presentation and agreed to consider areas that could be scrutinised by the Committee.

The Committee agreed to provide recommendations to the Executive.

## **8. ANNUAL UPDATE ON CLIMATE CHANGE OSC23-008**

Lara Beattie, Senior Policy Officer, accompanied by Tracey Haskins, Green Infrastructure Team Lead, was welcomed to the Committee and provided a presentation on the activities of the Council in respect of Climate Change activities over the past year and plans for the forthcoming year.

The Climate Change Strategy, Woking 2050, which was adopted in 2015, was being updated. More commitments had been given by both the Council and nationally since the adoption, the strategy was being updated to reflect these. A draft of the report had been provided to the Greener Woking Working Group and would be submitted for Officer consultation. A public consultation was planned for the Summer.

A Climate Change Supplementary Planning Document was being produced and consultation on that would run in parallel with the Climate Change Strategy public consultation.

On 25 July 2019 Woking Borough Council declared a climate emergency and as part of this a Climate Emergency Action Plan has been produced. The Plan was submitted to the Greener Woking Working Group quarterly for review as well as published to the Council website.

Over the past year, the Council and its subsidiaries had applied for a number of different grants covering a range of infrastructure improvements in the Borough. This had included a £3 million grant from the Government's Public Sector Decarbonisation Fund to improve the Energy Centre operated by ThamesWey at Poole road. The Energy Centre improvements resulted in energy efficiency improvements for two of the Council's office spaces; Midas House and Export House.

The Council had continued working with many partners throughout the year.

In response to the cost of living crisis and inflated utility costs, the Council had opened Warm Hubs throughout the Borough to help those in need.

A proposal was due to be submitted to the Executive, asking to pledge to 'Take the Jump', referring to a campaign for all members of society to make everyday changes.

Building Services was compiling a comprehensive database of utilities used across the Council. Building Services was set to commence a trial of energy monitoring software. The Committee noted Member suggestion to consider as a potential item for scrutiny, results of the trial and if it would be feasible or practicable to employ in Council housing stock.

The Green Infrastructure team was working on a Green Garden guide for residents.

Following questions from Members, Lara Beattie considered that the greatest challenge for the Council to reach net zero by 2030, aside from financial issues, was Officer resource.

To achieve net zero successful bids for external funding would be required which took significant time, and therefore, Officer resource.

The Chair noted the conclusions of the report and recognised the need for accelerated action on the part of the Council.

RESOLVED

That the activities undertaken to date and those planned in furtherance of the Council's climate and ecological emergency declaration, be noted.

**9. FREEDOM OF INFORMATION REQUESTS ANNUAL REPORT OSC23-009**

The Chairman summarised the annual Freedom of Information Requests report, noting that 739 requests had been received over 2022, a significant increase on the number received in 2021 (632).

RESOLVED

That the report be noted.

**10. REVIEW OF THE AMENDED CONSTITUTION OSC23-011**

The Committee welcomed Joanne McIntosh, Director of Legal and Democratic Services, to the meeting.

At its meeting on 11 July 2022, the Committee had agreed to recommend that the Constitution should be reviewed, following a Scrutiny Topic Review Selection Form submitted by Councillor Caulfield. Joanne McIntosh had undertaken to redraft the Constitution and had subsequently provided an update to the Committee at its meeting held on 26 September 2022.

The Committee thanked Joanne McIntosh for the amended Constitution and commended the hard work from all contributors in producing the new draft document. Members expressed satisfaction with the modernised format and user-friendly language which would increase its usability, noting that the new draft benefitted from several new sections.

As part of the changes to the Constitution, it had been proposed that a Corporate Governance Group should be set up. The Group's mandate would be to keep the Constitution under review and report on any recommended updates at regular intervals.

Members provided several recommendations. It was requested that the explanations for Councillor term length, Points of Order and Personal Explanations be clarified and Joanne McIntosh confirmed that these would be addressed. Some Members reaffirmed their view that etiquette at Committee be enforced asked that guidance be reiterated to all Members before the next Council meeting.

Members stressed expectation that the creation of Deputy Portfolio Holders would not equate to an increase in allowance for those Members. Joanne McIntosh confirmed that this was not the intention but was for Councillors to gain experience and share responsibility. Joanne McIntosh advised Members that there was to be a separate review of Councillor allowances at a future date.



The Committee briefly discussed the recently resolved Motion to Council regarding verbatim questions and responses and whether it should be incorporated into the Constitution. Joanne McIntosh advised that the Constitution could not include such level of detail.

The Committee noted that the amended Constitution would in due course be presented to the Standards and Audit Committee, the Executive and finally Council.

RESOLVED

That the report be noted.

#### **11. WORK PROGRAMME OSC23-013**

The Chairman introduced the report on the updated Work Programme, drawing the attention of Members to the key changes since the document had been received at the Committee's previous meeting.

The invitation of Thames Water, as a Matter Arising from the previous Minutes, had been added as a suggested addition to the Work Programme.

RESOLVED

That the Work Programme be noted.

#### **12. PERFORMANCE AND FINANCIAL MONITORING INFORMATION**

The Members of the Committee reviewed the most recently published Performance & Financial Monitoring Information.

RESOLVED

That the Performance and Financial Monitoring Information (November 2022) be noted.

The meeting commenced at 7.00 pm  
and ended at 8.50 pm.

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_



## OVERVIEW AND SCRUTINY COMMITTEE – 20 MARCH 2023

### MATTERS ARISING FROM THE PREVIOUS MINUTES

#### Executive Summary

This report provides an update on matters arising from the previous meetings of the Overview and Scrutiny Committee. The details summarise the progress made on achieving the desired outcomes from decisions taken by the Committee and requests from individual Elected Members. Once an action has been closed and the outcome reported to the Committee it will be removed from future reports.

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 a regular report that is brought the Committee and covers the actions identified at the previous meetings. The next version of this report, listing any actions previously identified together with the progress achieved shall be brought to the next meeting of the Overview and Scrutiny Committee on 5 June 2023.

#### Recommendations

The Committee is requested to:

**RESOLVE That** the report be noted.

The Committee has the authority to determine the recommendation set out above.
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<b>Background Papers:</b>	None.
<b>Reporting Person:</b>	Councillor Ayesha Azad cllrayesha.azad@woking.gov.uk
<b>Portfolio Holder:</b>	Councillor Ann-Marie Barker cllrann-marie.barker@woking.gov.uk
<b>Shadow Portfolio Holder:</b>	Councillor Ayesha Azad cllrayesha.azad@woking.gov.uk
<b>Date Published:</b>	10 March 2023

Matters Arising from the Previous Minutes

Update on Actions Arising from the Overview and Scrutiny Committee held on 23 January 2023.

Minute 3		Matters Arising from the Previous Minutes
3.1	Action	<i>From Minute 6 of the meeting held on 21 November 2022 - Celebrate Woking 2022/2023 Review and Forward Plan.</i> Officers were asked to explore means of promoting events held by local sports clubs in the 2023 Celebrate Woking programme.
	Progress	A promotion inviting all local clubs to submit their events to the 2023 calendar was included in the last edition of Woking Magazine. Officers will continue to monitor this.
	Responsible Person	Riëtte Thomas
	Status	Completed
3.2	Action	<i>From Minute 8 of the meeting held on 23 January 2023 – Joint Waste Solutions Performance Review, Forward Plan and Interim Strategy.</i> JWS to clarify the procedures for ‘missed bin’ reporting. This will use common ‘missed bin’ scenarios to outline the customer journey for reporting, any exceptions, feedback & resolution processes.
	Progress	A response is being prepared by Joint Waste Solutions.
	Responsible Person	Mark Tabner
	Status	Ongoing
3.3	Action	<i>From Minute 8 of the meeting held on 23 January 2023 – Joint Waste Solutions Performance Review, Forward Plan and Interim Strategy.</i> JWS to clarify the formula for calculating the Green Book indicator - number of missed bins per 100,000 collections and explain which incidents are included or excluded from the calculation.
	Progress	A response is being prepared by Joint Waste Solutions.
	Responsible Person	Mark Tabner
	Status	Ongoing

Matters Arising from the Previous Minutes

Minute 6		Affinity Water – Water Resources Management Plan
6.1	Action	Re-invite Affinity Water as they did not attend either the meeting held on 23 January or that held on 20 February.
	Progress	Affinity Water has confirmed that they are reviewing why their representative did not attend and the Council awaits their response.
	Responsible Person	Toby Nash
	Status	Ongoing

Minute 7		WEAct
7.1	Action	The Committee agreed to provide recommendations to the Executive on actions the Council should consider following the presentation:
	Progress	An item has been added to the agenda with a list of recommendations for the Committee to submit to the Executive.
	Responsible Person	The Overview and Scrutiny Committee / Chairman / Giorgio Framaliccio
	Status	Completed

Minute 8		Annual Update on Climate Change
8.1	Action	A request from Committee Member to add to the Work Programme Scrutiny of the results of the energy monitoring software trial currently being undertaken by Building Services.
	Progress	Officers have advised that the pilot is in its earliest stages and limited to only the largest commercial buildings. It is planned that the Greener Working Working Group will receive any results of the pilot.
	Responsible Person	Lara Beattie / Building Services.
	Status	Completed

Matters Arising from the Previous Minutes

Minute 10		Review of the Amended Constitution
10.1	Action	For clarification to be made regarding the Councillor election term length.
	Progress	The clause has been rewritten and will be reflected in the item when presented at the Standards Committee.
	Responsible Person	Joanne McIntosh
	Status	Completed
10.2	Action	As a courtesy to all Councillors, the Director of Legal and Democratic Services will communicate clarity on Committee etiquette, appropriate use of Points of Order and Personal Explanations ahead of the next Council meeting.
	Progress	Explanations have been provided to all Members.
	Responsible Person	Joanne McIntosh
	Status	Completed

OVERVIEW AND SCRUTINY COMMITTEE – 20 MARCH 2023

## SAFER WOKING PARTNERSHIP – COMMUNITY SAFETY PLAN

### Executive Summary

This report provides the Overview and Scrutiny Committee with the opportunity to scrutinise the draft Safer Woking Partnership Plan 2023-26.

The plan for 2023-26 remains very similar to previous plans with 5 key priority areas of: Anti-Social Behaviour; Crime; Drugs and Alcohol, Reducing Reoffending and Preventing Violent Extremism.

The draft plan proposals were considered by the Community Safety Task Group at its meeting on 8 March 2023 where it was approved in principle for publication subject to scrutiny by this Committee. The Joint Committee has previously agreed to delegate approval, in consultation with the Chair of the Community Safety Task Group, to make any minor amends as a result of scrutiny by the Overview and Scrutiny Committee so that the Partnership Plan may be published as promptly as possible after this meeting. Should the Overview and Scrutiny Committee have any significance issues of concern, the matter will be referred back to the Community Safety Task Group to consider prior to publication.

### Recommendations

The Committee is requested to:

#### **RESOLVE That**

the Safer Woking Partnership Plan 2023-26 be noted.

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

<b>Background Papers:</b>	None
<b>Reporting Person:</b>	Camilla Edmiston, Community Safety Officer Email: Camilla.Edmiston@woking.gov.uk, Extn: 3080
<b>Contact Person:</b>	Camilla Edmiston, Community Safety Officer Email: Camilla.Edmiston@woking.gov.uk, Extn: 3080
<b>Portfolio Holder:</b>	Councillor Ellen Nicholson Email: cllrEllen.Nicholson@woking.gov.uk
<b>Shadow Portfolio Holder:</b>	Councillor Melanie Whitehand Email: cllrMelanie.Whitehand@woking.gov.uk
<b>Date Published:</b>	10 March 2023





### 1.0 Introduction

- 1.1 This report provides the Committee with the opportunity to scrutinise the draft Safer Woking Partnership Plan 2023-26. A local assessment supported the decision making on the priorities for the plan, as well as other data, such as crime and anti-social behaviour, Surrey and officers' knowledge and experience. Public consultation information was also taken into consideration.
- 1.2 The Police and Justice Act 2006 gave local authorities responsibility for considering crime and disorder matters. On 6 December 2010 the Overview and Scrutiny Committee agreed a recommendation in a report on a suggested scrutiny agreement. This agreed that each new Safer Woking Partnership Plan would be brought annually to the Overview and Scrutiny Committee for appropriate scrutiny.

### 2.0 Development of the Safer Woking Partnership Plan

- 2.1 The Crime and Disorder Act 1998 placed a new duty on the police and local authorities to work together to develop and implement three-year strategies to tackle crime and disorder. These strategies are now based on an annual strategic assessment which aims to provide partnerships with intelligence and evidence of the priorities and problems for their partnership that will inform effective and responsive delivery structures.
- 2.2 Annual assessment work identifies current and possible future crime, disorder and substance misuse issues from sound evidence and analysis of data obtained via Surrey and relevant agencies. Locally officers have considered appropriate data and information which, when coupled together with their knowledge and experience, has led us to agree to carrying forward the current key priorities, with some minor amendments, for the production of the draft Safer Woking Partnership Plan 2023-26 Priorities and Action Plan (see Appendix 1). The background information regarding the partnership and legislation has now been separated from the action plan for simplicity and can be found attached (see Appendix 2).
- 2.3 The plan has 5 key priority areas as follows:
  - Anti-Social Behaviour - includes identifying and supporting victims and addressing key hotspot locations and problem individuals;
  - Crime - targeting crime prevention for fraud, domestic abuse, child exploitation (a national and local priority), hate crime and serious organised crime, while supporting victims appropriately;
  - Drugs and Alcohol - addressing the priorities contained in the Surrey Substance Misuse Strategy;
  - Preventing Violent Extremism - awareness raising and training for frontline staff;
  - Reducing Reoffending - focusing on the support and development of the current multi-agency approaches with suitable interventions targeted at the most prolific offenders.
- 2.4 Following scrutiny by the Overview and Scrutiny Committee the final plan will be published on the Woking Borough Council web site, unless there is a significant issue in which case the matter will be referred back to the Community Safety Task Group for further consideration. The implementation of the plan will be monitored by the Community Safety Task Group of the Joint Committee with quarterly action plan reports. The quarterly reports will continue to be circulated to all borough and county members.

### **3.0 Corporate Strategy**

3.1 There was a recent programme of community engagement roadshows and a survey that has helped in the development of our Corporate Strategy. This partnership plan will enable us to respond to the following that were identified through this consultation:

- Make the borough a safe place for everyone
- Support older and vulnerable people in our community
- Ensure that all of our towns and villages are thriving places.

### **4.0 Implications**

#### Finance and Risk

4.1 It is anticipated that the work on the implementation of the partnership plan can be accommodated within existing resources and funding, but it may include bidding for funding for specific projects.

4.2 There are no known implications for risk.

#### Equalities and Human Resources

4.3 There are no known equality implications.

4.4 It is currently anticipated that the implementation work can be accommodated within existing staffing resources.

#### Legal

4.5 The production of the strategic assessment and the publication of the partnership plan fulfil some of the statutory requirements of the Crime and Disorder Act 1998.

4.6 Much of the work within the plan supports our responsibilities under Safeguarding.

### **5.0 Engagement and Consultation**

5.1 The community engagement platform was used to carry out a survey of residents on crime, anti-social behaviour and community safety. In total 189 questionnaires were completed from residents across the borough. This was used to inform the decisions on priorities and the action plan for the Safer Woking Partnership Plan. Some summary information is provided in Appendix 3.

