



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, 23 March 2020 at 7.00 pm in the Council Chamber - Civic Offices.

The agenda for the meeting is set out below.

RAY MORGAN
Chief Executive

NOTE: Filming Council Meetings

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

AGENDA

PART I - PRESS AND PUBLIC PRESENT

Part I - Press and Public Present

- 1 Apologies for Absence
To receive any apologies for absence.
- 2 Minutes (Pages 5 - 10)
To approve the minutes of the meeting of the Committee held on 24 February 2020 as published.
- 3 Matters Arising from the Previous Minutes
To review and 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.

Matters for Scrutiny

- 6 Community Infrastructure Levy Update
Reporting Person: Ernest Amoako
- 7 Anti-Social Behaviour
Reporting Person: Camilla Edmiston / Detective Inspector Andrew Greaves
- 8 Safer Working Partnership - Community Safety Plan OSC20-009 (Pages 11 - 28)
Reporting Person: Camilla Edmiston

Matters for Determination

- 9 Working Football Club & Associated Developments Task Group - Summary Report OSC20-011 - Report to follow
Reporting person: Councillor D Hughes
- 10 Work Programme OSC20-012 (Pages 29 - 68)
Reporting person: Councillor D Hughes
- 11 Annual Report OSC20-010 (Pages 69 - 82)
Reporting Person: Councillor D Hughes

Performance Management

- 12 Performance and Financial Monitoring Information
To consider the current publication of the Performance & Financial Monitoring Information (Green Book). Members are asked to bring their copy of the Green Book to the meeting.

Reporting person: Councillor D Hughes

Exclusion of the Press and Public

- 13 The Chairman will move and the Vice-chair will second:-
“That the press and public be excluded from the meeting during consideration of item 14 in view of the nature of the proceedings that, if members of the press and public were present during these items, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

PART II – PRESS AND PUBLIC EXCLUDED

- 14 Woking Football Club & Associated Developments Task Group - Report to follow
Reporting Person: Councillor D Hughes

AGENDA ENDS

Date Published - 12 March 2020

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



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MINUTES
OF A MEETING OF THE
OVERVIEW AND SCRUTINY COMMITTEE

held on 24 February 2020

Present:

Cllr D E Hughes (Chair)
Cllr M A Whitehand (Vice-Chair)

Cllr S Hussain	Cllr M I Raja
Cllr R Mohammed	Cllr G G Chrystie
Cllr C Rana	Cllr J R Sanderson

Also Present: Councillor D Harlow, Adam Thomas (Family Support Programme Manager), Nicola Norman (Family Centre's Team Manager), Louise Strongitharm (Director of Housing) and Jacqui Dixon (Private Sector Housing Manager).

Absent: Councillors J E Bond

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bond.

2. MINUTES

RESOLVED

That the minutes of the meeting of the Committee held on Monday, 20 January 2020 be approved and signed as a true and correct record.

3. MATTERS ARISING FROM THE PREVIOUS MINUTES

Following the last meeting of the Committee that included the recommendation of the Community Lottery Scheme to the Executive, it was reported that the recommendation was approved at the Executive meeting on 6 February 2020.

4. URGENT BUSINESS

There was no urgent business to discuss.

5. DECLARATIONS OF INTEREST

In accordance with the Officer Procedure Rules, the Housing Director, Louise Strongitharm, declared an interest in any items under which the Thamesway Group of Companies are discussed, arising from her position as a Director of the Thamesway Group of companies. The interest is such that speaking was permissible.

In accordance with the Members' Code of Conduct, Councillor D Harlow will declare a non-pecuniary interest in any items under which the Thameswey Group of Companies is discussed, arising from her position as a Director of the Thameswey Group of Companies. The interest is such that speaking was permissible.

6. WORK PROGRAMME (OSC20-005)

The Work Programme was reviewed and noted the items that were on the agenda for the final meeting of the Committee in the 2019/20 municipal year.

RESOLVED

That the Work Programme be noted.

7. CHILDREN AND FAMILY CENTRES UPDATE FOLLOWING CONSULTATION

The Chairman welcomed Adam Thomas, Family Support Programme Manager, and Nicola Norman, Family Centres Team Manager, to the meeting, who previously attended a Committee meeting on 17 June 2019, following the Surrey County Council consultation of the closure of Children's Centres.

The consultation ended in February 2019, and resulted in Surrey County Council agreeing to endorse the re-modelling of the remaining Children's Centres in the Borough to create Family Centres as part of a wider Family Service to support families with children ages 0 to 11 that were thought to be the most vulnerable. The Executive agreed that Woking Borough Council would take lead on the Family Centres in question moving forward.

Together, they provided a presentation on the changes that had been implemented since the consultation and information on the new team, that went live on 1 November 2019. The changes included embedding a new team and training them, encouraging flexible working throughout the borough, moving to an electronic casefile system and a new service delivery plan, with the next service review scheduled to take place in April 2020.

It was noted that the two remaining centres were at Parkview in Sheerwater and The Bungalow at Sythwood School. However as part of the service delivery, specialist support was also provided to families in the form of one to one personal visits at the family's home, and an outreach service available in other community centres: The Vyne in Knaphill, Moorcroft in Westfield and St Marys in Byfleet. These centres also provide universal support services for families including health visiting, midwifery, citizen's advice and support with housing and employment.

Following a question from a member it was reported that approximately 130 families were benefitting from the family support services and that the length of time families require the service for varies from a matter of weeks, up to a year and a half; the centres were coping well with the demand at present. The flexible service provided various benefits including centralised locations for families using multiple services and the option for home visits which are preferred by mothers/parents.

Mr Thomas reported that the team were confident the budget was sufficient to provide the services required to meet the demand.

The Chairman thanked Mr Thomas and Ms Norman for their presentation and time, and regular updates would continue to be brought to the Health & Wellbeing Task Group as well as feedback from the review scheduled in April.

8. EMPTY HOMES STRATEGY REPORT (OSC20-003)

The Chairman welcomed Louise Strongitharm, Housing Director and Jacqui Dixon, Private Sector Housing Manager, who provided a presentation on the Empty Homes Strategy. The presentation reported that there were 769 empty homes (as of 27 January 2020) within the borough, and explained the various reasons why a property could be empty and how they were identified.

A breakdown of the 769 properties was provided and noted:

- 97 of which are Long Term Premium empty (>2 years)
- 259 are Long Term empty (6 - 24 months)
- 126 are empty due to the Sheerwater regeneration scheme and will be brought back in to use through the Project.

There were three priorities from the existing Empty Homes Plan 2015-2018 that were still relevant;

- **Priority 1** – To minimise the number of empty homes through the Council's interventions
- **Priority 2** – To maximise the opportunities for returning empty homes back into use through initiatives and incentives
- **Priority 3** – To use innovative interventions to bring empty back in to use.

The current performance was discussed noting a dip in performance when the Selective Licensing Scheme was introduced however there had been an improvement since. The Housing Team were looking of ways to spread positive messages and engage with the public via Woking Magazine and social media.