REPORT ENDS

## Safer Woking Partnership Priorities

Note: The priorities below are listed alphabetically not in a priority order

Priority	Detail
1	<p><b>Antisocial behaviour (ASB)</b></p> <ul style="list-style-type: none"> <li>• Identify and support repeat and vulnerable victims of ASB and tackle the anti-social behaviour of individuals and families through the CHaRMM process and the Family Support Programme (FSP)</li> <li>• Identify and address hotspot locations of ASB, particularly repeat locations, reported and actioned as appropriate through the JAG process and, if involving Serious and Organised Crime (SOC), through the SOC JAG</li> <li>• To safeguard public spaces through the removal of disorder by appropriate use of Dispersal Orders, PSPOs and other appropriate ASB legislation.</li> <li>• Take steps to address key anti-social behaviours as identified through consultation.</li> </ul>
2	<p><b>Crime</b></p> <ul style="list-style-type: none"> <li>• Educating young people around dangers of carrying knives.</li> <li>• Tackling domestic abuse is a key priority recognised county wide <ul style="list-style-type: none"> <li>○ Raise awareness of domestic abuse, how to report it and how to get support</li> <li>○ Work with our local specialist domestic abuse service, Your Sanctuary, in the provision of support to survivors of domestic abuse living in our community</li> <li>○ Work with the Domestic Abuse Management Board to implement the Surrey Domestic Abuse Strategy and support local and county wide campaigns</li> </ul> </li> <li>• Promote partnership resilience and awareness of Serious and Organised Crime, including County Lines, Cuckooing, Child Exploitation (Criminal and Sexual), Modern Slavery, fraud and Organised Crime Groups through partnership and community/business training and joint responses to local problems, such as the Risk Management Meeting (RMM)</li> <li>• Tackle and raise awareness of Hate Crime across the Borough and build up community confidence in reporting incidents</li> <li>• Work with Partners to ensure that victims, where appropriate, receive a multi-agency approach to safeguarding</li> <li>• Promotion of intelligence submissions from non-Police partners</li> </ul>

<p>3</p>	<p><b>Drugs and Alcohol</b></p> <ul style="list-style-type: none"> <li>• Support appropriate partnership work that will assist with the implementation of the Woking Health and Wellbeing Strategy and Action Plan</li> <li>• Development and implementation of suitable activity to tackle issues of concern in the town centre, particularly around the night-time economy, which includes supporting the PSPO, town centre dispersal orders and Woking Street Angels</li> <li>• Support the local implementation of the Surrey Substance Misuse Strategy</li> <li>• Tackle local issues through local operations, including test purchasing and licencing reviews</li> <li>• Partnership support to proactive Police led operations to tackle drug supply and exploitation of the vulnerable</li> <li>• Treatment pathways - to support and monitor Woking offenders in accessing and engaging with the treatment pathway for drug and alcohol misuse</li> </ul>
<p>4</p>	<p><b>Preventing violent extremism</b></p> <ul style="list-style-type: none"> <li>• Work together on the implementation of relevant aspects of local agency Prevent plans</li> </ul>
<p>5</p>	<p><b>Reducing reoffending</b></p> <ul style="list-style-type: none"> <li>• To work in partnership in assessing, managing and implementing Court sentences for those convicted offenders who have the greatest impact on the community in Woking through MARAC (Multi Agency Risk Management for high-risk DA cases), IOM (Integrated Offender Management), MAPPA (Multi-Agency Public Protection Arrangements for violent and sexual offenders) and MATAAC (Multi Agency Tasking and Coordination for DA perpetrators)</li> <li>• To contribute to the assessment and action planning of offenders who present a detrimental impact upon the community in Woking via the CHaRMM process</li> <li>• To continue to support the work of the Women's Support Centre Surrey</li> <li>• To work with Surrey Family Support Service in successfully managing the transition of young adult offenders into the adult Probation system</li> <li>• To support and monitor Woking offenders in accessing and engaging with the treatment pathway for drug and alcohol misuse</li> <li>• Community Payback - to empower people on probation to complete their community payback hours whilst learning new skills and improving their employment prospects and developing confidence in those harder to reach people.</li> <li>• To work with community partners to deliver the order of the Court through projects that benefit the local community.</li> </ul>

**Action Plan for 2023/24**

<b>Area</b>	<b>Delivery</b>	<b>Success measures</b>	<b>Target</b>	<b>Monitor/leads</b>
<b>Anti-social behaviour</b>	PSPO monitored through agreed enforcement strategy, reporting at JAG	Accurate recording of breaches  Referrals made from identified repeat offenders  FPN or Court outcomes	Throughout duration of action plan	Oli Walker
	Partnership ASB locations and themes reporting at JAG	Number of relevant referrals received or number of referrals completed	JAG meetings (every 6-7 weeks)  SOC JAG meetings (every 6-7 weeks)	Camilla Edmiston  Nell Rodriguez
	Partnership ASB week w/c 3rd July 2023	Successful running of media/awareness raising event  Specialist operations as appropriate	W/c 3rd July 2023	Oli Walker  Nell Rodriguez
	Engagement to Woking community in understanding ASB and tools used to tackle it: <ul style="list-style-type: none"> <li>• Article in Woking magazine focusing on ASB</li> <li>• Celebrating success in ASB</li> <li>• Consult with residents where appropriate</li> <li>• Attend Community events / engagement stands</li> </ul>	Record of articles produced/disseminated  Promotion of ASB week  Retain any consultation undertaken  Record events attended designed to target identified issues	Throughout duration of action plan	Oli Walker  Nell Rodriguez

<b>Crime</b> <ul style="list-style-type: none"> <li>• Knife Crime</li> <li>• Domestic Violence</li> <li>• Hate Crime</li> <li>• Serious and Organised Crime (SOC)</li> </ul>	Knife Crime – specifically around young people carrying knives	1-1 engagement with any identified young person  Intelligence led targeting  Monitor reoffending levels	Throughout duration of action plan	Nell Rodriquez
	DA awareness week  White Ribbon campaign	Promotion of week and online campaign  Social media campaign and staff awareness sessions	June 23  25 <sup>th</sup> Nov – 10 <sup>th</sup> Dec 2023	Camilla Edmiston
	Support Hate crime awareness week 8th-16th October 2023, including case study	Successfully run media and awareness raising of event	8th-16th October 2023	Nell Rodriquez  Oli Walker
	Support the county lines intensification weeks	Support the county delivery mechanism	Throughout duration of action plan	Surrey Police  County Lines Coordinator  National Crime Agency
	Promote awareness of Child Exploitation and how to identify it  Encouraging submission of partnership intelligence forms	Promote through CHaRMM / SOCJAG and record forms submitted	Throughout duration of action plan	Nell Rodriquez  Camilla Edmiston

<b>Drugs and alcohol</b>	Support Surrey Substance Misuse Strategy	Support the county delivery mechanism	Throughout duration of action plan	Smart Group Women's Support
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				Centre Police Checkpoint
	Support current licensing initiatives	Support efforts to establish local Pubwatch	Throughout duration of action plan	Matt Cobb Leslie Sumner
	Continue with Test Purchasing operations locally	Record results of pre-planned operations  Respond to any intel around premises suspected of selling unlawfully	Throughout duration of action plan	Leslie Sumner
<b>Preventing Violent Extremism</b>	Awareness raising and information sharing	Promote through multi agency meetings.  Support the county delivery mechanism	Throughout duration of action plan	Nell Rodriquez  Camilla Edmiston
	Monitoring for future training opportunities	Disseminate any national training packages to all staff	Throughout duration of action plan	Nell Rodriquez  Camilla Edmiston
	Provide WBC response to the annual Counter Terrorism Local Profile	Sharing any local data or insights with Counter Terrorism Policing South East	December 2023	Camilla Edmiston
<b>Reducing Reoffending</b>	Scoping of partnership prevention visits of top offenders	Identify prolific offenders and visit with relevant organisations outside of Police	Throughout duration of action plan	Nell Rodriquez

	Promotion of the Women’s Support Centre	Promote through multi agency meetings and any suitable organised events	Throughout duration of action plan	Leanne Spiller Camilla Edmiston
	Utilise opportunities within Probation, such as the Community Payback scheme	Delivery of unpaid work requirements eg Spring Clean	Throughout duration of action plan	Peter Nicholls





## **Safer Woking Partnership**

### **Partnership Plan**

**2023-2026**

#### **Aims**

The Safer Woking Partnership has the following aims:

- To identify, protect and support the most vulnerable people and areas in our communities, and tackle offenders who are involved in criminal and/or antisocial behaviour
- To promote crime prevention to maintain the low levels of crime and disorder
- To promote reassurance
  - to involve the public and work with all communities to reduce the fear of crime and provide people with a sense of safety and reassurance
  - to improve education/knowledge for the public to support their own feelings of safety

The partnership will:

- Work jointly with other statutory and voluntary agencies
- Build capacity within the neighbourhoods and communities to enable them to contribute to the delivery of the aims of this plan.

## Key Priorities for the Safer Woking Partnership

The priorities that were identified through a local assessment and agreement are set out in the Priorities and Action Plan document. They were identified by an analysis of key data sets, a review of national and regional targets and draw on the knowledge and experience of local partnership officers. In addition to information provided by statutory partners, consultation with local residents was undertaken through the Woking Borough Council Engagement platform.

For each priority issue, we will use the following methods to address them:

### 1. Established partnership delivery mechanism, including:

- JAG: The Joint Action Group (JAG) is a multi-agency problem solving group which deals with problem locations in the borough and meets every six or seven weeks. They consider issues including antisocial behaviour, rough sleeping and arson.
- SOC JAG: This is a meeting that discusses problem areas related to Serious Organised Crime (SOC), such as County Lines, cuckooing, modern slavery and human trafficking. It meets every six or seven weeks before JAG.
- CHaRMM: The Community Harm and Risk Management meeting (CHaRMM) is a multi-agency problem solving group which supports victims and deals with problem individuals or families in the borough and meets on a monthly basis.
- PPYP - Prioritising Prevention for Young People. This is a multi-agency approach to being pro-active regarding young people in Surrey that need help and support.
- PPOMP: Priority and other Prolific Offenders Management Panel meets monthly, works with prolific offenders and fast tracks them through the Criminal Justice System.
- MAPPA: Multi Agency Public Protection Agreement meets monthly and monitors dangerous individuals, including sex offenders.
- MARAC: Multi Agency Risk Assessment Conference where high-risk domestic abuse cases are assessed and appropriate actions agreed on a monthly basis.
- MATAAC: Multi Agency Tasking and Coordination for serial domestic abuse perpetrators
- RMM: Risk Management Meeting meets weekly to monitor and risk assess missing and exploited children.
- Surrey Youth Offending Family Support - To work with Targeted Youth Support/Surrey Youth Offending Service in successfully managing the transition of young adult offenders into the adult Probation system.
- MASH: The Surrey Multi Agency Safeguarding Hub (MASH) is the initial point of contact that aims to improve the safeguarding response for children and adults at risk of abuse or neglect through better information sharing and high-quality and timely responses.
- MEAM – Surrey Probation are linking in with Surrey Adult Matters – our local version of the making every adult matter. This is a wraparound support service for

those people with multiple disadvantages, not just for those with criminal convictions; but here there is often a significant overlap.

- Domestic Abuse (DA) Forum is a multi-agency group that helps to deliver the county domestic abuse strategy at a local level.
- Domestic Abuse Management Board meets quarterly and oversees county wide domestic abuse work, including any campaigns.
- Licensing Tasking Meeting: This group meets monthly and provides Surrey Police, Surrey County Council Trading Standards and Woking Borough Council the opportunity to discuss any concerns regarding licensed premises, agree actions and is used as the primary source for arranging joint agency enforcement work.
- The Family Support Programme is a programme of intensive support offered to the most vulnerable and/or chaotic families in the Borough to help them achieve positive changes in their lives.
- Surrey Family Safeguarding team – Probation specialist domestic abuse workers will work alongside mental health and substance misuse workers in this team. To engage in work with these three key issues of mental health, substance misuse and domestic abuse including with families who are not in the criminal justice system.
- Youth Engagement Scheme (YES) run by Surrey Fire and Rescue Service, which is aimed at addressing anti-social behaviour, youth crime, low self-esteem and low motivation for those aged 14-17.
- Firewise Scheme run by Surrey Fire and Rescue Service which offers counselling for juvenile fire setters.
- The Health and Wellbeing Action Plan of the Woking Joint Committee.
- Woking Integrated Youth Strategy and Action Plan.
- Voluntary organisation networks, including Woking Neighbourhood Watch, Residents Associations and Woking Street Angels.

## **2. Mainstream agency work**

Where the issue identified is the core responsibility of one of the partner agencies this will be dealt with through those particular agencies business processes. This includes the local authority's plans, relevant ICB plans, the Surrey Fire and Rescue Local Station Plan for Woking and the Local Policing Plan.

## **3. Support to victims**

To ensure that victims are at the heart of every investigation and that the Victim Code is applied in every case to promote confidence in crime reporting and every police response.

Promote and encourage the use of the Community Trigger where victims of anti-social behaviour indicate they are not happy with any previous attempts to resolve the ASB. Ensure that opportunities are taken to raise awareness of this process through websites, events and campaigns such as ASB week.

Promote the use of the online reporting of anti-social behaviour via Woking Borough Council's website by using existing networks such as Neighbourhood Watch and social media.

To assist women who have been victims by continuing to support the work of the Women's Support Centre Surrey.

## **Background**

The 1998 Crime and Disorder Act gave local agencies shared responsibility for developing and introducing strategies to reduce crime and disorder in their area. The agencies come together as the Community Safety Partnership (CSP), known locally as the Safer Woking Partnership. Statutory members include:

- HM Prison and Probation Service
- North West Surrey Clinical Commissioning Group
- Surrey County Council
- Surrey Fire and Rescue Service
- Surrey Police
- Woking Borough Council

## **Data Collection**

Annually the CSP conducts an assessment of crime and disorder and consults with the community regarding areas of concern. Following the assessment emerging partnership priorities and action plans are agreed. They are identified by an analysis of key data sets, a review of national and regional targets and draw on the knowledge and experience of local partnership officers.

The data, which forms the basis of this analysis, has been drawn from a variety of sources and partner agencies across Woking and the broader Surrey area. These include:

- County Council data and intelligence
- Borough Council data and intelligence
- Police crime and incident data, intelligence and tactical assessment
- Health data

Included in this assessment work is a review of any public consultation carried out locally.

## **Woking Joint Committee/Woking Strategic Partnership Board**

The Woking Joint Committee previously held delegated responsibility for community safety and acted as the local Community Safety Partnership, using a Community Safety Task Group with statutory representatives. This committee is being disbanded at the end of the Municipal Year (May 2023) and being replaced by new partnership arrangements. The work of the Group will continue under the new name of the Safer Woking Partnership Group, which will report to the Woking Strategic Partnership Board once established.

## Health and Wellbeing Board

In 2020 the Community Safety Board and the Health and Wellbeing Board considered the opportunities to work together. It was recognised that while there has been some tangible examples of police and criminal justice colleagues and health and social care partners working together, there is so much more we could be doing. A merger of the Community Safety Board and the Health and Wellbeing Board was agreed in March 2020 with the aspiration of identifying and designing longer-term, innovative initiatives that address the needs of vulnerable people and those living in deprived communities and/or families.

As part of the new governance the Health and Wellbeing Board are responsible for the development and delivery of a Community Safety Agreement (CSA). The Agreement's aim is to set out how the responsible authorities will work together to identify and address shared priorities in relation to reducing crime and disorder. In December 2020 the Health and Wellbeing Board agreed the partnership vision.

## Surrey Community Safety Agreement

Two tier authorities such as Surrey are required, under Section 17 of the Crime and Disorder Act 1998 (as amended by the Police and Justice Act 2006), to have a County Community Safety Agreement (CSA). It sets out how responsible authorities will work together to identify and address shared priorities to reduce crime and disorder. There is also a requirement on two tier authorities to have a County Strategy Group. Following a merger of the Community Safety Board and the Health and Wellbeing Board (HWBB) in March 2020, the HWBB now performs this function.

## Community Safety Priorities

Surrey's shared community safety priorities have been incorporated into the [Health and Wellbeing Strategy](#) as follows:

- Domestic Abuse (Priority One: Helping People Live Healthy Lives)
- Drug and Alcohol Abuse (Priority One: Helping People Live Healthy Lives)
- Prevent (Priority Three: Supporting People in Surrey to Fulfil their Potential)
- Serious Youth Violence (Priority Three: Supporting People in Surrey to Fulfil their Potential)
- ASB Strategy Group (Priority Three: Supporting People in Surrey to Fulfil their Potential)
- Tackling High Harm Crime will be delivered by the Serious and Organised Crime Partnership

The Health and Wellbeing Board will develop an implementation plan, looking to work closely with Community Safety Partnerships to support and guide them. The Agreement is not a document to hold the local partnerships to account but reflects their local priorities. It is expected the local Community Safety Partnerships' plans will echo the agreement but maintain their localism.

Find out more here: <https://www.healthysurrey.org.uk/community-safety/in-surrey>

## **Communication**

The partnership needs to ensure that local residents feel well informed about the steps being taken to deal with the priority issues. This will be done via media coverage (local paper, the Woking Magazine, local radio), awareness campaigns such as Domestic Abuse Awareness Week (June), through existing Woking Neighbourhood Watch and Residents Associations communication, emails, newsletters and social media etc.

## **Serious Violence Duty**

At the end of 2022, the Government ratified the Serious Violence Duty. This Duty places a requirement for the named specified authorities to focus their activities on working together to reduce serious violence. It is required that we do this by sharing information, intelligence and data to build a strategic assessment and then develop a strategy to implement a preventative programme.

The full guidance can be found here - [Serious Violence Duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/serious-violence-duty)

## **Violence Against Women and Girls (VAWG)**

The term 'violence against women and girls' (VAWG) refers to acts of violence or abuse that we know disproportionately affect women and girls.

Crimes and behaviour covered by this term include rape and other sexual offences, domestic abuse, stalking, so-called 'honour'-based abuse (including female genital mutilation, forced marriage and 'honour' killings), as well as many others, including offences committed online.

VAWG in Surrey will protect woman and girls through 4 key priorities:

- Objective One - Preventing Violence Against Women and Girls
- Objective Two - Supporting Victims & Survivors
- Objective Three - Partnership Working
- Objective Four - Perpetrators are held to account.

## **Child Exploitation**

Types of Child Exploitation include Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE).

Child Criminal Exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity in exchange for something the victim needs or wants; For the financial or other advantage of the perpetrator or facilitator; through violence or the threat of violence.

Child Sexual Exploitation (CSE) is a form of abuse which involves children under 18, male and female, of different ethnic origins and of different ages, receiving something, usually food, drugs, alcohol, cigarettes, gifts and/or money, in exchange for sexual activity. It can occur through the use of technology without the child's immediate recognition, for example, being persuaded to post images on the internet or mobile phone without immediate payment or reward. Child Sexual Exploitation involves children being groomed into a relationship where they are forced or coerced into sexual activity in return for something and it can occur on the internet without the child's immediate recognition or gain. Violence, coercion and intimidation are common. Involvement in exploitative relationships is characterised by the

child's or young person's limited availability of choice as a result of their social, economic and emotional vulnerability. A common feature of CSE is that the child or young person does not recognise the coercive nature of the relationship and does not see themselves as a victim of exploitation.

Surrey Safeguarding Children's Board has produced Child Sexual Exploitation leaflets for children signposting them to the [www.surreycc.gov.uk/cse](http://www.surreycc.gov.uk/cse) for support and advice and there are posters for children and parents.

There are weekly Risk Management Meetings to discuss those children that have been identified at risk and to ensure that appropriate safeguarding measures are put in place to protect the child.

Child Sexual Exploitation is a hidden crime, victims are often too afraid to come forward and do not always see themselves as a victim of crime. Therefore, it is essential that partners work together to try and prevent this abuse.

The Partnership needs to educate everyone, professionals and members of the public, on what Child Exploitation is, the risk indicators and warning signs in order to protect children by spotting it and reporting it. Children and young people also need educating to ensure they know what a healthy relationship looks like and what exploitative behaviour looks like.

### **Hate Crime**

Hate crimes are crimes committed against someone because of their disability, gender-identity, religion or belief or sexual orientation. It covers a wide range of crime types and often is committed against vulnerable members of the community who for a wide variety of reasons do not report them. The partnership will look to scope what type of incidents take place in the Borough, working with organisations and voluntary groups that support victims of hate crime to do this. The partners will also look to educate everyone about hate crime to highlight the issues, build up confidence in the community to report incidents of hate crime, look at how to reduce incidents and support victims.

### **Serious Organised Crime**

Serious Organised Crime (SOC) costs the UK at least £37 billion per year, comprising of about 70,000 people (LGA webinar Feb 2022). SOC overlaps with many other issues, because it largely describes a mode of operating, rather than a particular offence. For example, OCGs can be actively engaged with facilitating modern slavery or CCE. OCGs in Surrey are mainly associated with drugs criminality, specifically drugs supply, but are also engaged in the following:

- counterfeit goods
- Child Criminal Exploitation (CCE)
- cyber-crime (ransomware, software support scams, phishing)
- large-scale high-volume fraud/financial crimes
- modern slavery (car washes, nail bars, construction workers, farm workers, restaurant staff)
- organised acquisitive crime
- organised illegal immigration

- trafficking people and firearms

Communities vulnerable to SOC may include (but are not limited to):

- looked after children and children at risk of CCE
- new communities
- prolific drug and alcohol users
- vulnerable and elderly adults

### **Preventing Violent Extremism**

The Government's Prevent strategy aims to challenge the ideology that supports terrorism and those who promote it, protect vulnerable people from being drawn into terrorist-related activity and to support sectors and institutions where there are risks of radicalisation.

Surrey Police has a team of Prevent Officers who work with the public and partner agencies to prevent terrorism and violent extremism from taking root in our communities. These officers aim to safeguard individuals and institutions from all forms of terrorist ideology and work closely with partner agencies such as local authorities, schools, universities and health institutions, to ensure communities in Surrey are well placed to report and respond to terrorist related concerns.

The Counter Terrorism and Security Act 2015 requires all partners to consider local implementation and each agency develops its own annual action plan.

### **Substance misuse: Drugs and Alcohol**

Addressing the harm caused by alcohol and substance misuse on individuals, families and communities remains a priority for Woking. We will be supporting the objectives of the County's Drugs and Alcohol strategies with a particular focus on:

- Prevention and education;
- Early identification and referrals into specialist treatment services;
- Safer communities;
- Support to local treatment providers in enabling and sustaining recovery among clients.

Locally work in Woking is ongoing through the JAG, SOC JAG and CHaRMM where appropriate.

### **Delivery and Review Mechanism**

The Safer Woking Partnership has established delivery mechanisms through a series of multi-agency problem solving groups, such as CHaRMM and JAG (as detailed on page 2). Delivery is monitored through regular meetings, as set out on page 2, and will be reported to the Safer Woking Partnership.

### **New legislation, policy and guidance**

Over the last few years there has been a significant amount of new legislation, policy and guidance which all impacts on the work of the Community Safety Partnership.



The new Serious Violence Duty in 2022 – this is referenced above.

On 20 February 2023 the Home Office announced tougher management of most dangerous abusers and new protections for victims.

<https://www.gov.uk/government/news/domestic-abusers-face-crackdown-in-raft-of-new-measures>

## **Funding**

A small amount of funding is provided by Woking Borough Council into a joint fund to support the priorities contained within this plan, otherwise work is supported by core funding from the various partner organisations. In addition, funding bids are made, for example to the Police and Crime Commissioner's grant scheme.

## **Police and Crime Commissioner**

Police and Crime Commissioners (PCCs) were introduced in the Police Reform and Social Responsibility Act 2011. They are responsible for overseeing the work of the Police, holding the Chief Constable to account, setting the budget and helping to tackle the crime issues. The PCC has responsibility for reducing crime and disorder and the PCC office works with CSPs and criminal justice partners to achieve their objectives. The PCC is able to call CSP chairmen to meetings, request reports and commission services.

The legislation provides a scrutiny system in the form of a Police and Crime Panel (PCP) to look at how the PCC exercises their statutory functions and effectiveness. The panel is made up of councillors from each of the 11 local district and borough councillors (one from each), a county councillor and two independent co-opted individuals.

The PCC has also made available funding to commission services that improve community safety in Surrey. Local organisations, community and voluntary groups can apply for grants which meet the PCCs priorities.

More information on the role and work of the PCC can be found here - <https://www.surrey-pcc.gov.uk/>

The current PCC is Lisa Townsend. Details of her Police and Crime Plan and her priorities can be found here - <https://www.surrey-pcc.gov.uk/plan/>

Elections take place every four years with the next election due in 2025.



## Summary from Community Safety Consultation

The community engagement platform was used to carry out a survey of residents on crime, anti-social behaviour and community safety. In total, 189 questionnaires were completed from residents across the borough.

The key headlines for the CSP consultation are as follows:

- Key concerns relating to WBC are fly tipping, litter and illegal parking.
- Key crimes are drugs, burglary and property theft.
- Key themes for concern are knife crime and cybercrime, while the highest “unsure” responses, which may indicate a lack of understanding, are Prevent and Cuckooing

Perceptions of Crime and Anti-Social Behaviour in the Borough have remained largely the same with similar percentages seen as last year regarding perceived increases or decreases.

Confidence in Policing has increased year on year, as has confidence in Woking Borough Council. The below table shows the year-on-year percentages for those that have answered that they are either Very Confident or Confident in Surrey Police and Woking Borough Council:

### Surrey Police – confidence

	2021/22 consultation	2022/23 consultation	Difference
Crime	29.7%	38.6%	+8.9%
Anti-Social Behaviour	23.9%	27.5%	+3.6%

### Woking Borough Council – confidence

	2021/22 consultation	2022/23 consultation	Difference
Crime	16.7%	20.6%	+3.9%
Anti-Social Behaviour	16.1%	20.1%	+4%

- Less than 14% have either been a victim of, or have witnessed a hate crime in the Borough. This is a 1% increase on last year’s consultation figures.
- 69.8% of respondents stated they felt safe living in Woking. This is up from 61% last year.

### Key themes surrounding feeling safe:

- Police presence (uniformed presence) – overwhelmingly most commented
- Vehicle related ASB (noise, speed, dangerous driving)
- Street lighting

### Secondary Themes surrounding feeling safe:

- Alcohol related disorder
- CCTV
- Youth related ASB

Full consultation results can be provided on request.



## OVERVIEW AND SCRUTINY COMMITTEE – 20 MARCH 2023

### Noise Complaints Update

#### Executive Summary

The Overview and Scrutiny Committee considered a Notice of Motion at its meeting on 7 June 2021, whereby a decision was made to adopt changes to Environmental Health's reporting procedures regards to construction noise complaints and applications for Prior Consent Notices.

It was agreed that Ward Councillors would be consulted on applications for Prior Consent for noisy works outside of the permitted hours and that a quarterly report be prepared and submitted to the Overview and Scrutiny Committee providing details of noise complaints received.

This report sets out the number and nature of noise and dust complaints received by the Council's Environmental Health service in the last 9 months, since the last figures were reported on 11 July 2022. It also summarises the number of applications for Prior Consent Notices received and total consultations to have taken place with Ward Councillors within this time.

#### Recommendations

The Committee is requested to:

##### **RESOLVE That**

the report be noted.

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

<b>Background Papers:</b>	None.
<b>Reporting Person:</b>	Giorgio Framallicco, Strategic Director – Place Email: Giorgio.Framallicco@woking.gov.uk
<b>Contact Person:</b>	Emma Bourne, Environmental Health Manager Email: Emma.Bourne@woking.gov.uk, Extn: 3654
<b>Portfolio Holder:</b>	Councillor Liam Lyons Email: cllrLiam.Lyons@woking.gov.uk
<b>Shadow Portfolio Holder:</b>	Councillor Gary Elson Email: cllrGary.Elson@woking.gov.uk
<b>Date Published:</b>	10 March 2023

### 1.0 Introduction

- 1.1 On 11 February 2021 the Council referred a Notice of Motion submitted by Councillor Lyons, which dealt with the limitation on noise from construction sites to the Executive.
- 1.2 The Executive considered the Motion at its meeting on 25 March 2021 and recommended to Council that the Motion be not supported.
- 1.3 At Council on 8 April 2021, it was resolved that the Motion be deferred to enable it to be considered by the Overview and Scrutiny Committee at its meeting on 7 June and the Executive at its meeting on 17 June 2021 with a view to the matter being brought back to Council in July 2021.
- 1.4 The Overview and Scrutiny Committee considered the Motion at its meeting again on 7 June 2021. The views of the Committee were of such that the existing process is fit for purpose, but that additional steps could be taken by Environmental Health to consolidate existing arrangements; including consulting with Ward Councillors on new applications for Prior Consent, improving communication with residents and presenting a quarterly report to the Overview and Scrutiny Committee providing details of noise and dust complaints received. (On 21 March 2022 it was agreed that this monitoring update report be provided every 6 months rather than quarterly).
- 1.5 These recommendations were reported to the Executive on 17 June 2021 and 21 March 2022 and were approved.

### 2.0 Complaints Data

- 2.1 EH maintain a log of all noise and dust complaints from construction sites, which are broken down by quarter and complaint type. The data captured is a record of all complaints made under the banner of 'construction'/ 'plant'/ 'machinery' noise and comprises one-off complaints that have either not been substantiated or have not required any further investigation by Environmental Health, for instance emergency highways/ gas works, or cases where diary sheets have not been returned by the complainants. [Appendix 1]
- 2.2 In 2020 Environmental Health received 126 complaints of construction noise. 56 of these were residential / domestic complaints about household renovations. 41 related to various sites undergoing development in the Town Centre; from Poole Road, Victoria Way, Chertsey Road, Dukes Court, Goldsworth Road, Forge End, Heathside Car Park and Lockfield Drive. Only one complaint was received in relation to works where prior consent had been issued, and this was to Farrans for works on Chobham Road. The remaining 29 complaints relate to noise from construction outside of the town centre and comprise of noise from 4 separate housing developments, 2 food premises, 3 school renovations, 1 care home development and works at a Golf Club.
- 2.3 In 2021 Environmental Health received 102 complaints of construction noise. 31 were to do with residential /domestic house renovations, 25 related to noise from Town Centre works, 13 related to noise from other Council developments (namely Sheerwater (10), Wells Court and Hale End) and a further 10 were complaints about general noise from some of our 'light industrial' sites within the Borough. The remaining 33 complaints were from works carried out by other agencies or commercial companies (SCC, housing developments outside of the Town Centre, leisure and educational establishments undergoing works and suspected noise from works to the railway line, to name a few).
- 2.4 In comparison to the above data from the last two years, noise complaints appear to be declining and Environmental Health are receiving significantly less complaints about noise from town centre works.

- 2.5 Since the last report there have been 25 noise complaints to Environmental Health in Q3 (July – September 2022) and only 4 complaints in Q4 (October – December 2022).
- 2.6 Environmental Health received 71 complaints of construction noise during 2022, showing a downward trend in complaints of 31 less than the previous year and 55 less than 2020. The majority of complaints received in 2022 (35) were complaints of residential/ domestic noise from housing renovations. This year there have been 13 complaints about noise from Town Centre works, all of which have been received at differing times throughout the year and have ranged from new shops being fitted, to emergency rail works. 6 complaints were made in total about works on Victoria Way, Commercial Way and works to remediate the cladding to The Hilton Hotel. In addition, there has been 1 complaint about noise from the build of the ice rink and 1 complaint where prior consent had been issued to Farrans again for out of hours work.
- 2.7 Since the last O&S report from 11 July 2022, there have been 29 complaints from the end of Q3 to the end of Q4 (July - December 2022). 22 of these were residential and the rest were either road works, site redevelopments or commercial establishments undergoing works. Two complaints were from town centre works (the Hilton Cladding and Ice Rink construction).
- 2.8 Investigations into all noise complaints were made and issues were addressed with the contractors concerned. Environmental Health held meetings with the complainant from The Marches and Sir Robert McAlpine to better understand their concerns and to explore further noise mitigation for essential out of hours working to replace the Hilton Hotel cladding. In addition, contractors were asked to ensure that all nearest sensitive receptors, including any new residents living in The Marches, are informed of future planned noisy works in Victoria Square, following a complaint about the construction and subsequent derig of the Ice Rink.
- 2.9 This year there has also been a noticeable reduction in the number of noise complaints about the Sheerwater regeneration. 6 complaints have been received in total throughout the year, 5 of which were made at the same time in August, when there appeared to be an increase in noise and dust complaints. Environmental Health approached the contractors and the issues were quickly rectified by additional suppression, bowsers and jet sprays being put into the site.
- 2.10 Only 1 complaint was made about the Days Aggregate Yard in 2022, but related to engine noise. Environmental Health have continued to work closely with the site management, by attending meetings with the Director, Site Manager and their Environmental Specialists to explore new working practices that would reduce the overall noise impact on neighbours and ensures Best Practicable Means are being applied at all times.
- 2.11 Dust complaints remain low, with a total of 12 complaints being made in 2020, 7 in 2021 and 9 in 2022. There are no significant sites or areas of concern to highlight.
- 2.12 A full breakdown of the complaints made to this service can be found attached with this report, including a list of all 13 complaints received in 2023 so far, up to 03 March 2023.