After finalising the Allocations Policy and Homelessness and Rough Sleeper Strategy within recent months, it was noted that future work would include updating the Empty Homes Plan and the overarching Housing Strategy.

Members suggested the empty homes plan include provision for more stringent action (e.g. CPO) if a property was left empty for five years and over, which had the support of officers however could be dependent on the reason why the property was empty, such as a vulnerable person or sensitive circumstance. There would also be a council tax premium cost for the owner as the property was empty for longer than five years.

The Chairman thanked Ms Dixon and Ms Strongitharm for the information provided.

9. OVERVIEW OF COMPLAINTS RECEIVED AND PERFORMANCE REVIEW (OSC20-006)

Members reviewed the Overview of Complaints Received – Annual Report, noting that fewer complaints had been received since the previous year, 65 received in 2019 vs 93 received in 2018.

There were no obvious trends identified.

10. FOI REQUEST ANNUAL REPORT (OSC20-004)

Members noted the FOI Annual Report, which detailed the total amount of FOIs received between January – December 2019, broken down by month and department. It was suggested that a future report would include example of the FOIs received in the two departments that received the most – Democratic Services and Benefits, Revenue and Customer Services.

It was explained that as the Democratic Services Team manage the FOI system, they would often co-ordinate responses if answers were required from multiple departments, and would liaise with Joint Waste Solutions and Thameswey on their FOIs and also refer applicants to other organisations, such as Surrey County Council if the response did not fall within Woking Borough Council's remit.

It was reported that no ICO decisions were made in 2019.

11. PERFORMANCE AND FINANCIAL MONITORING INFORMATION

The January Green Book was reviewed and discussed, with members noting the refuse collection indicator link with previous reports in regards to what was believed for waste collection, this would be identified to Cllr Davis, as Portfolio Holder for environmental services to review and possibly amend the KPIs reported in the green book.

Members were pleased to see the low figures reported for abandoned vehicles.

12. TASK GROUP UPDATE

The Chairman provided an update on behalf of the Finance Task Group that had recently reviewed the budget and investment strategy, and members noted the useful update on the HIF terms and conditions.

The Chairman then provided an update from the recent meeting of the Woking Football Club and Associated Developments Task Group, that had concluded their planned meetings, and the report would be reviewed at the next Overview and Scrutiny Committee on 23 March 2020. Thanks was given to the officers working on the task group and the guest who had attended the meetings.

The draft recommendations from the group were mentioned however discussion would not take place as members did not have the report from the task group yet.

13. THE CHAIRMAN WILL MOVE AND THE VICE-CHAIR WILL SECOND:-

RESOLVED

That the press and public be excluded from the meeting during consideration of item 14 in view of the nature of the proceedings that, if members of the press and public were present during these items, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

14. EMPTY HOMES STRATEGY REPORT (OSC20-007) - REPORT TO FOLLOW

Ms Dixon referred to the Part II report, that documented all the empty homes within the borough, as requested by the Chairman.

Members were able to inform the Housing Team of the situation of some properties, and issues raised by residents for officers to investigate, such as an empty property preventing the sale of a neighbouring house and the change of use of a property.

Officers informed members that it was difficult to engage with some owners of the empty properties and were working hard on trying to get as many empty properties back into use as possible.

It was agreed that officers would circulate the list of empty homes to members, organised by ward, to see if any further information could be identified.

The meeting commenced at 7.00 pm
and ended at 9.04 pm

Chairman: _____

Date: _____

OVERVIEW AND SCRUTINY COMMITTEE – 23 MARCH 2020

SAFER WOKING PARTNERSHIP, COMMUNITY SAFETY PLAN

Summary

This report provides the Overview and Scrutiny Committee with the opportunity to scrutinise the draft Safer Woking Partnership Plan 2020-23.

The plan for 2020-23 remains very similar to previous plans with 5 key priority areas of: Anti-Social Behaviour; Crime; Drugs and Alcohol, Preventing Violent Extremism and Reducing Reoffending.

The draft plan is being reviewed by the Community Safety Task Group at its meeting on 25 March 2020 where it will hopefully be approved for publication, taking into account the scrutiny by this Committee. The Joint Committee 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, these matters will be referred to the Community Safety Task Group to consider prior to publication.

Recommendations

The Committee is requested to:

RESOLVE That

The Safer Woking Partnership Plan 2020-23 be endorsed

Background Papers: Overview and Scrutiny Committee 25 March 2019, 26 March 2018, 27 March 2017, 4 April 2016, 23 March 2015, 31 March 2014, 25 March 2013, 19 March 2012, 21 March 2011, 6 December 2010 and 29 March 2010
Safer Woking Partnership Plan 2019-2022
Police and Justice Act 2006
Guidance for the Scrutiny of Crime and Disorder Matters - England
Sustainability Impact Assessment
Equalities Impact Assessment

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Date Published: 12 March 2020

Introduction

- 1.1 This report provides the Committee with the opportunity to scrutinise the draft Safer Woking Partnership Plan 2020-23. There was an assessment carried out by the key agencies that has supported the decision making on the priorities for the plan, looking at data, such as crime and anti-social behaviour, Surrey and the Joint Strategic Needs Assessment, and officers' knowledge and experience.
- 1.2 The Police and Justice Act 2006 gave local authorities new 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 Woking Strategic Assessment 2020

- 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 The annual strategic assessment work identifies current and possible future crime, disorder and substance misuse issues from sound evidence and analysis of data obtained via Surrey, Joint Strategic Needs Assessment 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 for the production of the draft Safer Woking Partnership Plan 2020-23 (see Appendix 1).
- 2.3 The plan has 5 key priority areas as follows:
 - a) Anti-Social Behaviour - includes identifying and supporting victims and addressing key hotspot locations and problem individuals.
 - b) Crime - targeting domestic abuse, child exploitation (a national and local priority), hate crime and serious organised crime, while supporting victims appropriately.
 - c) Drugs and Alcohol - addressing the priorities contained in the Surrey Substance Misuse Strategy.
 - d) Preventing Violent Extremism - awareness raising and training for frontline staff.
 - e) 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. If there is a significant issue the matter will be discussed at the Community Safety Task Group. 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 Implications

Financial

- 3.1 It is anticipated that the work on the implementation of the partnership plan can be accommodated within existing resources.

Human Resource/Training and Development

- 3.2 It is anticipated that the implementation work can be accommodated within existing resources.

Community Safety

- 3.3 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.

Risk Management

- 3.4 There are no implications.

Sustainability

- 3.5 There are no implications.

Equalities

- 3.6 There are no implications.

4.0 Conclusions

- 4.1 The scrutiny of the draft proposals for the Safer Woking Partnership Plan 2020-2023 is an important function of the Overview and Scrutiny Committee this year and helps it meet the requirements of the Crime and Disorder (Overview and Scrutiny) Regulations 2009, section 20 (3) and (4) of the Police and Justice Act 2006. The Overview and Scrutiny Committee is designated the Council's crime and disorder overview and scrutiny committee.
- 4.2 The Committee is asked to scrutinise the plan and either endorse the plan, or if there is a significant area of concern feedback such to the Community Safety Task Group for them to consider this prior to publishing.

REPORT ENDS



Safer Woking Partnership Partnership Plan 2020-2023

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

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 table on pages 4 and 5. 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.

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 new 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.
- 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.
- RMM: Risk Management Meeting meets weekly to monitor and risk assess missing and exploited children.
- MOLT Intelligence Group: Mapping Offenders Locations and Trends – a new multi professional child exploitation intelligence meeting designed to safeguard children at risk of exploitation through sharing key intelligence around mapping offenders locations and trends - that is specific to locality and perpetrator risk. It meets bi-monthly.
- 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.
- Domestic Abuse 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.
- 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 CCG 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.

Safer Woking Partnership Priorities

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

Priority	Detail
1	<p>Antisocial behaviour (ASB)</p> <ul style="list-style-type: none"> • Identify and support repeat and vulnerable victims of ASB and tackle the antisocial behaviour of individuals and families through the CHaRMM process and the Family Support Programme (FSP) • 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 • To ensure a consistent and swift response to problem premises through Closure Orders and the rehousing of the vulnerable • To safeguard public spaces through the removal of disorder by appropriate use of Dispersal Orders and PSPOs
2	<p>Crime</p> <ul style="list-style-type: none"> • Tackling domestic abuse is a key priority recognised county wide <ul style="list-style-type: none"> ○ Raise awareness of domestic abuse, how to report it and how to get support ○ Work with our local specialist domestic abuse service, Your Sanctuary, in the provision of support to survivors of domestic abuse living in our community ○ Work with the Domestic Abuse Development Group and Management Board to implement the Surrey Domestic Abuse Strategy and support local and county wide campaigns • To promote partnership resilience and awareness of Serious and Organised Crime, including County Lines, Cuckooing, Child Exploitation (Criminal and Sexual) and Organised Crime Groups through partnership and community/business training and joint responses to local problems, such as the Risk Management Meeting (RMM) • To tackle and raise awareness of Hate Crime across the Borough and build up community confidence in reporting incidents • To work with Partners to ensure that victims, where appropriate, receive a multi agency approach to safeguarding

3	<p>Drugs and Alcohol</p> <ul style="list-style-type: none"> • Support appropriate partnership work that will assist with the implementation of the Woking Health and Wellbeing Action Plan • 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 Chertsey Road road closures, town centre dispersal orders and Woking Street Angels • Support the local implementation of the Surrey Substance Misuse Strategy • Tackle local issues through local operations, including test purchasing and licencing reviews • Partnership support to proactive Police led operations to tackle drug supply and exploitation of the vulnerable
4	<p>Preventing violent extremism</p> <ul style="list-style-type: none"> • Work together on the implementation of relevant aspects of local agency Prevent plans
5	<p>Reducing reoffending</p> <ul style="list-style-type: none"> • 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, Integrated Offender Management (IOM) and MAPPA • To support, evaluate and implement the learning (once available) from the North Surrey IOM pilot being led by Surrey Police in the West Surrey area • To contribute to the assessment and action planning of offenders who present a detrimental impact upon the community in Woking via the CHaRMM process. • To continue to support the overall work of the Women's Support Centre Surrey and by referring eligible women offenders to the project which contributes to the Surrey wide transforming women's justice (now part of Surrey Police Checkpoint) • To work with Surrey Family Support Service in successfully managing the transition of young adult offenders into the adult Probation system • To support and monitor Woking offenders in accessing and engaging with the treatment pathway for drug and alcohol misuse • To work in partnership with the Community Forensic Mental Health Service in identifying personality disordered offenders and accessing appropriate intervention

Action Plan for 2019/20

Action	Priority	Lead	Timescale
Plan a programme of awareness raising events for domestic abuse including DA Awareness week and White Ribbon, support other campaigns planned through the DA Management Board and Development Group, including work with voluntary sector eg Your Sanctuary, CAB, residents associations and Woking Neighbourhood Watch Support Your Sanctuary and other agencies regarding the 'Ask Me Ambassador' initiative	1, 2, 3 and 5	Community Safety Manager, Woking Borough Council (WBC)	Domestic Abuse Awareness week (8-12 June 2020) White Ribbon (25 November 2020) Surrey DA Management Board and Surrey DA Development Group meet quarterly
Review location hotspots regularly through JAG	1, 2, 3 and 5	JAG Chairman (Community Safety Manager, WBC)	JAG meetings (every 6-7 weeks)
Review Serious Organised Crime issues through SOC JAG		SOC JAG Chairman (Woking Borough Commander, Surrey Police)	SOC JAG meetings (every 6-7 weeks)
Review individuals and families causing ASB regularly through CHaRMM and FSP as appropriate	1, 2, 3 and 5	CHaRMM Chairman (Community Safety Manager, WBC) FSP Manager, WBC	Monthly Monthly
Support the County ASB awareness week, including working with the voluntary sector, such as Woking Neighbourhood Watch	1 and 3	Community Safety Manager, WBC	13-17 July 2020
Tackle town centre issues, including Dispersal Orders, implementation and monitoring of the PSPO and Chertsey Road road closures	1, 2, 3 and 5	Woking Borough Commander, Surrey Police	Monitored at the JAG meetings (every 6-7 weeks)
Interventions (including training of licensees, Best Bar None, Pubwatch) and awareness raising around alcohol issues	1, 2, 3 and 5	Health and Wellbeing Task Group Police and Borough Licensing Teams	Monitored at the JAG meetings (every 6-7 weeks)
Raise awareness and educate members, professionals and the public (including young people) on what Child Criminal Exploitation is, the risk indicators and warning signs	2 and 5	Community Safety Manager, WBC Woking Borough Commander, Surrey Police	Ongoing
Raise awareness and educate members, professionals and the public on Serious Organised Crime including County Lines, Cuckooing, Child Criminal Exploitation	2	Woking Borough Commander, Surrey Police	Ongoing
Develop awareness raising on hate crime, how to report in Woking and how we can better support victims	2	Woking Borough Commander, Surrey Police	?

Raise awareness with partner agencies and develop an appropriate response to local problems of Serious Organised Crime using all available powers	2	Woking Borough Commander, Surrey Police	Ongoing
Work with the Women's Support Centre, Surrey Police and other relevant agencies on the Checkpoint service (an out of court disposal programme developed following the Transforming Women's Justice pilot project for Surrey)	5	Community Safety Manager, WBC	Ongoing
Continue to raise awareness around preventing violent extremism	4	Community Safety Manager, WBC, Woking Borough Commander, Surrey Police	Ongoing

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:

- Surrey Police
- Woking Borough Council
- Surrey County Council
- Surrey Fire and Rescue Service
- National Probation Service
- Kent, Surrey and Sussex Community Rehabilitation Company
- North West Surrey Clinical Commissioning Group

Strategic Assessment and Data Collection

The Safer Woking Partnership is required to carry out an annual partnership strategic assessment. The purpose of this is to assist in producing the priorities for the annual 3 year rolling partnership plan.