### **3.0 Prior Consent Notices**

- 3.1 Appendix 1 also shows the total number of Prior Consent Notices that Environmental Health have issued for out of hours noisy works, granted to take place outside of the permitted hours of 8am – 6pm Mon to Fri and 8am – 1pm on Saturdays.
- 3.2 18 Prior Consent Notices and 2 section 60 Notices were served for breaches to these regulations in 2020. 19 Prior Consent Notices were issued and 4 section 60 Notices were served in 2021 and 17 Prior Consent Notices and 5 section 60 Notices were served in 2022.
- 3.3 In Q3 a Section 61/ Prior consent Notice was refused on the grounds of existing noise complaints and multiple objections from residents. The applicant was unable to provide a sufficient justification for the need to work weekends, other than a potential disruption to their

business. A further application was refused in Q4 for prior consent on Kingfield Road due to the operating hours of the shop/ businesses taking priority over late night noise disturbance to local residents, which EH felt was not justifiable in this instance.

- 3.4 In 2023 so far, up to 6 March, EH have received 7 applications for prior consent.
- 3.5 All applications have been shared with Councillors for comment. Councillors have also been notified of other emergency works and / or extensions to existing prior consent notices, to ensure the opportunity to comment is still provided.
- 3.6 Delegated Authority Forms are completed for all Notices issued to ensure the information is readily downloadable to the public via the Woking Borough Council website.

### **4.0 Corporate Strategy**

- 4.1 The additional measures arising from this report will support delivery of the corporate plan objectives for sustainable development and a strong economy whilst increasing transparency for residents.
- 4.2 Other corporate priorities, as outlined in the Corporate Strategy, have been met through engagement and consultation improvements, by subsequently improving communication, rapport and the health and wellbeing of Borough residents.

### **5.0 Implications**

#### Finance and Risk

- 5.1 There are no financial implications arising from this report.
- 5.2 There are no risk management issues arising from this report

#### Equalities and Human Resources

- 5.3 No human resource or training and development issues are arising from this paper.

#### Legal

- 5.4 Environmental Health have undertaken the necessary statutory, procedural and policy steps available to the Council and there are no legal implications which arise from this report.

### **6.0 Engagement and Consultation**

- 6.1 The Council's Portfolio Holder, Councillor Liam Lyons, and professional environmental health bodies have been engaged in the preparation of this report.
- 6.2 The Chairman of the Overview and Scrutiny Committee was consulted in the preparation of this report.

REPORT ENDS



## OVERVIEW AND SCRUTINY COMMITTEE – 20 MARCH 2023

### OVERVIEW AND SCRUTINY COMMITTEE COMMUNICATIONS PLAN

#### Executive Summary

Following a report received on guidance released by the former Ministry of Housing, Communities and Local Government, the Committee agreed to develop a communications plan to raise awareness of the purpose, function and intentions of Overview and Scrutiny at Woking Borough Council.

To that end, it is proposed that a section of the Council website be created that provides information to residents and updates on what the Committee will be scrutinising at its meetings.

The Council will also communicate via digital channels activities and meetings of the Committee.

Facility shall be included that allows residents to submit scrutiny topic proposals.

#### Recommendations

The Committee is requested to:

##### RESOLVE That

- (i) the recommendations in the report, namely, to create a webpage on the Council website and utilise digital communications to inform residents of the activities of the committee, be agreed; and
- (ii) Officers be instructed to proceed with the work in time for the new Municipal Year.

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

<b>Background Papers:</b>	None.
<b>Reporting Person:</b>	Toby Nash, Scrutiny and Democratic Services Officer Email: toby.nash@woking.gov.uk, Extn: 3056
<b>Contact Person:</b>	Toby Nash, Scrutiny and Democratic Services Officer Email: toby.nash@woking.gov.uk, Extn: 3056
<b>Portfolio Holder:</b>	Councillor Ann-Marie Barker Email: cllrAnn-Marie.Barker@woking.gov.uk
<b>Shadow Portfolio Holder:</b>	Councillor Ayesha Azad Email: cllrAyesha.Azad@woking.gov.uk
<b>Date Published:</b>	10 March 2023

## **OVERVIEW AND SCRUTINY COMMITTEE COMMUNICATIONS PLAN**

### **1.0 Introduction**

- 1.1 The Overview and Scrutiny Committee (“the Committee”), at its meeting held on 13 September 2021, agreed to develop a Communications Plan to inform the public of its work.
- 1.2 At the meeting on 13 September 2021, a report was received on guidance released by the then Ministry of Housing, Communities and Local Government regarding Overview and Scrutiny.
- 1.3 Among the recommendations of the report was for Overview and Scrutiny to be communicated to residents.

### **2.0 Webpage**

- 2.1 It is proposed that a webpage be included in the Council and Democracy section of the Woking website.
- 2.2 The webpage will detail:
  - i) the rationale for the Committee and how it acts as a critical friend to the functions and decision-making apparatus of the Council;
  - ii) the role and function of the Overview and Scrutiny Committee;
  - iii) the methods by which decisions are reviewed, and items are chosen for inclusion;
  - iv) the Committee’s Work Programme, which details its intended items for overview and scrutiny, will be included for residents to view. It will be updated when decisions of the Council or other matters are considered for inclusion;
  - v) links to other information held on the Council’s website, in particular the membership of the Committee, and the webcasts and details of the agendas, reports, and minutes of meetings; and
  - vi) How residents can submit scrutiny topic proposals.
- 2.3 It is beneficial for the functioning of the Council to allow access for residents to Committees. A mechanism for public involvement at the Overview and Scrutiny Committee is being devised in line with revisions to the Constitution. There would be benefit for residents to provide comments on upcoming items of the Work Programme which the Committee could respond to.

### **3.0 Methods of Communication**

- 3.1 As well as the webpage, the Council’s social media and e-newsletter shall be used to promote upcoming meetings of the Committee and items for overview or scrutiny.
- 3.2 Residents shall be invited to contribute their views on agenda items via communication with Councillors and Council.
- 3.3 Residents shall be invited to join meetings of the Committee online or in person.

### **4.0 Corporate Strategy**

- 4.1 The role of the Overview and Scrutiny Committee bridges all elements of the Council’s Corporate Strategy.

## OVERVIEW AND SCRUTINY COMMITTEE COMMUNICATIONS PLAN

- 4.2 By providing more information and access to residents with overt communication and promotion of the committee it particularly addresses both 'Engaged Communities' and 'A High Performing Council' strands.

### 5.0 Implications

#### Finance and Risk

- 5.1 The proposed communication channels already exist and utilised by the Council.
- 5.2 Existing Officer resource within Marketing & Communications and Democratic Services teams will be used to prepare and maintain the website and communications.
- 5.3 There are, therefore, no anticipated financial implications to the Council from the recommendations in the report.

#### Equalities and Human Resources

- 5.4 It is recognised that digital only communications may limit the ability of a minority of residents to engage with the Committee. However, at this time cost controls limit the ability for the Council to communicate using other methods.
- 5.5 The recommendations in this report will have an impact on Officer resource, requiring additional work to be performed by the Democratic Services and Marketing & Communications teams. However, it is considered that the additional work can be completed within existing resources.

#### Legal

- 5.6 Accessible means of communication are important for good governance strategies in local government creating opportunities for transparency and public involvement. The main legal implication is that the Council must adhere to Data Protection legislation and therefore any personal data collated as result of communicating via digital channel activities should ensure compliance with that legislation.

### 6.0 Engagement and Consultation

- 6.1 This report has been prepared in consultation with senior Officers of the Council and those experienced with Communications and Overview and Scrutiny.
- 6.2 The act of including facility for residents to be informed of the activities of the Committee is aimed to increase engagement for residents.

REPORT ENDS



## OVERVIEW AND SCRUTINY COMMITTEE – 20 MARCH 2023

### ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

#### Executive Summary

Each year, the Chairman of the Overview and Scrutiny Committee provides a summary of the activities of the Committee over the Municipal Year. This year, the Committee has performed overview, pre-decision scrutiny and scrutiny covering a wide range of the Executive and whole Council's decisions. The various Task Groups of the Committee, both those active and on hiatus, have continued to oversee core activities of the Council and have regularly reported their work to the Committee.

The Work Programme evolved and adapted throughout the year to reflect the decisions and activities of the Council and ensure oversight was undertaken.

#### Recommendations

The Committee is requested to:

##### **RESOLVE That**

- i) the report be agreed; and
- ii) the report be submitted to the next meeting of the Council.

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

<b>Background Papers:</b>	None.
<b>Reporting Person:</b>	Councillor Ayesha Azad, Chairman of the Overview and Scrutiny Committee Email: <a href="mailto:cllrAyesha.Azad@woking.gov.uk">cllrAyesha.Azad@woking.gov.uk</a>
<b>Contact Person:</b>	Councillor Ayesha Azad, Chairman of the Overview and Scrutiny Committee Email: <a href="mailto:cllrAyesha.Azad@woking.gov.uk">cllrAyesha.Azad@woking.gov.uk</a>
<b>Date Published:</b>	10 March 2023

## ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

### 1 Introduction

- 1.1 The remit of the Overview and Scrutiny Committee (“the Committee”) is to ensure that decisions taken by the Council are appropriately reviewed and considered.
- 1.2 The report sets out the work undertaken by the Committee and its Task Groups over the last year.

### 2 Summary of Work Undertaken

- 2.1 The Committee undertook overview and scrutiny of many varied topics throughout the year. The work of the Committee aided the decision-making of both the Council and Executive to ensure key decisions taken, even if not actively scrutinised by the Committee, benefitted from a critical eye not connected from those making the decision.

#### Pre-Decision Scrutiny

- 2.2 As part of the improvements introduced to Overview and Scrutiny at the Council several years ago, the Executive—Overview and Scrutiny Protocol has encouraged the Chairman to meet at regular intervals with the Leader to discuss upcoming decisions of the Executive. The meetings have brought a number of items of Pre-Scrutiny to the Committee, as laid out below.
- 2.3 The advantage of performing scrutiny before a decision is made allows time for cogent argument and proper, robust consideration of any proposal, while working in a collaborative manner.

#### Governance & Scrutiny

- 2.4 Throughout the year, the Committee received several items on the theme of scrutinising Council activity.
- 2.5 Members were keen to ensure that guidance on scrutinising commercial risk and company governance was utilised by both Officer and Member.

#### Pre-Decision Scrutiny: Company Governance

- 2.6 Joanne McIntosh presented to Members proposed changes to the Company Governance structure in place between the Council and its wholly- or partially- owned companies.
- 2.7 Members scrutinised the proposals and raised concern that only the Leader would be appointed to the Shareholder Advisory Groups. The Chair of the Overview and Scrutiny Committee would be able to attend as an observer.
- 2.8 Following the Committee’s pre-scrutiny, at the following meeting of the Executive it was clarified that the new arrangement followed best practice and under the new arrangement, the Chair of the Overview and Scrutiny Committee would be able to call matters for scrutiny.

#### Scrutiny Topic Proposal: Arrangements for Grants

- 2.9 The Committee scrutinised the proposed changes to the Arrangements for Grants and raised concern that involvement of Members would be restricted to only the Portfolio Holder by way of appointment to the panel overseeing grants.
- 2.10 The Committee requested that further consideration be given to increasing the number of Members on the Panel.

## ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

- 2.11 The Committee also requested that consideration be given to introducing a cap to the amount of funding the Council would match to that donated by the community and businesses.

### Noise Complaints Update

- 2.12 The Committee raised the prospect of receiving a regular report on noise complaints so that it could have oversight of any trends.
- 2.13 The Committee suggested that reporting on noise complaints could happen regularly through report in the Performance and Financial Monitoring Information.

### Overview and Scrutiny Training

- 2.14 To provide all Members of the Committee with the greatest degree of confidence in undertaken their role as scrutineers, formal training was provided to accompany the guides and toolkit provided by Democratic Services.

### Guide to Scrutiny of Risk and Commercialisation

- 2.15 The Committee received a report from Kevin Foster, the Strategic Director of Corporate Resources to complement the Guide to Scrutiny of Risk and Commercialisation. The purpose was to equip all Councillors with the skills necessary to scrutinise the commercial interests of the Council.
- 2.16 The Committee shared concerns that the Council had not always managed its risk well and encouraged the promotion of the Strategic Risk Register, which the Committee agreed to receive at a future juncture.

### Freedom Leisure Performance Review and Survey of Users

- 2.17 The Committee scrutinised the contract held by Freedom Leisure to manage the Council's leisure centres, which was presented by Steve May, Leisure Services Manager.
- 2.18 Members wished to ensure that the contract was providing the Council with appropriate remuneration, particularly following the financial support that had been provided during the pandemic.
- 2.19 Members also scrutinised the accident rate across the facilities to ensure there were no common themes or trends that should be acted upon.
- 2.20 The Committee also analysed the business model, to ensure there was incentive on Freedom Leisure to deliver business improvements.

### Performance and Financial Monitoring Review

- 2.21 The Committee had previously received an interim report on the intended changes to the Performance and Financial Monitoring Review. It had been recommended by the Committee to reduce the number of reports to quarterly, rather than the current monthly.
- 2.22 The Committee recommended that reference to Council loans be retained in some form in future reports.

### Review of the Constitution

- 2.23 Jo McIntosh, Director of Legal Services, informed the Committee that the Constitution would be rewritten and made more user-friendly.

## ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

- 2.24 The Committee welcomed the proposal and offer to work collaboratively on improving the Constitution.
- 2.25 Members recommended that the introduction of a revised Constitution should not be held to a strict timetable, but that sufficient time given to ensure success.
- 2.26 The Chairman requested that sufficient time be provided to allow input from all Members, should they so wish.

### Community Lottery Proposal

- 2.27 Following a report received by the Committee several years ago, the proposal was again received for consideration.
- 2.28 Although Members appreciated the possibility of raising additional funds for charity, a commitment of the scheme should it be set up, the Committee considered it inappropriate given the additional pressures of household budgets to introduce a scheme at the time.
- 2.29 Members especially considered the potential negative impact a new lottery would have on extant local schemes, namely that of Woking Hospice.

### Centres for the Community

- 2.30 Adam Thomas was welcomed to the Committee and provided a presentation on the various community centres in the Borough.
- 2.31 Members scrutinised the new model of social entrepreneurship that was being used to run the cafés and kitchens within the Centres.
- 2.32 Members also scrutinised the evolving partnerships between the Council and healthcare providers that aimed to bring healthcare services within the Community Centres.
- 2.33 The Committee requested that consideration be given for an online booking service for all the Centres and that KPIs be developed to aid oversight of performance.

### Partnership Landscape

- 2.34 Giorgio Framalico provided the Committee with the proposed system to replace the Woking Joint Committee when it ended.
- 2.35 The Committee requested that any replacement included clear and direct engagement with the community and would allow residents to petition their representatives and stakeholders.
- 2.36 Members also scrutinised the Council's planned approach to Surrey County Council's County Deal proposal.
- 2.37 The Committee raised concern with a County Deal that would absorb Local Enterprise Partnership and wished to ensure that future LEP work not focus on the Town Centre but look at growth throughout the Borough.
- 2.38 The Committee stated an intention to maintain oversight of how the County Deal could impact infrastructure and planning in the Borough.

### Celebrate Woking Review of the Year 2022 and Forward Plan for 2023



## ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

- 2.39 The Committee reviewed the events that comprised the Celebrate Woking calendar in 2022. Concerns were raised about occasions of anti-social behaviour and what steps could be taken in future to mitigate against reoccurrences.
- 2.40 Members raised recommendations of events and sectors of the community that deserved inclusion in future plans. It was recommended that a food festival be considered and that local clubs be provisioned for in the calendar, particularly as Party in the Park was not to run in 2023.
- 2.41 Members also requested that local dance schools be included in the programme for 2023.

### Energy Efficiency

- 2.42 Following a Scrutiny Topic Proposal, Officers of the Council and partners at ThamesWey, provided information on energy efficiency, efforts being made with Council housing stock, and also options available for the wider borough.
- 2.43 The Committee scrutinised the Council's application to central government funding and wished to see all opportunities available taken.
- 2.44 Members were particularly concerned with fuel poverty and wanted to ensure that the Council was actively targeting those most in need.
- 2.45 The Committee wished to ensure support was also available for park homes.
- 2.46 ThamesWey and Action Surrey had continued to provide grants and access funding.
- 2.47 ThamesWey was continuing to make improvements to its infrastructure to be more energy efficient.
- 2.48 The Council had recently run a project to identify homes in the Borough with EPC ratings below E. Legislation allowed the Council to require owners of private rented properties to make improvements, where possible, to increase the rating to E. Members wished to ensure that this was continued beyond the project.

### Pre-Decision Scrutiny: Risk Management

- 2.49 To ensure Members were most equipped to manage risks facing the Council training had been conducted for Members.
- 2.50 The Council planned to publish its Strategic Risk Register regularly.
- 2.51 The Committee provided recommendations to improve the clarity and usability of the report so that it can be better understood by residents.
- 2.52 The Committee also requested that risks around Climate Change be move overtly articulated to reflect the priorities of the Council.

### Thames Water: Waste Overspill and Woking Waterways

- 2.53 Following a Scrutiny Topic Proposal, Thames Water was invited to make a presentation to the Committee on the overspill of sewage into waterways, generally and those that flow through the Borough.
- 2.54 Members conducted an exhaustive scrutiny of Thames Water representatives and committed to maintaining a watchful overview of Thames Water's performance.

## ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

- 2.55 To further understand the issues and extent, Members conducted a visit to a local sewage treatment works.
- 2.56 Once works had been made to local sewage treatment works Members would be keen to invite Thames Water back.

### Joint Waste Solutions Performance Review, Forward Plan, and Interim Strategy

- 2.57 Representatives of Joint Waste Solutions (JWS) provided the Committee with a presentation on the performance of Amey and JWS in the past year.
- 2.58 Due to the incoming enactment of a new national policy, the presentation also included information on how the policy would impact delivery of waste services.
- 2.59 The Committee scrutinised the performance of Amey, particularly focusing on missed bin collections, the reporting thereof, areas where improvements were being targeted and the impact of recently introduced software upgrades.

### Pre-Decision Scrutiny: Play Area Provision

- 2.60 Members scrutinised the report due to go to the Executive on play area provision.
- 2.61 A programme of works was being developed to work within available budgets and the Committee supported keeping such funding available.
- 2.62 Members were concerned that, given the Council's financial pressures, it would see a reduction or complete removal, of such funding in future years.
- 2.63 The Committee scrutinised the equipment that had been, or was being, installed, to understand its expected lifespan.
- 2.64 The Committee was keen to hear of the strategy being developed to maintain play areas once it had been developed.

### Affinity Water: Water Resources Management Plan

- 2.65 Affinity Water contacted the Council in November 2022 offering to attend a meeting of the Committee to report on their proposed Water Resources Management Plan.
- 2.66 The Committee offered some time at its January meeting for Affinity Water to make a presentation, but the company was unable to attend.
- 2.67 The Committee agreed to offer some time at its February meeting for Affinity Water, but the company again did not attend.
- 2.68 Members are still keen to host representatives of Affinity Water and hope that the company is able to attend at the third invitation.

### WEAct

- 2.69 The Committee received a presentation from representatives of WEAct covering their activities and what they hoped the Council could lead the community on.
- 2.70 Members accepted a challenge from WEAct to consider for scrutiny elements of the Council's climate action agenda where identified.

## ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

- 2.71 The Committee committed to provide recommendations to the Executive on furthering the climate agenda.

### Annual Update on Climate Change

- 2.72 Officers of Green Infrastructure provided the annual update on Climate Change to the Committee.
- 2.73 Members heard of the progress made on the Climate Emergency Action Plan and work with partners.
- 2.74 The Committee scrutinised the results of the assessment produced by Anthesis on the Council's carbon footprint.

### Freedom of Information Requests Annual Report

- 2.75 The Committee scrutinised the annual summary of Freedom of Information Requests.

### Review of the Amended Constitution

- 2.76 Members scrutinised the amended constitution.
- 2.77 Several recommendations for improvement were made by Committee Members to the reporting officer.
- 2.78 The Committee recognised the effort made by Officers to enact changes to the Constitution following the original scrutiny topic review submission agreed by the Committee.

## **3 Financial Scrutiny**

- 3.1 The Committee maintained regular oversight of financial matters through regular receipt of the Performance and Financial Monitoring Information, commonly referred to as the Green Book.
- 3.2 The Committee also received the Treasury Management Mid-Year Review, as per the Code of Practice for Treasury Management released by the Chartered Institute of Public Finance and Accountancy.
- 3.3 Members raised query with the loan facility and how Officers were balancing, or taking advantage of, short- and long-term loans.

## **4 Other Scrutiny**

- 4.1 Throughout the year, the Committee maintained an overview of KPIs as reported in the Performance and Financial Monitoring Information (commonly referred to as the Green Book).

## **5 Thames Water Woking Treatment Works**

- 5.1 At the beginning of March, several Members of the Committee took the opportunity for a guided tour of the Sewage Treatment Works operated by Thames Water in Old Woking.
- 5.2 The tour provided an opportunity to understand the complexity of waste processing and efforts being taken by Thames Water to reduce overspills into our rivers. The tour also contextualised the scale of the issue and what was still necessary to achieve.
- 5.3 The dialogue shared between Thames Water and the Council since the former attended the Committee in January has been very positive and we thank Thames Water for being so open with us. It is hoped that dialogue continues.

## ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

### 6 Membership

- 6.1 The membership of the Committee this year has been Councillor A Azad (Chair), Councillor J Sanderson (Vice-Chair), Councillor H Akberali, Councillor A Caulfield, Councillor K Davis, Councillor P Graves, Councillor C Kemp, Councillor A Kirby, Councillor R Leach, Councillor J Morley, and Councillor M Raja.
- 6.2 During the Municipal Year, Councillor Leach stepped down from the Executive as Portfolio Holder for Greener Woking and Councillor Graves assumed responsibility. Accordingly, Councillor Graves stepped down from the Overview and Scrutiny Committee, as per the Constitution, and Councillor Leach joined.
- 6.3 Attendance at the Committees was good, a record may be seen at Appendix 1.

### 7 Task Groups

- 7.1 Summaries of the activities of the Task Groups may be seen at Appendix 2.

### 8 Future Scrutiny

- 8.1 By necessity, the report has been written to be received at the March meeting of the Committee. The report, therefore, does not include the items to be scrutinised at that meeting.
- 8.2 The items that will be scrutinised are:
- Safer Woking Partnership: Community Safety Plan
  - Overview and Scrutiny Committee Communications Plan
  - Noise Complaints Update
  - Overview of Complaints Received Annual Report
  - Review of Updated Working Group Terms of Reference.

### 9 Acknowledgements

- 9.1 I would like to thank the Vice-Chair, Cllr James Sanderson, and all Members of the Committee for their excellent contributions and scrutiny throughout the year.
- 9.2 The contribution and attendance of third parties throughout the year has contributed to the Committee's ability to scrutinise and I would like to thank those representatives that attended meetings and contributed to Items.
- 9.3 The continued work of the Economic Development, Finance, Housing Infrastructure Fund, and Housing Task Groups is appreciated by me and the whole Committee.
- 9.4 I would also like to thank all Officers that have provided their support and expertise both at and outside of meetings of the Committee and its Task Groups.
- 9.5 Finally, I would like to thank the Portfolio Holders for attending meetings of the Committee and for providing their contributions so readily.

### 10 Conclusions

- 10.1 The Committee has continued to make useful contributions to the good governance of the Council by ensuring:

## **ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE**

- (i) Key decisions made throughout the year are held accountable and allow for input from all Members and residents.
- (ii) Council contracts are reviewed, and we maintain oversight of our partners throughout the term of the contract.
- (iii) Day-to-day operations of the Council are scrutinised to ensure effective performance.
- (iv) Issues that affect residents are considered by the Council.

10.2 The continued support for Overview and Scrutiny by the whole Council adds credence to its activities by facilitating self-criticism.

REPORT ENDS



Table 1 – Councillor Attendance at Meetings

Date of Meeting	Councillor Present	
6 June 2022	Councillor A Azad (Chair) Councillor H Akberali Councillor K Davis Councillor C Kemp Councillor J Morley	Councillor J Sanderson (Vice-Chair) Councillor A Caulfield Councillor P Graves Councillor A Kirby Councillor M Ilyas Raja
11 July 2022	Councillor A Azad (Chair) Councillor H Akberali Councillor K Davis Councillor C Kemp Councillor J Morley	Councillor J Sanderson (Vice-Chair) Councillor A Caulfield Councillor P Graves Councillor A Kirby Councillor M Ilyas Raja
12 September 2022	Meeting Not Held	
26 September 2022	Councillor A Azad (Chair) Councillor H Akberali Councillor K Davis Councillor A Kirby Councillor M Ilyas Raja	Councillor J Sanderson (Vice-Chair) Councillor A Caulfield Councillor P Graves Councillor J Morley
17 October 2022	Councillor J Sanderson (as Chair) Councillor A Caulfield Councillor P Graves Councillor A Kirby	Councillor H Akberali Councillor K Davis Councillor C Kemp Councillor M Ilyas Raja
21 November 2022	Councillor A Azad (Chair) Councillor K Davis Councillor C Kemp Councillor J Morley	Councillor J Sanderson (Vice-Chair) Councillor P Graves Councillor A Kirby
23 January 2023 (Note: Councillor Graves assumed the Greener Woking Portfolio on January 1. The appointment of Councillor Leach was approved by Council 9 February.)	Councillor A Azad (Chair) Councillor H Akberali Councillor K Davis Councillor A Kirby Councillor M Ilyas Raja	Councillor J Sanderson (Vice-Chair) Councillor A Caulfield Councillor C Kemp Councillor J Morley
20 February 2023	Councillor A Azad (Chair) Councillor K Davis Councillor R Leach	Councillor J Sanderson (Vice-Chair) Councillor A Kirby Councillor M Ilyas Raja





## OVERVIEW AND SCRUTINY COMMITTEE – 20 MARCH 2023

### REVIEW OF UPDATED TERMS OF REFERENCE

#### Executive Summary

As part of the Review of the Constitution, first raised as a Scrutiny Topic Proposal at the July 2022 meeting of the Overview and Scrutiny Committee, Officers undertook to include the Terms of Reference of the various Task Groups, Working Groups, Boards, and Panels for inclusion in the Constitution.

The Overview and Scrutiny Committee, as part of its function, has responsibility for four Working Groups: Economic Development, Finance, Housing, and Housing Infrastructure Fund. Included in this report at appendix 2 are the revised Terms of Reference proposed for the Groups that report directly to the Committee. At appendix 2 are the revised Terms of Reference proposed for the other Groups of the Council.

#### Recommendations

The Committee is requested to:

##### Recommend That

the comments of the Committee be referred to the Executive and Council.

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

<b>Background Papers:</b>	None
<b>Reporting Person:</b>	Giorgio Framaliccio, Strategic Director – Place Email: Giorgio.Framaliccio@woking.gov.uk, Extn: 3440
<b>Contact Person:</b>	Frank Jeffrey, Head of Democratic Services Email: Frank.Jeffrey@woking.gov.uk, Extn: 3012
<b>Portfolio Holder:</b>	Councillor Ann-Marie Barker Email: cllrAnn-Marie.Barker@woking.gov.uk
<b>Shadow Portfolio Holder:</b>	Councillor Ayesha Azad Email: cllrAyesha.Azad@woking.gov.uk
<b>Date Published:</b>	10 March 2023

### **1.0 Introduction**

- 1.1 Following a Scrutiny Topic Proposal raised by Councillor Andy Caulfield, the Director of Legal and Democratic Services undertook to review the whole Constitution and update it.
- 1.2 As part of the review, it was decided to standardise the Terms of Reference for all Task Groups, Working Groups, Panels and other Groups of the Council.
- 1.3 All Terms of Reference have been reviewed by the Lead Officer and Democratic Services.
- 1.4 No substantive changes were made to the roles or functions of each Group as a part of this review.
- 1.5 To date there has been no consistency in the start times of Groups. It is proposed that the start times be made consistent as part of this review.

### **2.0 Economic Development Task Group**

- 2.1 The Group has been renamed to Economic Development Working Group.
- 2.2 The Terms of Reference were last updated on 22 March 2021.
- 2.3 The Role and Functions section has been amended to reflect responsibility for overview of town centre development.

### **3.0 Finance Task Group**

- 3.1 The Group has been renamed to Finance Working Group.
- 3.2 The Terms of Reference were last updated on 22 March 2021.
- 3.3 No substantive changes were made to the Role and Functions section.

### **4.0 Housing Task Group**

- 4.1 The Group has been renamed to Housing Working Group.
- 4.2 The Terms of Reference were last updated on 22 March 2021.
- 4.3 No substantive changes were made to the Role and Functions section.

### **5.0 Housing Infrastructure Fund Task Group**

- 5.1 The Group has been renamed to Housing Infrastructure Fund Working Group.
- 5.2 The Terms of Reference were last updated on 23 June 2022.
- 5.3 No substantive changes were made to the Role and Functions section.

### **6.0 Other Terms of Reference**

- 6.1 As part of the review of the Constitution, it was agreed that the Committee would receive the updated Constitution for review. At Appendix 2 are other Terms of Reference that will be included in the new Constitution, for the Committee's reference.
- 6.2 If there any global changes to the standardised template as determined by the Executive or Council the four Terms of Reference in Appendix 1 may need to be reconsidered by the Committee.

**7.0 Corporate Strategy**

7.1 By including the Terms of Reference in the Constitution both 'Engaged Communities' and 'A High Performing Council' strands are engaged.

**8.0 Implications**

Finance and Risk

8.1 There are no known financial risks to the Council that arise from this report at this time.

Equalities and Human Resources

8.2 There are no known equalities or human resources issues with this report.

Legal

8.3 There are no specific legal implications except to note that the Task Groups perform a governance role by contributing to the Overview and Scrutiny function of the Council.

**9.0 Engagement and Consultation**

9.1 Appropriate Officers and departments of the Council were engaged and consulted with.

REPORT ENDS



## **Economic Development Working Group**

### Terms of Reference

Adopted: [Month] [Year]

#### **Introduction**

The Economic Development Working Group (EDWG) shall report to the Overview and Scrutiny Committee. The terms of reference were last amended on 22 March 2021.

Significant changes to the Terms of Reference must be approved by the Overview and Scrutiny Committee. Minor changes may be made by the Monitoring Officer.

#### **Role and Functions**

The Group was established to promote a thriving and growing local economy in Woking, while ensuring that residents, community groups and businesses feature in a high-quality environment that continues to be an attractive and healthy place to live in, work in and visit.

The Group will also:

- Review and monitor the current Economic Strategy of the Council.
- Have oversight of other Town Centre development matters.

The Overview and Scrutiny Committee may refer matters to the Group for further scrutiny and consideration and vice versa.

#### **Membership**

The membership shall be decided by the Overview and Scrutiny Committee at its first meeting of the Municipal Year.

Membership shall comprise seven (7) Members of the Council based on proportionality.

Membership of the Group shall be as follows:

Seven (7) Borough Councillors.

If not appointed to the Group, the Portfolio Holder for Economic Development and Finance shall be an ex-officio Member.

Officers of the Council attending the meetings shall include, though not be limited to, the Strategic director of Place and Officers of the Business Liaison team. Officers attending shall not have the option to cast a vote at meetings.

#### **Quorum**

The quorum shall be no less than one quarter (minimum of two (2)) of the Borough Councillors appointed to the Group.

### **Chairman and Vice-Chairman (and election thereof)**

The Chairman shall be a member of the opposition.

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Group**

The Chairman shall be responsible for reporting on a regular basis to the Overview and Scrutiny Committee. Any proposals arising from the work of the Group shall need to be reported to the Council's Executive, normally following consideration by the Overview and Scrutiny Committee.

It is expected that the Group shall reach its recommendations through consensus. If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Group present at the meeting and elected to the Group may vote on recommendations.

### **Meetings of the Group**

Meetings of the Group shall be held virtually and serviced by Democratic Services.

The Group shall normally have three (3) meetings per year beginning at 6:30pm. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Group shall be held in private. Any recommendations shall become public knowledge once at Committee.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting.

The Group shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council to access through mod.gov. As the Group is private all papers, including agendas, reports and minutes shall be treated as confidential.

Third parties may be invited to attend meetings with the consent of the Chairman and Lead Officer.

# **Finance Working Group**

## Terms of Reference

Adopted: tbc

### **Introduction**

The Finance Working Group reports to the Overview and Scrutiny Committee. The Terms of Reference were first adopted on 12 September 2005 and last amended 22 March 2021.

Significant changes to the Terms of Reference must be approved by the Overview and Scrutiny Committee. Minor changes may be made by the Monitoring Officer.