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

Woking Joint Committee

Woking Joint Committee aims to improve outcomes and value for money for residents and businesses in Woking by strengthening local democracy and improving partnership working through joint decision making. The Joint Committee has taken over the delegated community safety responsibilities of the borough council and county council in Woking and acts as the local Community Safety Partnership. A Community Safety Task Group has been established with representatives from the statutory partners to review actions and monitor progress in between formal reports to the Committee.

Community Safety Board

In two tier areas such as Surrey, there is a requirement for a county level strategy group. In Surrey the multi agency Community Safety Board has until now fulfilled this duty. The Community Safety Board is chaired by the Police and Crime Commissioner for Surrey and includes a wide range of partners that oversee the development of strategies and plans that aim to increase the sense of safety of the people of Surrey. The Community Safety Board has worked collaboratively with other county boards to ensure effective strategic join up.

More recently there has been a proposal to merge of the Health and Wellbeing Board and the Community Safety Board. This will allow opportunities to;

- share priorities across health and criminal justice with greater awareness of the threats to our communities
- co-commission and deliver projects which address the wider determinants of both Health and Crime
- to deliver the aims of the National Policing, Health and Social Care Consensus: working together to protect and prevent vulnerable people
- create a clearer governance structure which sees the right people around the table
- develop performance monitoring framework

In pursuing options it became clear that the thematic of Serious and Organised Crime did not transpose onto the Health and Wellbeing Strategy easily so it has been recommended that the Serious Organised Crime Partnership sits as a separate high level board alongside the other strategic boards.

In March, if there is no disagreement, then the formal agreement of changes to membership and merger will take place. This will enable the first formal merged meeting to take place in June. The new Health and Wellbeing Board will review the effectiveness of the merger and agree forward steps in September.

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 2020), through existing Woking Neighbourhood Watch and Residents Associations communication, emails, newsletters and social media etc.

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 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 Sexual 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 £24 billion per year. It is estimated that there are approximately 5,800 active Organised Crime Groups (OCGs) operating in the UK, comprising about 39,000 people. 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 & 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 through the Community Safety Task Group and Joint Committee.

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.

Although we reported on it last year, we are currently anticipating the Domestic Abuse Bill will come into effect in 2020.

In March 2018, the government consulted on proposals for this draft bill, alongside a package of practical action. They sought views from victims, support organisations and frontline professionals, to harness their knowledge and expertise. The consultation received over 3,200 responses from across the UK. During the consultation period, a large number of events were held across England and Wales, engaging over 1,000 people.

Nine measures were identified that require primary legislation to implement. These will now be taken forward in the draft Domestic Abuse Bill and be subject to pre-legislative scrutiny.

These 9 measures are:

- provide for a statutory definition of domestic abuse
- establish the office of Domestic Abuse Commissioner and set out the commissioner's functions and powers
- provide for a new Domestic Abuse Protection Notice and Domestic Abuse Protection Order
- prohibit perpetrators of domestic and other forms of abuse from cross-examining their victims in person in the family courts (and prevent victims from having to cross-examine their abusers) and give the court discretion to prevent cross-examination in person where it would diminish the quality of the witness's evidence or cause the witness significant distress

- create a statutory presumption that complainants of an offence involving behaviour that amounts to domestic abuse are eligible for special measures in the criminal courts
- enable high-risk domestic abuse offenders to be subject to polygraph testing as a condition of their licence following their release from custody
- place the guidance supporting the Domestic Violence Disclosure Scheme on a statutory footing
- ensure that, where a local authority, for reasons connected with domestic abuse, grants a new secure tenancy to a social tenant who had or has a secure lifetime or assured tenancy (other than an assured shorthold tenancy), this must be a secure lifetime tenancy
- extend the extra-territorial jurisdiction of the criminal courts in England and Wales to further violent and sexual offences

More information is available here <https://www.gov.uk/government/publications/domestic-abuse-consultation-response-and-draft-bill>

Funding

A small amount of funding is provided by some of the local partners 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

David Munro, the Police and Crime Commissioner (PCC) for Surrey, was elected in May 2016. He is responsible for overseeing the work of Surrey 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. To find out more visit; www.surrey-pcc.gov.uk.

The PCC's priorities are as follows:

Tackling Crime and Keeping People Safe

I will hold Surrey Police to account for preventing and solving more crimes, identifying and tackling their root causes, and pursuing offenders to keep Surrey safe.

Building Confident Communities

I want to bring Surrey's communities together to work with the public and other public services to solve issues that damage local areas or make people feel unsafe

Supporting Victims

When people are victims of crime, they need quality and timely support to help repair the harm done and rebuild lives

Preventing Harm

Together with police and partners I will identify and support vulnerable people in Surrey to reduce harm, and work with those who re-offend to break the cycle of crime

Making Every Pound Count

I will fight for fair funding for Surrey Police and target resources at the front line

A Force fit for the Future

I will work with the Chief Constable to ensure that Surrey Police is well placed and properly equipped to meet the challenges of the future

Election of PCC

The next election for the PCC will be in May 2020.



WOKING BOROUGH COUNCIL

Overview and Scrutiny

Work Programme

CIVIC OFFICES
GLOUCESTER SQUARE
WOKING GU21 6YL
01483 755855
www.woking.gov.uk

INTRODUCTION TO WOKING BOROUGH COUNCIL'S 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.
- An extract from the latest version of the Council's Forward Plan.
- Any Scrutiny Review Topics proposed by Members of the Council for inclusion on the Work Programme.
- Any topics identified for pre-decision scrutiny.
- 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.

The Committee

Chairman: Councillor D E Hughes

Vice-Chairman: Councillor M Whitehand

Councillor J Bond

Councillor R Mohammed

Councillor G G Chrystie

Councillor M I Raja

Councillor S Hussain

Councillor C Rana

Councillor J R Sanderson

2019/20 Committee Dates

- 17 June 2019
- 15 July 2019
- 16 September 2019
- 21 October 2019
- 25 November 2019
- 20 January 2020
- 24 February 2020
- 23 March 2020

Suggested Additions to the Work Programme

Decision to be Taken	Proposed by	Officer Comment
Serco. For the Committee to review the services provided by Serco and their capacity to achieve and improve services.	Chairman and Vice-Chairman	This was postponed due to Officer sick leave and would be addressed at a future meeting of the committee.
Treasury Management Policy. To review the policy and procedures and making recommendations to the responsible body.	Finance Task Group	
Flood Risk Management Update. For the Committee to receive an update from the Engineering Team on Drainage and Flood Risk Management.	Chairman and Vice-Chairman	Following an update on 15 July, a future update would be scheduled for 2021.
Sheerwater Regeneration Project. As the scheme progresses, it was suggested to have an updated presentation on the progress of the regeneration to date.	Chairman and Vice-Chairman	
Play Area Maintenance. For the Committee to review a more condensed plan of the replacement and repairs of each parks equipment.	Chairman and Vice-Chairman	
Freedom Leisure. The Committee undertook a variety of work with Freedom Leisure over the Summer of 2019, it was suggested a follow up survey be conducted and site visit organised following the completion of construction works.	Chairman and Vice-Chairman	
Joint Waste Solutions. For the Committee to review the performance of JWS, how they have combat previous concerns and a review of whether their KPIs reported in the Green Book provide the correct information.	Chairman and Vice-Chairman	

Affordable Housing. For the Committee to review the progress made with affordable/social housing, following the Director of Housing's publication of the Housing Needs Assessment.

Chairman and Vice-Chairman

Overview and Scrutiny Committee Meeting – 21 May 2020

Decision to be Taken	Consultation	Background Documents	Contact Person
Matters for Determination			
Election of Chairman – To elect the Chairman of the Committee for the 2020/21 Municipal Year.	Selection Panel	None	Frank Jeffrey
Appointment of Vice-Chairman – To appoint the Vice-Chairman of the Committee for the 2020/21 Municipal Year.	Selection Panel	None	Frank Jeffrey
Working Groups and Task Groups – To appoint Members to the Working Groups and Task Groups within the Committee’s remit.	Selection Panel	None	Frank Jeffrey

Overview and Scrutiny Committee Meeting – 15 June 2020

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Task Group Updates			
Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.	None	None	Chairman

Overview and Scrutiny Committee Meeting – 13 July 2020

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Task Group Updates			
Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.	None	None	Chairman

Overview and Scrutiny Committee Meeting – 14 September 2020

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Task Group Updates			
Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.	None	None	Chairman

Overview and Scrutiny Committee Meeting – 19 October 2020

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Task Group Updates			
Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.	None	None	Chairman

Overview and Scrutiny Committee Meeting – 23 November 2020

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Consideration			
Treasury Management Mid-Year Review 2020/21.	None	None	Leigh Clarke
Celebrate Woking 2020/21 Review and Forward Plan. For the Committee to be updated on the outcomes of the various events that have taken place within the Borough over the past year and to be informed of future plans for encouraging visitors into the area.	None	None	Chris Norrington Riette Thomas
Task Group Updates			

Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.	None	None	Chairman
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Overview and Scrutiny Committee Meeting – 25 January 2021

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Task Group Updates			
Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.	None	None	Chairman

Overview and Scrutiny Committee Meeting – 22 February 2021

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Consideration			
Overview of New Vision Homes Complaints Received and Contract Review. For the Committee to review the complaints for 2020 and identify any trends. The Committee wish to review some areas of the contract.	None	None	Jo McIntosh
Freedom of Information Requests. To review the statistics and requests that proceed to the Information Commissioners Office.	None	None	Hanna Taylor
Task Group Updates			
Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.	None	None	Chairman

Overview and Scrutiny Committee Meeting – 22 March 2021

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Consideration			
Safer Woking 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 Woking Partnership Plan would be brought forward annually for scrutiny.	None	None	Camilla Edmiston
Annual Report of the Overview & Scrutiny Committee. For the Committee to receive the annual report for the 2019/20 Municipal Year.	None	None	Hanna Taylor

Latest Version of the Forward Plan

The Forward Plan gives an indication of the decision to be taken by the Executive. Published monthly, the Forward Plan has traditionally given an indication of the decisions to be taken over the following four months.

Special Grants Executive - 27 February 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Applications for Financial Assistance 2020-21	To receive the annual report on applications for the Community Support Scheme for the 2020/21 financial year.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Age Concern Woking - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Boom Credit Union - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Browns Community Services CIC - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Cherry Trees - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

Yes	Citizens Advice Woking - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Community Advice Forum - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Coram Life Education - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Crossroads Care Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Friends of the Elderly - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	GASP Motor Project - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Headway Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Home-Start Runnymede and Woking - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Hungarian School Woking - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Imago Dei Prison Ministry - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Intergenerational Music Making - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Isha Foundation - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	LCAG Lift Up Together and Little Minions - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Let's Read Ltd - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Maybury and Sheerwater Community Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	New Life Church - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Outline - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

Yes	Rape and Sexual Abuse Support Centre - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Relate West Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Sight for Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Surrey Care Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Surrey Drug and Alcohol Care Ltd - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Surrey Lifelong Learning Partnership - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Surrey North Area Cruse Bereavement Care - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Surrey Welfare Rights Unit - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	TALK Surrey CIO - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Brigitte Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Club at Old Woking - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Counselling Partnership - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Lightbox - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	The Lighthouse - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	The Maybury Centre Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	The Useful Wood Company - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Transform Housing and Support - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	West Surrey Mediation Service - Application for Financial Assistance	To determine the application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Wishel Lawn Tennis Club - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking and District Men's Shed - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking and Sam Beare Hospices - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking and Weybridge Branch of Parkinsons UK - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Blackhawks Basketball Club - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking Community Transport (Bustler) - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking Community Transport (Town Centre Buggy) - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Woking District Scouts (Handicamp) - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking Mind - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking People of Faith - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Shopmobility - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Street Angels - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Strokeability - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Finance Officer (Leigh Clarke)
No	Woking Talking Newspaper (1988) Association - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking United Reformed Church Charity - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

Yes	Woodham Parish Hall - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	York Road Project - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Your Sanctuary - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

26 March 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Notice of Motion - Cllr A-M Barker - Fireworks	To consider the Notice of Motion from Cllr A-M Barker referred to the Executive on 26 March 2020 by Council on 13 February 2020.	Cllr Davis, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Notice of Motion - Cllr G Chrystie - Confidential Reporting at Council and Committees	To consider the Notice of Motion from Cllr G Chrystie referred to the Executive on 26 March 2020 by Council on 13 February 2020.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
Yes	Brookwood Cemetery Masterplan	To recommend to Council the Brookwood Cemetery Masterplan.	Cllr Azad, Portfolio Holder, and Cllr Cundy, Lead Member for Brookwood Cemetery.	None.	Deputy Chief Executive (Douglas J Spinks)

Yes	Medium Term Financial Strategy	The decision is sought to set the framework for Officers to develop detailed proposals for consideration by the Council to ensure the medium term financial stability of the Council in the context of its objective to support growth and to maintain services for local people.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Caring for Children and Young People Policy	To recommend to Council that the Caring for Children and Young People Policy be approved.	Cllr Bittleston, Portfolio Holder, Unison.	None.	Chief Executive (Ray Morgan)
No	Independent Directors of Subsidiaries	To consider revised arrangements for Independent Directors.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
No	Woking Walk In Centre (WIC) Consultation Update	To receive an update on the consultation being undertaken by North West Surrey CCG concerning the future of the Woking Walk In Centre (WIC) at Woking Community Hospital and its review of urgent care services in North West Surrey.	Cllr Bittleston, Leader of the Council, Cllr Kemp, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
Yes	Flood Risk Management	Authorisation to release remaining funds to allow scheme to be constructed.	Cllr Davis, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)