### **Role and Functions**

The Group was established to review financial issues as identified either by itself or the Overview and Scrutiny Committee. The Group shall receive financial information, including reports to the Executive, to enable it to undertake effective scrutiny of the financial performance of the Council.

The Group shall 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 Irrecoverable Debt, and matters arising from the Green Book. Its Work Programme shall be received at each meeting.

### **Membership**

The membership shall be decided by the Overview and Scrutiny Committee at the start of each Municipal Year.

Membership shall comprise seven (7) Members of the Council based on proportionality, with the Portfolio Holder also invited to attend the meetings.

Officers of the Council attending the meetings shall include, though not be limited to, the Finance Director (S151 Officer) and the Financial Services Manager, with other officers invited as required.

### **Quorum**

The quorum shall be no less than one quarter (minimum of two) of the Borough Councillors appointed to the Finance Working Group.

### **Chairman and Vice-Chairman (and election thereof)**

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the Municipal Year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

## **Recommendations of the Group**

The Chairman shall be responsible for reporting on a regular basis to the Overview and Scrutiny Committee. Any proposals arising from the work of the Group shall need to be reported to the Council's Executive, normally following consideration by the Overview and Scrutiny Committee.

It is expected that the Group shall reach any recommendations to the Overview and Scrutiny Committee through consensus. If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Group by the Overview and Scrutiny Committee present at the meeting (excluding the Portfolio Holder) may vote on recommendations.

## **Meetings of the Group**

Meetings of the Group shall be held virtually and shall be serviced by Democratic Services.

The Group shall normally have five (5) meetings per year, beginning at 6.30pm. Ad hoc meetings may be arranged at the discretion of the Chairman. Meetings of the Group shall be held in private.

All agenda items shall be forwarded to the Democratic Services Officer eight clear days prior to the next scheduled meeting. As the Group is a private meeting all papers, including agenda, reports and minutes shall be treated as confidential. The Group shall have agendas and minutes of its meetings, which shall be available to all Members of the Council to access through mod.gov.

The dates of the meetings for the forthcoming Municipal Year shall be received as part of the Work Programme at its meeting in March or April each year.

Third parties may be invited to attend meetings with the consent of the Chairman and Lead Officer.



# **Housing Infrastructure Fund (HIF) Working Group**

## Terms of Reference

Adopted: [Month] [Year]

### **Introduction**

The HIF Working Group shall report to the Overview & Scrutiny Committee. The terms of reference were first adopted 30 July 2020 at Council (when it was originally named the HIF Oversight Panel) and last amended 23 June 2022 at Council to reflect the Council's decision to create a working group of the Overview & Scrutiny Committee, named the HIF Working Group.

Significant changes to the Terms of Reference must be approved by the Overview and Scrutiny Committee. Minor changes may be made by the Monitoring Officer.

### **Role and Functions**

The Working Group was established to;

To oversee the governance and implementation of the Housing Infrastructure Fund (HIF) project ("Project"). The Project comprises three key elements;

- (i) Acquisition and demolition of the Island site;
- (ii) Widening and improvements to the A320 highway, and
- (iii) Replacement of the Victoria Arch bridge.

To oversee Project communications.

To receive updates on the Project.

To note and monitor progress of the Project, through the receipt of programme reports, against key milestone dates, budget and key risks.

To note and monitor progress of the Day Aggregates site relocation.

The Chairman of the Working Group shall be responsible for reporting on a regular basis to the Overview and Scrutiny Committee. Any proposals arising from the work of the Working Group shall need to be reported to the Council's Executive normally following consideration by the Overview and Scrutiny Committee.

### **Membership**

The membership shall be decided by Overview & Scrutiny Committee at the start of the municipal year.

Membership of the Working Group shall comprise eight (8) Members of the Council representing all Groups on the Council based on proportionality, including the Portfolio Holder for Key Projects.

Members of the Working Group shall 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 Working Group.

Members of the Working Group may also be charged with specific areas to research and report back to the Working Group. Any investigation requiring funding would normally be expected to be part of the existing O&S budget. Offsite visits shall be ad hoc. Requests for additional funds for the purpose would be submitted to the Portfolio Holder.

Members of the Working Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.

Membership of the Working Group shall be as follows:

### **Quorum**

The quorum shall be no less than one quarter (minimum of two) of the Borough Councillors appointed to the Working Group.

### **Chairman and Vice-Chairman (and election thereof)**

The Chairman shall be a member of the opposition.

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Working Group**

It is expected that the Working Group shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor elected to the Group present at the meeting and elected to the Working Group may vote on recommendations.

The Chairman shall be responsible for reporting on a regular basis to the Overview and Scrutiny Committee. Any recommendations arising from the work of the Group shall need to be reported to the Council's decision-making Committees, normally following consideration by the Overview and Scrutiny Committee.

### **Meetings of the Working Group**

Meetings of the Working Group shall be held virtually and start at 6.00pm.

The Working Group shall be serviced by Democratic Services.

The Working Group shall meet as required.

Meetings of the Working Group shall be held in private to allow the greatest possible freedom. Any recommendations shall become public knowledge once at Committee.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting.

The Working Group shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council to access through ModGov. As the Working Group is private all papers, including agenda, reports and minutes shall be treated as confidential.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Working Group.

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## **Housing Working Group**

### Terms of Reference

Adopted: [Month] [Year]

#### **Introduction**

The Housing Working Group shall report to the Overview and Scrutiny Committee. The terms of reference were last amended 22 March 2021.

The Group was formed as the Housing Task Group on 12 September 2005.

Significant changes to the Terms of Reference must be approved by the Overview and Scrutiny Committee. Minor changes may be made by the Monitoring Officer.

#### **Role and Functions**

The Group shall:

- Steer development, and monitor implementation, of strategies and policies to provide affordable housing availability (based on housing needs), reduction of homelessness, improving housing conditions, management and maintenance of Council homes and linkages with social care provision.
- Monitor performance and the delivery of key housing projects.
- Any other topics are to be considered as suggested by the Group, Officers, or other council bodies. In addition, the Overview and Scrutiny Committee and Group may refer matters to each other for further scrutiny or consideration.

Members of the Group may be responsible for specific topics to research and report to the Group. Any funding required would ordinarily be expected from the existing housing budget. Offsite visits shall be ad hoc. Requests for additional funds for the purpose should go through usual budget setting processes.

#### **Membership**

The membership shall be decided by the Overview and Scrutiny Committee at its first meeting of the Municipal Year.

Membership shall comprise seven (7) Members of the Council based on proportionality.

Membership of the Group shall be as follows:

Seven appointed Borough Councillors.

If not appointed to the Group, the Portfolio Holder for Housing shall be an ex-officio member.

Officers of the Council attending the meeting shall include, but not be limited to the Strategic Director of Communities and relevant officers of the Communities Directorate. Officers attending shall not have the option to cast a vote at meetings.

#### **Quorum**

The quorum shall be no less than one quarter (2) the Borough Councillors appointed to the Group.

### **Chairman and Vice-Chairman (and election thereof)**

The Chairman shall normally be a member of the opposition.

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Group**

The Chairman shall be responsible for reporting on a regular basis to the Overview and Scrutiny Committee. Any recommendations arising from the work of the Group shall need to be reported to the Council's decision-making Committees, normally following consideration by the Overview and Scrutiny Committee.

Members of the Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.

It is expected that the Group shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Group and present at the meeting may vote on recommendations.

### **Meetings of the Group**

Meetings of the Group shall be held virtually and serviced by Democratic Services.

The Group shall normally have four (4) meetings per year beginning at 6:30pm. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Group shall be held in private. Any recommendations shall become public knowledge once at Committee.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting.

The Group shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council to access through Mod.gov. As the Group is private all papers, including agenda, reports and Minutes shall be treated as confidential.

Third parties may be invited to attend meetings with the consent of the Chairman and Lead Officer.

## **Elections Panel**

### Terms of Reference

Adopted:

#### **Introduction**

The Elections Panel shall report to Council. The Terms of Reference were last amended on 23 May 2022.

The Elections Panel was originally established as the Elections and Electoral Registration Review Panel. The name of the Panel was changed to the Elections Panel by Council on 23 May 2022. The Council further agreed the establishment of formal terms of reference for the Panel.

Significant changes to the Terms of Reference must be approved by Council. Minor changes may be made by the Monitoring Officer.

#### **Role and Functions**

The Panel was established to provide feedback and comment in respect of the elections and electoral registration services undertaken by the Authority and the Chief Executive in their role as Returning Officer.

These duties include:

- i. ensuring the annual electoral registration process is undertaken;
- ii. putting in the place the resources necessary to deliver Borough, County, Parliamentary and Police and Crime Commissioner elections (and any referendums);
- iii. ensuring the Authority adopts the latest legislation affecting electoral registration and elections;
- iv. promoting awareness and understanding of the election processes and electoral registration;
- v. supporting the work of the Electoral Services Manager;
- vi. encouraging the adoption of Electoral Commission guidance for political groups and candidates;
- viii. when necessary, recommending to Council the adoption of new measures, activities and services to support and develop the Authority's electoral registration and election responsibilities; and
- ix. preparing an annual report to Council in April each year.

#### **Membership**

The membership shall be decided by Council at the start of the Municipal year.

Membership shall comprise eight (8) members of the council based on proportionally.

Membership of the Elections Panel shall be as follows:

Group Leaders and Deputy Group Leaders.

Independent Co-Opted Member.

Officers of the Council attending the meetings shall include, though not be limited to, the Chief Executive, the Director of Legal and Democratic Services, the Head of Democratic Services and the Electoral Services Manager.

### **Quorum**

The quorum shall be no less than one quarter (minimum of two (2)) of the Borough Councillors appointed to the Panel.

### **Chairman and Vice-Chairman (and election thereof)**

The role of Chairman of the Panel shall fall to the Independent Co-Opted Member.

### **Recommendations of the Group**

It is expected that the Panel shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Group present at the meeting may vote on recommendations.

### **Meetings of the Panel**

Meetings of the Panel shall be held virtually, start at 6:00pm, and serviced by Democratic Services.

The Panel shall normally have two (2) meetings per year. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Panel shall be held in private to allow the greatest possible freedom. Any recommendations shall become public knowledge once at Committee.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting. As the group is a private meeting all papers, including reports, agendas and minutes shall be treated confidential. The Group shall have agendas and minutes of its meetings, which shall be available to all Members of the Council to access through mod.gov.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Panel.



# Freedom of the Borough Working Group

## Terms of Reference

Adopted: [Month] [Year]

### **Introduction**

The Freedom of the Borough Working Group is responsible for considering suggested recipients of the Freedom of the Borough honour and shall report to Council.

The tradition of Boroughs conferring the Freedom dates back to ancient times. Originally such conferment conveyed special privileges upon the recipient but over the years this has been curtailed so that, today, the conferment is purely honorary.

The right to confer Freedom of the Borough was first established through the Honorary Freedom of the Boroughs Act 1885, subsequently incorporated into other legislation. The current authority lies with the Local Government Act 1972, as amended by the Local Democracy, Economic Development and Construction Act 2009.

The award itself shall not confer any special privileges or rights on the recipient, but recognises an exceptional contribution, or distinctive service to Woking by an individual or group of people.

Changes to the Terms of Reference must be approved by Council. Minor changes may be made by the Monitoring Officer.

### **Role and Functions**

The Freedom of the Borough Working Group was established to consider suggestions for the award of Freedom of the Borough, the highest honour a Local Authority can bestow. The Working Group must consider the merits of each suggested recipient, taking into account their contributions to the Borough of Woking together with the resource implications of an award.

### **Membership**

The membership shall be decided at the first business meeting of Council at the start of the Municipal Year.

Membership shall be proportionately representative of the political makeup of the Council. Where possible, Members who have previously served as Borough Mayor shall be appointed to the Working Group. At least one Member shall be appointed from each of the Political Groups.

Membership of the Freedom of the Borough Working Group shall be as follows:

- Six (6) Councillors.

Officers of the Council attending the meetings shall include, though not be limited to, the Chief Executive, the Director of Legal and Democratic Services and the Head of Democratic Services.

### **Quorum**

The quorum shall be no less than one third (i.e. 2), rounded up where necessary, of the Borough Councillors appointed to the Working Group. At least two Political Groups must be

represented at the meetings of the Working Group; any Political Group unable to be represented at a meeting shall be offered an opportunity to submit a written representation in advance.

### **Chairman and Vice-Chairman (and election thereof)**

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Freedom of the Borough Working Group**

It is expected that the Freedom of the Borough Working Group shall reach its recommendations through consensus. Any recommendations must be referred in confidence to any Group Leaders not on the Working Group before being made public. Subject to the confirmation of support from all the Political Groups, the recommendation shall be referred to Council for determination.

If consensus cannot be reached, the nomination shall not be made public and shall not be taken forward to Council.

### **Meetings of the Freedom of the Borough Working Group**

Meetings of the Freedom of the Borough Working Group shall be held virtually and serviced by Democratic Services.

The Freedom of the Borough Working Group shall only be convened on the receipt of a nomination for the Freedom of the Borough from a Political Group. Any meetings shall be held at 6:00pm.

Meetings of the Working Group shall be held in private to allow the greatest possible freedom. Any recommendations shall become public knowledge once at Council.

All agenda items shall be forwarded to the Democratic Services Officer by 8 clear days prior to the next scheduled meeting.

The Freedom of the Borough Working Group shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be restricted to Members of the Working Group. As the Working Group is private, any papers, including agenda, reports and minutes shall be treated as confidential and not to be disseminated beyond the membership of the Working Group, unless agreed by consensus of the Members.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Working Group.

## **Greener Woking Working Group**

### Terms of Reference

Adopted: TBC

#### **Introduction**

The Greener Woking Working Group shall report to the Executive. The Terms of Reference were first adopted in March 2003.

Significant changes to the Terms of Reference must be approved by the Executive. Minor changes may be made by the Monitoring Officer.

The name of the Working Group was changed from the Climate Change Working Group to the Greener Woking Working Group in May 2022.

#### **Role and Functions**

The Working Group's functions include, but are not solely limited to, the following environment-related topics:

- i. To consider, develop, implement, monitor delivery of, and review, the Borough's climate change strategy and actions.
- ii. To consider, develop, implement, monitor delivery of, and review, the Borough's net zero targets.
- iii. To consider develop, implement, monitor delivery of, and review, the Borough's green infrastructure and biodiversity strategy and actions.
- iv. To receive updates on the above and other environment related matters<sup>1</sup>
- v. To provide updates and make recommendations as necessary for the Council's consideration. The Working Group has no formal decision-making powers.
- vi. The Overview and Scrutiny Committee may refer matters to the Working Group for further scrutiny and consideration and vice versa.
- vii. The Woking Strategic Partnership Board may refer actions to the Working Group for further consideration and vice versa.
- viii. To identify areas of funding to support the implementation of relevant Borough Council strategies.
- ix. To be a sounding board for new environment related ideas and proposals and best practice.

#### **Membership**

The membership shall be decided by the Executive, at the start of every Municipal year.

Membership of the Group shall be as follows:

1. Membership shall comprise eight (8) Members of the Council based on proportionately.

2. Partner organisations represented are Action Surrey/ThamesWey, Woking Chamber of Commerce, Woking Environment Action (WE Act), and Surrey County Council (Surrey Heathlands Partnership, Cabinet Member for Environment).
3. Officers of the Council attending the meetings shall include, though not be limited to, the Strategic Director of Place and Officers of the Green Infrastructure team. Officers attending shall not have the option to cast a vote at meetings.
4. Other representatives may be invited to attend the Working Group on an ad hoc basis, as guest speakers, at the discretion of the Chairman.

### **Quorum**

The quorum shall be no less than one quarter (minimum of two (2)) of the Borough Councillors appointed to the Group.

### **Chairman and Vice-Chairman (and election thereof)**

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the Municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Group**

It is expected that the Group shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Group may vote on recommendations.

### **Meetings of the Group**

Meetings of the group will be held virtually and will be serviced by Democratic Services.

The Group shall normally have four meetings per year, beginning at 6pm. Ad hoc meetings may be arranged at the discretion of the Chairman. Meetings of the Group shall be held in private.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting.

As the Group is a private meeting all papers, including reports, agendas, and minutes will be treated as confidential. The group will have agendas and minutes of its meeting, which shall be available to Members of the Council to access through mod.gov.