No	Recommendations from Woking Football Club and Associated Developments Task Group	To receive recommendations from the Woking Football Club & Associated Developments Task Group following its scrutiny review of the Westfield Football Stadium Development.	Cllr Azad, Portfolio Holder, Woking Football Club & Associated Developments Task Group.	None.	Chief Executive (Ray Morgan)
No	Churchyard Closure and Transfer of Maintenance Responsibility – St Mary The Virgin Horsell	The Executive is requested to resolve that the responsibility for the maintenance of the closed churchyard at St Mary The Virgin Horsell is transferred to Woking Borough Council.	Cllr Davis, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report	To receive details of RIPA authorisations during 2019 calendar year.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
No	Write off of Irrecoverable Debt	To write off debts over £10,000.	Cllr Azad, Portfolio Holder.	None.	Finance Director (Leigh Clarke)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Cllr Bittleston, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

<p>Yes</p>	<p>Medium Term Financial Strategy</p>	<p>To receive confidential financial information in respect of the Medium Term Financial Strategy in Part I of the agenda.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	<p>Cllr Azad, Portfolio Holder.</p>	<p>None.</p>	<p>Chief Finance Officer (Leigh Clarke)</p>
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18 June 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Smarts Heath Road Woking Gymnastic Centre	To recommend to Council funding arrangements for the implementation of the approved scheme.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
Yes	Robin Hood	To recommend to Council the provision of Loan Finance to Rutland Woking for the development of the former Pub site for a Community Transport Depot and residential accommodation.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Treasury Management Annual Report 2019-20	To receive the Annual Treasury Management Report.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Risk Management and Business Continuity Annual Report	To receive the annual report on Risk Management and Business Continuity.	Portfolio Holder.	None.	Chief Executive (Ray Morgan)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

No	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Portfolio Holder.	None.	Chief Executive (Ray Morgan)
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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.

Task Group	Topic	Membership	Resources	Date Established	Anticipated Completion Date
Economic Development Task Group	To identify and seek the implementation of measures to mitigate the impact of the economic downturn on the residents, community organisations and businesses in the Borough of Woking.	Cllrs Ali, Azad, Barker, Bond, Davis, Elson, and Johnson.	Officer and Councillor time.	11.03.09	Ongoing
Finance Task Group	To review Financial issues as and when identified by the Committee. Financial Performance of the Council Management and Administration of Accounts procurement Strategy, Pension fund, Financial Strategy.	Cllrs Ashall, Azad, Aziz, Bond, Davis, Hughes, and Sanderson.	Officer and Councillor time.	25.05.06	Ongoing
Housing Task Group	To review Housing issues as and when identified by the Committee, including Housing Strategy, Housing Business Plan, Housing Service Plans, Housing Revenue Account, Housing Conditions, Housing Needs, Private Sector Housing, Home Improvement Agency, Housing and Council Tax Benefits, and monitor/review progress of the PFI Scheme	Cllrs Aziz, Bridgeman, Forster, Harlow, Johnson, Kemp and Mohammad.	Officer and Councillor time.	25.05.06	Ongoing

OVERVIEW AND SCRUTINY COMMITTEE – 23 MARCH 2020

ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

Executive Summary

Each year, the Chairman of the Council's Overview and Scrutiny Committee prepares a report outlining the activities undertaken by the Committee. This year, the Committee has reviewed a wide range of topics and has completed both scrutiny and pre-decision scrutiny of the work of the Executive and the Council as a whole. The four Task Groups of the Committee – the Economic Development, Finance and Housing Task Groups – have continued to monitor and review these three core areas of the Council's activities. The Committee recently set up a further task group, Woking Football Club & Associated Developments Task Group, to review the due diligence and process applied to the decision making and the continued requirement for Part II.

The Work Programme of the Committee is regularly reviewed and updated to take account of issues affecting the Borough at the time.

The Committee is now invited to agree the draft report for submission to the next meeting of Council, on 2 April 2020.

Recommendations

The Committee is requested to:

RESOLVE That the report be submitted to the next meeting of Council subject to any comments made by Members of the Committee.

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

Background Papers: None.

Reporting Person: Councillor D Hughes, Chairman of the Overview and Scrutiny Committee
Email: cllrdeborah.hughes@woking.gov.uk

Contact Person: Councillor D Hughes, Chairman of the Overview and Scrutiny Committee
Email: cllrdeborah.hughes@woking.gov.uk

Date Published: 12 March 2020

1.0 Introduction

- 1.1 The work of the Overview and Scrutiny Committee is wide-ranging and includes a variety of areas for consideration that have been reviewed over the past year. These included areas such as the finance of major developments; internal scrutiny of Council processes; review of joint ventures and partnerships; contractual performance as well as various updates, such as Celebrate Woking, and areas for pre-scrutiny such as the HIF conditions and the proposed Woking Community Lottery.
- 1.2 The Committee commenced with a reminder to members of the Committee's terms of reference - the Overview and Scrutiny Committee are responsible for examining all functions and responsibilities of the Council. The Committee would ensure that the Council delivers its key aims and objectives, by creating an open, transparent mechanism for Councillor's to shape, question, evaluate and challenge the Council policies, decisions and performance.
- 1.3 Mandatory Scrutiny training was also provided to all members prior to the first meeting of the Committee. The successful training was facilitated by Mark Palmer, the Development Director from South East Employers (SEE) and Members noted positive feedback from the session.

2.0 Summary of Work Undertaken

- 2.1 Areas brought forward from the 2019/20 Municipal Year;
 - Licensing of the food premises;
 - Followed up with a letter from the previous chair of this Committee to the MP for a change in Government policy regarding the mandatory display of food hygiene status in catering outlets
 - Freedom Leisure - A report had come to the Committee and as various changes had happened in year and significant public concern was still being voiced this was put as an area for in-depth scrutiny.

The Work Programme

- 2.2 Every effort was made to ensure that the Committee was working with the forward plan for the Council to ensure forward scrutiny of decisions.

2.3 Areas identified for Scrutiny

Freedom Leisure

- 2.3 This was a continued piece of scrutiny work carried over from the previous municipal year, and was intended to be the key focus for the Committee in the current year.
- 2.4 The scrutiny was undertaken in four parts, which were;
 - A survey of residents in the Borough. The survey was aimed to capture the results of users and non users of the leisure centre Both those who do and those who don't, seeking views on a range of areas. For those who do not use the facilities, information was sought on why they didn't and if they utilized alternative facilities elsewhere. This survey was conducted by an external organization on behalf of the Committee, but the Committee was instrumental in determining the range and scope of the survey.
 - A site visit to Pool in the Park by Committee members which was open to all members to attend. The Committee were shown into every area they wished, and our questions

Annual Report of the Overview and Scrutiny Committee

were responded to openly and freely at the time. A report on this visit was written by the Chair and sent to members.

- An agenda item in O&S on the resident experience, with representation from both residents and Freedom Leisure.
- A second agenda item to consider the performance management by the Council of the contract.

2.5 Actions from this scrutiny; and outputs

- Report of findings into the site visit
- Survey outcomes, which it is planned will provide a baseline for a follow up survey to be conducted once the present renovations into the changing areas are completed.
- Changes to the way in which Freedom Leisure communicates to residents. A more proactive approach and also a more timely communication of any closures with clear explanations. It was found that Freedom Leisure and the Council were often doing work that was raised as concerns by residents, but that this was not well communicated. It was suggested that a communication action plan be implemented.
- A representative from Freedom Leisure to be invited as a member of the Health and Well-being Task Group. With a key emphasis to be on the inclusion of health within leisure.
- A report was written to the Freedom Leisure Partnership Board with recommendations from the findings of this scrutiny within its performance management brief.
- A recommendation that Freedom Leisure be on the agenda for the next year, following a second survey of residents, to ensure that the anticipated improvements in the public perceptions has been achieved.

Anti-Social Behaviour and the possible relationship with youth provision.

2.6 This is due to come to the Committee on the 23rd March 2020.

Children's Centres

- 2.7 Urgent consideration was given to the SCC decision to close the existing six children's centres, replaced with two centres, and reduce the budget for this area whilst increasing the age range to be managed.
- 2.8 The SCC consultation and proposal that WBC to take on some of the service under the Family Services was discussed by the Committee. Various changes were debated and the Committee sought assurance on a range of areas to ensure that the essential services would be retained, if in a different form.
- 2.9 A paper written from the Committee with recommendations to Council, on 25th July where recommendations accepted. A framework was discussed as to what the Council's responsibilities were in this respect and what was to be retained under Surrey County Council. This was followed up by the Chairman and Deputy Chair on behalf of the Committee with the Family Service leads within Woking Borough Council.
- 2.10 This was followed up by a presentation from the Family services team, which provided significant assurance on aspects such as; training of staff for an extended age range; the universal offer and how this is being provided via alternative provision; the bringing together of

Annual Report of the Overview and Scrutiny Committee

the previous Children's centre staff into one team within the Council and the associated robust governance around this; the capacity of the staff and the finances.

2.11 We also learnt of the benefits of this service now being part of the wider council team, with enhanced integration of services and joint learning across other teams.

2.12 Action and outputs:

- A framework paper written to describe the actions and responsibility split between WBC and SCC, this was taken to full Council.
- A follow up on the agenda with an update on the progress of the transition to the new Family Services (this happened on Feb 24th).
- A follow up meeting with the Chair and Vice Chair with the Family Centre leads to discuss progress.

Scrutiny on the Victoria Square

2.13 Ray Morgan provided a presentation on the progress and detail of this development.

2.14 This considered both the finances and progress. Some delay will be due to the rebuilding of the red car park, however the overall project is still on track to be completed within the anticipated contract timing. The financial element was reviewed in the finance task group.

2.15 Actions and Outcome;

2.16 A section is now included in the Performance and Financial Monitoring Information, the 'green book'. Details of the Victoria Square development are discussed regularly in the Victoria Square Oversight group.

Housing Infrastructure Fund (HIF)

2.17 The Housing Infra Structure Fund was announced in the summer. This area was on the agenda several times over the year, and culminated in agreement in Council.

2.18 Details of the application was discussed by the Committee following a verbal presentation by Ernest Amoako and a presentation by Ray Morgan.

2.19 Actions;

- A summary of the HIF bid was produced by the Chair for members.
- Follow up requested to consider the conditions on which the grant is offered.
- Follow up agenda item to O and S on the conditions and further scrutiny within the Finance task group
- Scrutiny pre Council on the terms of the bid.

Sheerwater

2.20 A presentation on the progress was provided by Ray Morgan regarding modifications to the original ideas for the site.

2.21 Actions:

Annual Report of the Overview and Scrutiny Committee

- To come back to O&S for update
- Briefing to all members, done.

Play Areas

2.22 The Committee reviewed update on the refurbishment programme of the 42 play grounds within the Borough. The Chair and Vice Chair conducted a site visit of 13 of these prior to the meeting. Concerns were raised on the cleanliness of the play furniture, signage and age range recommendations. In particular the refurbishment programme appeared to be very protracted and this was challenged.

2.23 Actions:

- Increase the frequency of the refurbishment programme.
- Review the Council recommended play furniture on future refurbishments.
- The updated refurbishment and renovation programme to come back to the Committee.

Joint Waste Solutions and Amey

2.24 The JWS team presented the data regarding performance of AMEY over the past year. Issues in performance were apparent at the end of last year and the Committee sought assurance that these were being addressed. The key areas of concern were staff and vehicle capacity, both of which the members were informed are being expanded. Members discussed the present provision against their understanding of the initial contract.

2.25 Actions:

- Cllr Davis as Portfolio holder offered to review the KPIs which are presented on this performance in the green book. This is following comments that the deteriorating quarter 3 and 4 position were not picked up by the present indicators. It was suggested that a review of these KPIs be undertaken so that in future any issues can be identified and picked up by members via this route.
- Enhanced communication and education from JWS for residents over their recycling offer.
- Update on expanded provisions for other areas of recycling as discussed to come back to the Committee.

Empty Homes

2.26 This topic was suggested for review by the Committee via the Housing Task Group. The performance of the Council in bringing empty homes back into use dipped significantly last year as a result of pressure to implement the licensing of rental accommodation and staff capacity being diverted. It was noted that the performance in this year is significantly improved and is now ahead of its target. The Committee discussed the wider issues around this complex topic.

2.27 Actions:

- All ward members to be given the up to date list of all empty homes in their wards
- Encouragement that ward members identify other empty properties that they may well be aware of.

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- Encouragement that members flag up issues that arise from empty homes in cases of ASB, vandalism etc. to the officers.

Community Infrastructure Levy (CIL)

2.28 This is due to come to the Committee on the 23rd March 2020.

Safer Woking Partnership and the Community Safety Plan

2.29 This is due to come to the Committee on the 23rd March 2020.

Woking Football Club & Associated Developments Task Group

2.30 Council processes in regard to the Woking Football Club & Associated Developments.

2.31 An ad hoc task group was set up for detailed scrutiny into this.

2.32 Action:

- A report written from the Task group to be presented at the OSC on the 23rd of March with findings and recommendations.

For Overview;

- Procurement Process; rules and regulations, plus examples
- Celebrate Woking; achievements to date and the forward plan
- Flood alleviation plans, progress on these.
- Complaints, consideration of trends
- FOI requests; a large increase in these being presented. The Committee requested a further breakdown of those under the democratic services heading.

Financial scrutiny and overview

2.33 This was conducted throughout the year via a review of the Green Book and presentation of the Mid-Year Treasury management report to the Committee. More detailed review was conducted via the Finance task group.

Pre scrutiny

2.34 The community lottery suggestion was put to the Committee for consideration. A detailed presentation was provided by Phil Wright from Gatherwell and many questions and initial concerns allayed.

2.35 Action;

- A recommendation was made that the lottery be further considered in the Executive.

3.0 Membership

3.1 The Constitution permits membership of 9 councillors. The membership this year has been: Councillor D Hughes (Chairman), Councillor M Whitehand (Vice-Chairman), Councillor J Bond, Councillor G Chrystie, Councillor S Hussain, Councillor R Mohammed, Councillor M Raja, Councillor C Rana and Councillor J Sanderson.