When a third-party guest speaker or observer is invited to attend a meeting of the Working Group, the agenda pack shall not be shared with them, unless agreed by the Chairman if extraordinary circumstances apply. Guests to the meeting shall however receive an agenda sheet, so they can follow the discussion.

In the interests of transparency of the key topics covered, summary notes of the meeting (not the full minutes) shall be published on the Council's website.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Group.

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## **Local Plan Working Group**

### Terms of Reference

Adopted: tbc

#### **Introduction**

The Local Plan Working Group shall report to the Executive. The Terms of Reference were first adopted on 30 October 2003 by the Executive.

Significant changes to the Terms of Reference must be approved by the Executive. Minor changes may be made by the Monitoring Officer.

#### **Role and Functions**

The Local Plan Working Group was established in 2003 to oversee the review of the 1999 Local Plan and the production of the Local Development Framework in light of new planning legislation at the time. Since that date the Working Group has overseen the adoption of the 2012 Core Strategy, the 2016 Development Management Policies DPD, the 2021 Site Allocations DPD, all of which form part of the Local Development Framework, as well as various Supplementary Planning Documents, evidence base and other related documents. The end date of the Local Plan period is 2027, by which time the Core Strategy will have to be updated and adopted by the Council - this will require further evidence base work and public consultation and will be informed by any further updates to relevant legislation on plan-making. In addition, work is extant on a number of Supplementary Planning Documents and other guidance that adds detail to existing adopted policy. It is therefore important that the LDF Working Group continues its work.

#### Aims of the Group

To oversee and guide the review and updating of the Local Plan

#### Scope of the Group

The Group shall deal with all matters relating to the updating of the Local Plan. This shall include:

- To review evidence base that will inform the preparation of updates to the Local Development Framework.
- To consider drafts of Local Development Documents, a Local Development Scheme, a Statement of Community Involvement and any other related documents, such as Supplementary Planning Documents, as necessary
- To consider responses to public consultation.
- To make recommendations to Executive Committee on the updating of the Local Plan and any other related documents as necessary.

#### **Membership**

The membership shall be decided by the Executive at the start of the municipal year.

Membership shall be proportionally representative of the political makeup of the Council.

Membership of the Local Plan Working Group shall be as follows:

Seven (7) Members (Included within this seven Planning Policy Portfolio Holder & Chairman of the Planning Committee)

Strategic Director – Place, Head of Planning and Planning Policy Officers.

### **Quorum**

The quorum shall be no less than one quarter (minimum of two) of the Borough Councillors appointed to the Local Plan Working Group.

### **Chairman and Vice-Chairman (and election thereof)**

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Local Plan Working Group**

It is expected that the Local Plan Working Group shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor elected to the Group present at the meeting and elected to the Local Plan Working Group may vote on recommendations.

### **Meetings of the Local Plan Working Group**

Meetings of the Local Plan Working Group shall be held virtually and start at 6.00pm.

The Local Plan Working Group shall be serviced by Democratic Services.

The Local Plan Working Group shall meet as required.

Meetings of the Local Plan Working Group shall be held in private to allow the greatest freedom. Any recommendations shall become public knowledge once at Committee.

All agenda items shall be forwarded to the Democratic Services Officer eight (8) clear days prior to the next scheduled meeting.

As the Working Group is private all papers, including agenda, reports and minutes shall be treated as confidential.

The Working Group shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council to access through ModGov.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Working Group.

## **Leisure Partnership Board**

### Terms of Reference

Adopted: TBC

#### **Introduction**

The Leisure Partnership Board shall report to the Executive. The Terms of Reference were agreed by all parties on 18 November 2011 as part of the Leisure Management Contract and last amended on 20 October 2022.

As background, the Leisure Services Project Board was merged into the Leisure Partnership Board in Autumn 2012. The Leisure Services Project Board was established by the Executive and the Terms of Reference were adopted on 23 July 2009.

Significant changes to the Terms of Reference must be approved by the Executive. Minor changes may be made by the Monitoring Officer.

#### **Role and Functions**

The Board was established to oversee the Leisure Partnership Agreement and to hold all parties to account for the obligations contained therein, reporting any key issues of performance (service and financial) or proposed change in strategic direction to the Council for consideration / approval as appropriate.

The functions of the Leisure Partnership Board shall be:

- a. To provide a means for the joint review of all aspects relating to performance of the Approved Contractor and/or Approved Sub-Contractor in delivery of the Leisure Partnership Agreement.
- b. To provide a forum for joint strategic discussion and consideration of all aspects with regard to the Leisure Partnership Agreement including ensuring dissemination of information and consideration of the views of all stakeholders connected with the contract.
- c. To be appraised of progress on capital works being undertaken as part of the Approved Contractor bid and/or progress relating to capital works being undertaken directly by the Council, with any significant risks being identified to the Leisure Partnership Board for information / resolution as appropriate.
- d. To consider, on a business case basis, any proposals for future capital investment in the Facilities.
- e. To receive and discuss the Approved Contractors Annual Service Plan – contents of which shall be as identified in the Leisure Partnership Agreement Schedule 4 Format of Reports.
- f. To receive and discuss the Annual End of Year Report, noting by exception any areas of concern and intended action.
- g. To facilitate as maybe required the opportunity for all parties to advocate their position prior to jointly discussing and looking to resolve at Board level any issues of conflict. Such joint action is intended to prevent the need to go to formal dispute resolution.



- h. To promote the Approved Contractor's Active Communities projects and the impact they have on the health and well-being of the borough residents.

### **Membership**

The membership shall be decided by the Executive at the start of the Municipal Year.

Membership shall be proportionately representative of the political makeup of the Council.

A member of the Board may nominate a proxy to attend a meeting if that Member is unable to attend. The Chair shall be informed of the substitution at least five working days prior to the scheduled nominated meeting.

Membership of the Board shall be as follows:

#### Woking Borough Council

Five (5) Members from the Council, to include the Portfolio Holder for Living Well.

Council Officers shall attend the Board as required.

#### Greenwich Leisure Limited / Freedom Leisure

Director of Development or Head of Development and Partnerships – GLL

Director – Freedom Leisure

Area Manager – Freedom Leisure and such other GLL/FL colleagues according to relevant agenda items.

The Leader of the Council, Opposition Leader and Shadow Portfolio Holder for Living Well reserve the right to attend.

### **Quorum**

The quorum shall be five (5) (with at least three (3) Elected Members from the Council and two (2) representatives from the Contractor/Sub-Contractor).

### **Chairman and Vice-Chairman (and election thereof)**

The Chairman shall be the Portfolio Holder for Living Well or in the absence of, or at the discretion of the Portfolio Holder their nominated elected council representative.

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Board**

The Leisure Partnership Board shall have the authority to determine matters of operational day-to-day management in connection with the delivery of the Service / Facilities contained in the Leisure Partnership Agreement. Such levels of authority shall reflect the Council's existing Scheme of Delegation to Officers (May 2016 and subsequent updated versions) as enacted

by the relevant member of the Corporate Leadership Team, save that any explicit requirement of the Leisure Partnership Agreement shall take precedence. Issues of a strategic nature and/or which are likely to have a financial impact on the Council shall be referred by the Leisure Partnership Board (via the Council's Building Services Manager) to the Council's Executive or Full Council for decision as appropriate.

Recommendations of the Leisure Partnership Board that require formal Council consideration shall be placed on the Forward Plan as soon as possible. Formal reporting to the Council shall be undertaken by the Portfolio Holder or the Council's Building Services Manager, all members of the Leisure Partnership Board shall be required to provide such information as necessary to enable appropriate reporting to be undertaken within agreed timescales.

Members of the Leisure Partnership Board agree to work in accordance with the values of the Leisure Management Agreement, where every effort shall be made through effective, considered and constructive partnership dialogue to resolve any issues in a consensus manner. No formal voting procedure shall be adopted, as any serious performance and operational issues shall be managed in accordance with the conditions of contract contained in the Leisure Management Agreement.

### **Meetings of the Board**

The Leisure Partnership Board shall normally have two (2) meetings per year, beginning at 6pm. The dates and times of meetings shall be set, whenever possible, up to six (6) months ahead. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Board shall normally be held virtually, or at one of the Borough's leisure facilities.

The Board shall be serviced by Democratic Services.

Meetings of the Board shall be held in private. Any recommendations shall become public knowledge once at Committee. On occasion it may be necessary for the Leisure Partnership Board to convene and/or record separately a Part II (confidential) session to the meeting due to the commercial sensitivity or confidentiality of the information being discussed. Under these circumstances only those individuals who are directly employed by the Approved Contractor/Sub-Contractor; are Elected Members or Officers from the Council should remain in the meeting. Under these circumstances all parties shall be bound by the agreed confidentiality surrounding the issue, and the matter shall be recorded as a Part II item in the minutes.

All agenda items shall be forwarded to the Democratic Services Officer eight (8) clear days prior to the next scheduled meeting.

As the Board is private all papers, including agenda, reports and minutes shall be treated as confidential.

The Board shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council to access through mod.gov.

### **Additional Information**

The Board's work programme shall include the following standing items – the timing of which dovetails with the Council's business planning process:

LPB Meeting	Standing Items
October	<ul style="list-style-type: none"> <li>• Annual Report (from previous financial year)</li> <li>• Performance update on current year's Business Plan</li> <li>• Investment Proposals</li> <li>• 'Core' Fees and Charges (for following financial year – April)</li> <li>• Draft Business Plan Objectives (for following year)</li> </ul>
February March	<ul style="list-style-type: none"> <li>• Business Plan Approval (for following financial year – April)</li> <li>• 'Non-Core' Fees and Charges (for following financial year – April)</li> </ul>

Note: The year-end Annual Report – shall be circulated by no later than 31 July each year to the Leisure Partnership Board.

## THE MILITARY COVENANT ADVISORY PANEL

### Terms of Reference

Adopted:

#### **Introduction**

The Military Covenant Advisory Panel shall report to Council. The Terms of Reference were first adopted October 2012 and last amended February 2022.

Significant changes to the Terms of Reference must be approved by Council. Minor changes may be made by the Monitoring Officer.

#### **Role and Functions**

The establishment of the Covenant followed an approach by the Commanding Officer at the Army Training Centre at Pirbright to establish a local community covenant with Woking Borough Council to establish closer links between the Armed Forces and the local community. The covenant was intended to develop relationships between the civilian and military organisations in Woking for the benefit of all communities and develop projects of mutual benefit for submission to the Armed Forces Community Covenant Grant Scheme. Details of the Armed Forces Community Covenant are outlined in Appendix 1 to these Terms of Reference.

Members of the Advisory Panel shall be expected to gain the views of Councillors/Officers/other representatives with a view to reporting those views to the Group. Members of the Advisory Panel may also be charged with specific areas to research and report back on to the Group.

#### **Membership**

The membership shall be decided by Council as the start of the Municipal year.

Membership shall comprise six (6) Members of the Council based on proportionately.

Membership of the Group shall be as follows:

- six Members of the Council.
- Ex-Military Personnel
- Appropriate Officers of the Council.

#### **Armed Forces Champion**

The Membership of the Advisory Panel to include the Borough's Armed Forces Champion and a named Deputy who are to be appointed annually by Council. The Armed Forces Champion is chosen by the Council to represent the Authority and the Borough on all matters military.

An outline of the roles and responsibilities of the Armed Forces Champion are set out in Appendix 2.

Details of the membership of the Advisory Panel are to be maintained, and published, by the Democratic Services Team of Woking Borough Council.

The Advisory Panel may invite outside organisations, community/voluntary groups or other interested parties to participate in meetings but, should voting on any issue be required, this shall be reserved to the Members of the Advisory Panel, including the Armed Forces Champion.

### **Quorum**

The quorum shall be no less than one quarter (minimum of two (2)) of the Borough Councillors appointed to the group.

### **Chairman and Vice-Chairman (and election thereof)**

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the Municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Group**

It is expected that the Group shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor elected to the Group present at the meeting and elected to the Group may vote on recommendations.

### **Meetings of the Group**

Meetings of the Military Covenant Advisory Panel shall be held virtually and shall be serviced by Democratic Services.

The Group shall normally have three (3) meetings per year, beginning at 6pm. Ad hoc meetings may be arranged at the discretion of the Chairman. Meetings of the Group will be held in private.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting. As the Group is private all papers, including agenda, reports and minutes shall be treated as confidential. The group will have agendas and minutes of its meetings, which shall be available to all Members of the Council to access through Mod.gov.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Working Group.

## **Appendix 1**

### **THE ARMED FORCES COMMUNITY COVENANT**

#### **PARTICIPANTS**

This Armed Forces Community Covenant is made between:

The serving and former members of the Armed Forces and their families working and residing in Woking Borough.

Woking Borough Council the public, business, charitable and voluntary sector organisations in Woking Borough.

The Armed Forces Charities.

## **PRINCIPLES OF THE ARMED FORCES COMMUNITY COVENANT**

The Armed Forces Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces, at the local level.

The purpose of this Community Covenant is to encourage support for the Armed Forces Community working and residing in Woking Borough and to recognise and remember the sacrifices made by members of this Armed Forces Community, particularly those who have given the most. This includes in-Service and ex-Service personnel their families and widow(er)s in Woking Borough.

For Woking Borough Council and partner organisations, the Community Covenant presents an opportunity to bring their knowledge, experience, and expertise to bear on the provision of help and advice to members of the Armed Forces Community. It also presents an opportunity to build upon existing good work on other initiatives such as the Welfare Pathway.

For the Armed Forces community, the Community Covenant encourages the integration of Service life into civilian life and encourages members of the Armed Forces community to help their local community.

## **OBJECTIVES AND GENERAL INTENTIONS**

### **Aims of the Community Covenant**

The Armed Forces Community Covenant complements the principles of the Armed Forces Covenant which defines the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces community. It aims to encourage all parties within a community to offer support to the local Armed Forces community and make it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the Charitable and Voluntary Sector. These organisations already work together in partnership in Woking.

The scheme is intended to be a two-way arrangement and the Armed Forces community are encouraged to do as much as they can to support their community and promote activity which integrates the Service community into civilian life.

## **MEASURES**

Woking Borough Council, the public, business, voluntary sectors and Armed Forces Charities shall work with the Army represented by The Army Training Centre at Pirbright in order to achieve the general aims identified at section three above and ensure that Woking Borough remains an inclusive and welcoming home for military personnel and civilians alike.

Woking Borough Council, the public, business, voluntary sectors and Armed Forces Charities shall work with the Army represented by The Army Centre at Pirbright to support projects meeting the aims of the Community Covenant.

## **Appendix 2**

### **THE ARMED FORCES CHAMPION**

The Armed Forces Champion should be an individual with an interest in the Armed Forces community. Some Armed Forces experience would be an advantage. The position is appointed to by Council (on the recommendation of the Council's Selection Panel), recognising the importance the Council places on the role.

#### **The Role:**

Underlying all actions is the objective to raise the profile and needs of the Armed Forces community (serving personnel, both regular and reserve, their families, veterans and Cadets), within the Council and the Borough/District. It shall be essential that the Champion is kept informed of all relevant developments.

Close liaison with the senior member of Borough/District staff, who is appointed by the Borough/District Chief Executive as Armed Forces Covenant Officer, with particular reference to the Council's obligations undertaken through the Armed Forces Covenant and the Community Covenant.

Close liaison with the Mayor on all ceremonial matters in which the Mayor should be involved (such as Armed Forces Day flag raising, attendance at local Armed Forces events, and Freedom of the Borough Marches).

The Champion is encouraged to keep the local Member/s of Parliament apprised of the activity within the Borough/District in relation to the Armed Forces community.

Where local circumstances suggest this is appropriate (e.g. a significant local Armed Forces presence) to establish (if not already established) and if appropriate to chair (but certainly be a member of), an Armed Forces Panel of Members and Officers meeting regularly with an agenda to ensure all areas of Council business take into account the needs of the Armed Forces community.

To liaise as appropriate with local members of the Armed Forces, in particular the appropriate Task Force Commander (appointed by 11 Infantry Brigade) to assist in understanding where help may be most needed and to enable in return a better understanding within the Armed Forces of the limitations and different responsibilities of Local Government and its decision-making processes.

To be the primary focal point for liaison with businesses/local organisations within the Borough/District to promote the Armed Forces Corporate Covenant and encourage engagement with the Armed Forces, in particular Reservists and Cadets. Close liaison with the Council's Business Development Section (or equivalent) on these matters would be required.

To support local Cadet units by acting as the key link with the local authority, and to look to provide local ceremonial, remembrance and volunteering opportunities.

To sponsor an Annual report to the Executive/Cabinet, or equivalent Committee of the Borough/District, perhaps first reviewed by the relevant Scrutiny Committee, detailing the Council's actions over the past year in respect of the obligations to the Covenants.

## **Selection Panel**

### Terms of Reference

Adopted: [Month] [Year]

#### **Introduction**

The Selection Panel has always formed part of the Council's process for annual appointments for Committees, Working Groups, Task Groups, Outside Bodies and ex officio positions, and any other such Groups that the Council appoints to. The Panel recommends appointments to Council at the start of each Municipal Year.

Changes to the Terms of Reference must be approved by Council. Minor changes may be made by the Monitoring Officer.

#### **Role and Functions**

The Selection Panel was established to:

- consider the proportionality of the Council following Borough Elections;
- review the Council's Committees, Working Groups, Task Groups, appointments to Outside Bodies and ex officio positions, and any other such Groups that the Council appoints to;
- recommend to Council any changes to Committees, Working Groups, Task Groups, appointments to outside bodies and ex officio positions, and any other such Groups that the Council appoints to;
- recommend to Council the size of each Committee, Working Group and Task Group, and any other such Groups that the Council appoints to, having due regard to the proportionality of the Council;
- recommend the number of appointments to outside bodies and ex officio positions, having due regard to the proportionality of the Council;
- recommend to Council the proportionality of each Committee, Working Group and Task Group, and any other such Groups that the Council appoints to, having due regard to the proportionality of the Council; and
- consider any additional appointments for Elected Representatives that may arise.

#### **Membership**

Membership shall consist of the Group Leader and Deputy Group Leader of each Political Group on the Council. Accordingly, the Panel may not necessarily be proportionately representative of the political makeup of the Council.

A Member of the Selection Panel may nominate a proxy to attend a meeting if that Member is unable to attend. The Chair shall be informed of the substitution at least five working days prior to the scheduled nominated meeting.

Officers of the Council attending the meetings shall include, though not be limited to, the Chief Executive, the Director of Legal and Democratic Services and the Head of Democratic Services.



## **Quorum**

The quorum shall be no less than one third, rounded up where necessary, of the membership of the Selection Panel. Each Political Group shall be expected to be represented at the meetings of the Panel.

## **Chairman and Vice-Chairman (and election thereof)**

The Chairman shall normally be the Chief Executive of Woking Borough Council but may be any Member of the Selection Panel. Officers attending, including the Chief Executive, shall not have the option to cast a vote at meetings.

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

## **Recommendations of the Selection Panel**

It is expected that the Selection Panel shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Group and present at the meeting may vote on recommendations.

In the event no majority is reached, the matter shall be referred to Council for determination.

## **Meetings of the Selection Panel**

Meetings of the Selection Panel shall be held in person and serviced by Democratic Services.

The Selection Panel shall normally meet once per year beginning at 6:00pm. Any recommendations shall be presented to Council at its first business meeting of the new Municipal Year. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Selection Panel shall be held in private to allow the greatest possible freedom. Any recommendations shall become public knowledge once at Council.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting.

The Selection Panel shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council through Mod.gov. As the Selection Panel is private, the agenda and reports shall be treated as confidential and not to be disseminated beyond the Members and Officers of the Council. The minutes shall be published for consideration at the subsequent meeting of Council.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Selection Panel.

## **Sheerwater Regeneration Delivery and Oversight Panel**

### Terms of Reference

Adopted: [Month] [Year]

#### **Introduction**

The Sheerwater Regeneration Delivery and Oversight Panel shall report to Council. The Terms of Reference were first adopted on 25<sup>th</sup> July 2019.

Significant changes to the Terms of Reference must be approved by Council. Minor changes may be made by the Monitoring Officer.

#### **Role and Functions**

The Panel was established to have oversight of the governance of the detailed implementation of the Sheerwater Regeneration Project and the social, environmental and economic issues affecting the Project.

The Oversight Panel shall:

- monitor the delivery of key milestones;
- monitor risks and issues associated with the Project;
- receive reports on rehousing of tenants;
- maintain high-level oversight of the financial model and funding;
- ensure the regeneration outcomes are achieved including key community infrastructure and retail units;
- ensure that residents and stakeholders are regularly updated and engaged with key project issues.

#### **Membership**

The membership shall be decided by Council at its first meeting of the Municipal Year.

Membership of the Panel shall be as follows:

Seven (7) appointed Borough Councillors based on proportionality.

If not appointed to the Group, the Portfolio Holder for Key Projects shall be an ex-officio member.

Ward Councillors for Canalside that have not been appointed to the Panel may also attend meetings.

The County Councillor whose division contains the Sheerwater area may attend meetings.

The Strategic Director of Communities (as project sponsor) and appropriate Officers involved in the Sheerwater Regeneration Project. Officers attending shall not have the option to cast a vote at meetings.

## **Quorum**

The quorum shall be no less than one quarter (i.e. a minimum of two (2)) the Borough Councillors appointed to the Panel.

## **Chairman and Vice-Chairman (and election thereof)**

The Chairman shall normally be a member of the opposition.

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

## **Recommendations of the Panel**

It is expected that the Panel shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Panel and present at the meeting may vote on recommendations.

## **Meetings of the Panel**

Meetings of the Panel shall be held virtually and serviced by Democratic Services.

The Panel shall normally have three (3) meetings per year and start at 6:30pm. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Panel shall be held in private. Any recommendations shall become public knowledge once at full Council.

All agenda items shall be forwarded to the Democratic Services Officer eight (8) clear days prior to the next scheduled meeting.

As the Panel is private all papers, including agenda, reports and minutes shall be treated as confidential.

The Panel shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council made available through Mod.gov.

Third parties may be invited to attend meetings with the consent of the Chairman and Lead Officer.



OVERVIEW AND SCRUTINY COMMITTEE – 20 MARCH 2023

## RECOMMENDATIONS TO THE EXECUTIVE FOLLOWING WEACT PRESENTATION

### Executive Summary

Following the presentation made by representatives of WEAct at the meeting of the Committee held on 20 February 2023, Members agreed to provide recommendations to the Executive in support of Climate Change action to be taken, accelerated, or otherwise furthered by the Council. During the evening the Committee and WEAct discussed WEAct's recommendations: the Council strengthens the Climate Emergency Action Plan to reflect the recommendations of the Anthesis carbon footprint assessment; officers consider the feasibility of joining the UK100 network of councils (giving due consideration for the financial and resource implications); the Council continues to be a 'High Ambition' council on climate action; further support on embedding the Council's net zero ambition across the organisation; and the Council continues its leadership role in encouraging community climate action.

### Recommendations

The Committee is requested to:

**RECOMMEND TO THE EXECUTIVE that subject to the Committee agreeing the above Executive Summary, that the Executive refer those to the Greener Woking Working Group for consideration.**

The item(s) above will need to be dealt with by way of a recommendation to the Executive.

<b>Background Papers:</b>	None
<b>Reporting Person:</b>	Cllr Ayesha Azad Email: CllrAyesha.Azad@woking.gov.uk
<b>Contact Person:</b>	Cllr Ayesha Azad Email: CllrAyesha.Azad@woking.gov.uk
<b>Date Published:</b>	10 March 2023





# 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.*

<b>The Committee</b>	
<b>Chairman:</b> Councillor A Azad	
<b>Vice-Chairman:</b> Councillor J Sanderson	
Councillor H Akberali	Councillor C Kemp
Councillor A Caulfield	Councillor A Kirby
Councillor K Davis	Councillor J Morley
Councillor P Graves	Councillor M I Raja
<b>2022/23 Committee Dates</b>	
6 June 2022	21 November 2022
11 July 2022	23 January 2023
12 September 2022 (cancelled)	26 September 2022
20 February 2023	17 October 2022
20 March 2023	

## Recommendations

The Committee is requested to:

**RESOLVE That** the report be noted.

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

## The Overview and Scrutiny Work Programme

**Background Papers:** None.

**Reporting Person:** Councillor Ayesha Azad  
Email: cllrayesha.azad@woking.gov.uk

**Contact Person:** Toby Nash, Scrutiny and Democratic Services Officer  
Email: toby.nash@woking.gov.uk, Extn: 3056

**Portfolio Holder:** Councillor Ann-Marie Barker  
Email: cllrann-marie.barker@woking.gov.uk

**Shadow Portfolio Holder:** Councillor Ayesha Azad  
Email: cllrayesha.azad@woking.gov.uk

**Date Published:** 10 March 2023

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
Biannual Overview of Complaints Report	Chairman and Vice-Chairman	Following the meeting of the Committee on 21 February 2022 it was expressed by Members that the possibility of having this report appear at the Committee twice a year, as opposed to once a year would be beneficial.
Update on Company Governance Structure	Leader	The Committee would receive a report on the progress made to Company Governance Structure once sufficient progress had been made.
Review of Company Governance Structure	Chairman & Vice-Chairman	To be reviewed one year after the structure is in place.
Invite Thames Water	Overview and Scrutiny Committee	Following the meeting of the Committee on 23 January 2023 it was suggested that Thames Water be invited to attend a future meeting of the OSC once improvements to local treatment works had been completed.
Invite Affinity Water	Chairman	To reinvoke Affinity Water following their agreement to attend first the January and then February meetings.
Woking For All Strategy Out-turn	Strategic Director of Place	It is proposed that the out-turn from the Woking For All strategy be presented to the Committee. It would be appropriate to receive this at approximately the June 2023 meeting.
Woking For All Strategy Refresh	Strategic Director of Place	It is proposed that an update on the most recent refresh be of the Woking For All strategy be received by the Committee. It would be appropriate to receive that at approximately the July 2023 meeting
Community Grants Update	Strategic Director of Place	Following the changes to the handling of Community Grants, it is proposed that the Committee receive an update on how the process is working. It is proposed that this be received at approximately the September or October meeting.

**The Work Programme 2023/24 (provisional)**

**Overview and Scrutiny Committee Meeting – 6 June 2023**

**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		Chairman

**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	Chairman

**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	Toby Nash/Frank Jeffrey

**2.3 Review of the Overview and Scrutiny Communications Plan**

Consultation	Background Documents	Contact Person/Team
None	None	Toby Nash

**3 – Task Group Updates**

**3.1 Task Group Update.** To receive an update from any meetings of the 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 – 10 July 2023

### 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	Chairman

### 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	Chairman

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from any meetings of the 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 – 11 September 2023

### 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	Chairman

### 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	Chairman

**2.2 Noise Complaints Update.** For the Committee to receive the regular, six-monthly Noise Complaints Update.

Consultation	Background Documents	Contact Person/Team
None	None	Emma Bourne

**2.3 Freedom Leisure Annual Review.** For the Committee to receive the annual performance review and survey.

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 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 – 16 October 2023

### 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	Chairman

### 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	Chairman

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from any meetings of the 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 – 20 November 2023

### 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	Chairman

### 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	Chairman

**2.2 Celebrate Woking,** For the Committee to receive a review of the year and receive the forward plan.

Consultation	Background Documents	Contact Person/Team
None	None	Riëtte Thomas

**2.3 Treasury Management Mid-Year Review.**

Consultation	Background Documents	Contact Person/Team
None	None	Section 151 Officer

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from any meetings of the 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 – 22 January 2024

### 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	Chairman

### 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	Chairman

**2.2 Joint Waste Management Performance Review.**

Consultation	Background Documents	Contact Person/Team
None	None	Neighbourhood Services

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from any meetings of the 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 – 19 February 2024

### 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	Chairman

### 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	Chairman

**2.2 Freedom of Information Requests Annual Report.**

Consultation	Background Documents	Contact Person/Team
None	None	Monitoring Officer

**2.3 Annual Review of Complaints.**

Consultation	Background Documents	Contact Person/Team
None	None	Monitoring Officer

**2.4 Enterprise M3.** To receive a review of the work of the Local Enterprise Partnership.

Consultation	Background Documents	Contact Person/Team
None	None	Strategic Director of Place

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from any meetings of the 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 – 18 March 2023

### 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	Chairman

### 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	Chairman

**2.2 Annual Update on Climate Change.**

Consultation	Background Documents	Contact Person/Team
None	None	Green Infrastructure Team

**2.3 Annual Report of the Overview and Scrutiny Committee.**

Consultation	Background Documents	Contact Person/Team
None	None	Chairman

**2.4 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	Community Safety Team

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from any meetings of the 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 – 23 March 2023**

**Matters for Consideration**

- |     |  |
|-----|--|
| 1)  | Medium Term Financial Strategy (MTFS)  |
| 2)  | Climate Change Strategy Review   |
| 3)  | Recommendation from Overview and Scrutiny Committee following WEAct Presentation |
| 4)  | Climate Change Supplementary Planning Document (SPD)                             |
| 5)  | Affordable Housing Delivery Supplementary Planning Document (SPD)                |
| 6)  | Review of the Constitution   |
| 7)  | Cost of Living Crisis Update   |
| 8)  | Revocation of the Air Quality Management Area (AQMA) at Anchor Hill, Knaphill    |
| 9)  | Appointment of Independent Directors to Council Companies                        |
| 10) | Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report           |
| 11) | Write off of Irrecoverable Debt  |
| 12) | Performance and Financial Monitoring Information                                 |
| 13) | Monitoring Reports - Projects  |

**Executive – 15 June 2023**

**Matters for Consideration**

- 1) Community Grants Update
- 2) Public Realm Usage Policy
- 3) Supporting Carers Policy
- 4) Treasury Management Annual Report 2022-23
- 5) Risk Management and Business Continuity Annual Report
- 6) 2022-23 Working For All Outturn Report on Performance
- 7) Monitoring Reports - Projects

**Executive – 13 July 2023**

**Matters for Consideration**

- 1) Medium Term Financial Strategy (MTFS)
- 2) 2023-24 to 2026-27 Working For All Refresh
- 3) Equalities Annual Report - 2023

**Executive – 14 September 2023**

**Matters for Consideration**

- 1) Performance and Financial Monitoring Information
- 2) Monitoring Reports - Projects

**Executive – 5 October 2023**

**Matters for Consideration**

- 1) Confidentiality Protocol Annual Report
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**Executive – 16 November 2023**

**Matters for Consideration**

- 1) ThamesWey Business Plan
  - 2) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2024-25
  - 3) Draft Housing Revenue Account Budget Update 2024-25
  - 4) Draft Investment Programme 2023-24 to 2027-28
  - 5) Performance and Financial Monitoring Information
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**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.

<b>Economic Development Task Group</b>	
<b>Remit:</b>	<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>
<b>Membership:</b>	Councillors Akberali, Aziz, Davis, Elson, Morley, Oades and Roberts.
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	11.03.09
<b>Completion Date:</b>	Ongoing

<b>Finance Task Group</b>	
<b>Remit:</b>	<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>
<b>Membership:</b>	Councillors Akberali, Azad, Aziz, Davis, Kirby, Oades and Sanderson.
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	25.05.06
<b>Completion Date:</b>	Ongoing

<b>HIF Task Group</b>	
<b>Remit:</b>	<p>The HIF Task Group has been established following the decision on 23 May 2022 to taking on the responsibilities of the Aggregates Site Working Group and the HIF Oversight Panel.</p> <p>The 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>Task Group Members may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p>
<b>Membership:</b>	Councillors Akberali, Ali, Azad, Johnson, Kemp, Lyons and Nicholson.
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	23.05.22
<b>Completion Date:</b>	Ongoing

<b>HIF Housing Outputs Task Group</b>	
<b>Remit:</b>	<p>The HIF Housing Outputs Task Group has been established following the decision on 22 November 2022 to set-up a task group to look at the housing element of the Housing Infrastructure Fund. The Task group shall comprise seven Members of the Council representing all Groups on the Council based on proportionality.</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 Overview and Scrutiny Budget. Offsite visits will be ad hoc.</p> <p>Task Group Members may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p>
<b>Membership:</b>	Councillors Akberali, Ali, Azad, Forster, Johnson, Kemp and Kirby.
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	24.01.22
<b>Completion Date:</b>	To be confirmed.

<b>Housing Task Group</b>	
<b>Remit:</b>	<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>Task Group Members may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p>
<b>Membership:</b>	Councillors Akberali, Aziz, Cosnahan, Dorsett, Johnson, Lyons and Whitehand.
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	25.05.06
<b>Completion Date:</b>	Ongoing