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3.2 Attendance at meetings this year continues to improve. The subjects for the agenda have arisen from the Chairman and Vice Chairman, as well as other members and Committee members. The attendance record for the Members of the Committee is set out at Appendix 1.

3.3 A additional meeting was included in October 2019, from the original advance dates.

4.0 Task Groups

4.1 Scrutiny of the Council's activities often takes place in task groups. There are four task groups which come under the remit of the Overview and Scrutiny Committee:

- Economic Development Task Group (Chairman Councillor I Johnson)
- Finance Task Group, (Chairman Councillor K Davis)
- Housing Task Group and Economic Development Task Group (Councillor I Johnson)

The fourth is an ad hoc task and finish group;

- Woking Football Club & Associated Developments Task Group (Chairman Councillor D Hughes)

4.2 Appendix 2 contains summary reports by the respective Chairs on the activities and objectives of each Task Group for the year.

5.0 Further Areas of Scrutiny

5.1 The main subjects are shown in 2.0 above. In addition, the Committee monitors financial and other indicators in the "Green book" which is a monthly set of management information and also looks at the treasury mid-year review. This report is necessarily written before the meeting in March and therefore there will be items not included as part of this report.

5.2 Over the past year areas for follow up and future review have been noted on a forward plan as a suggestion for further deliberation by the Committee.

5.3 It has not been possible to include all the topics referred to the Overview and Scrutiny Committee in the year due to time pressures, however the items that had not been scrutinised were included in the suggested additions to the Work Programme.

5.4 It is also recommended that the nominated Committee members for the 2020/21 Municipal Year discuss continued inclusion of the annual reporting topics, and whether O&S is the correct venue for these, especially if it is a performance review.

6.0 Acknowledgements

6.1 The task group contributions are vital to the work of the Committee. The three standing task groups continue to provide review and scrutiny into topics which both come directly from Overview and Scrutiny and also from within their direct Terms of Reference.

6.2 Support from Officers to the Committee has been outstanding, particular thanks to Hanna Taylor, Jacqui Hutton and Joanne McIntosh.

6.3 The Committee has looked into a wide range of topics and has taken an in-depth approach to several of these. This has meant that guests have been asked to attend on several occasions to present and answer questions. The Committee are thankful to all of the guests who have been open and clear when responding to questions and providing information for scrutiny.

Annual Report of the Overview and Scrutiny Committee

- 6.4 Thanks to the cross party support for this important Committee and contributions from all members. Also to portfolio holders who have generously attended to support and add insight into areas within their influence.
- 6.5 Finally, a particular thanks to Cllr Melanie Whitehand who ably acted as Vice Chair in this Committee and provided invaluable support.

7.0 Conclusions

- 7.1 The past work of this Committee was challenged in November by the Peer Review, their full report is yet awaited. But it was suggested that the Overview and Scrutiny Committee needed to be more robust in its challenge and to be able to demonstrate clear actions and changes which have come from its discussions. This Committee have taken this criticism on board and this report attempts to demonstrate where actions and changes have been forthcoming

REPORT ENDS

Annual Report of the Overview and Scrutiny Committee

Attendance at the Overview and Scrutiny Committee 2019/20

Date	Committee Members in Attendance	
20 May 2019	Cllr D Hughes (Ch) Cllr M Whitehand (V-Ch) Cllr J Bond Cllr G Chrystie Cllr S Hussain	Cllr R Mohammed Cllr M I Raja Cllr C Rana Cllr Sanderson
17 June 2019	Cllr D Hughes (Ch) Cllr G Chrystie	Cllr R Mohammed Cllr M I Raja Cllr C Rana Cllr Sanderson
15 July 2019	Cllr D Hughes (Ch) Cllr M Whitehand (V-Ch) Cllr J Bond Cllr G Chrystie Cllr S Hussain	Cllr R Mohammed Cllr M I Raja Cllr C Rana Cllr Sanderson
16 September 2019	Cllr D Hughes (Ch) Cllr M Whitehand (V-Ch) Cllr J Bond Cllr G Chrystie Cllr S Hussain	Cllr C Rana Cllr Sanderson
21 October 2019	Cllr D Hughes (Ch) Cllr M Whitehand (V-Ch) Cllr J Bond Cllr G Chrystie Cllr S Hussain	Cllr C Rana Cllr Sanderson
25 November 2019	Cllr D Hughes (Ch) Cllr M Whitehand (V-Ch) Cllr J Bond Cllr S Hussain	Cllr R Mohammed Cllr M I Raja Cllr C Rana Cllr Sanderson
20 January 2020	Cllr D Hughes (Ch) Cllr M Whitehand (V-Ch) Cllr J Bond Cllr G Chrystie	Cllr R Mohammed Cllr M I Raja Cllr C Rana Cllr Sanderson
24 February 2020	Cllr D Hughes (Ch) Cllr M Whitehand (V-Ch) Cllr G Chrystie Cllr S Hussain	Cllr R Mohammed Cllr M I Raja Cllr C Rana Cllr Sanderson

Reports of the Task Groups

Housing Task Group

Chairman – Cllr Ian Johnson

Purpose	Membership
To review Housing issues as and when identified by the Committee, including Housing Strategy, Housing Business Plan, Housing Service Plans, Housing Revenue Account, Housing Conditions, Housing Needs, Private Sector Housing, Home Improvement Agency, Housing and Council Tax Benefits, and monitor/review progress of the PFI Scheme	Cllrs Aziz, Bridgeman, Harlow, Forster, Johnson, Kemp and Mohammed.

Annual summary from Cllr I Johnson, Chairman of the Housing Task Group:

The delivery of affordable homes continued to be a key challenge during the year with a number of planning applications refused by the Planning Committee. The identification of sites was a problem. On the positive side, a project to provide new temporary homes and existing temporary properties is progressing well.

The housing team were fighting hard against this backdrop to house people displaced through regeneration schemes in Sheerwater and the town centre and those on the housing register but need member support to make things happen.

The Housing Register showed an identified need for 475 one bed (44%), 347 two bed (32%) and 257 three bed (23%). This compared with the council’s stock of 1354 one bed (39%), 851 two bed (25%) and 1193 three bed (35%). With the additional issue of a low turnover of availability it is clear that there is an undersupply of affordable homes to meet the current needs. It has been estimated that 1500 households need more suitable accommodation yet WBC is not meeting even the 102 target set in the Core Strategy so therefore finding it difficult to meet public need.

The Task Group has expressed concern during the year about the use of viability arguments to avoid developers providing affordable housing and were disappointed the Overview and Scrutiny made no comment when put to them as an area for review.

Other issues discussed and reviewed during the year were

- The Licensing Scheme in Canalside is being overseen by new management and a backlog of documentation and inspections is being addressed. A review of the scheme, which was established to improve housing standards, would be undertaken over the coming 18 months to inform whether it would be worthwhile to extend the scheme to other parts of the Borough and/or extend the scheme beyond 2023.
- A new contractor, Breyer, had assumed responsibility for housing repairs and reports to date suggest a real improvement for residents. There had been positive feedback on their proactivity and in resolving backlogs left by the previous contractor.
- Our new Housing Director has been looking to update housing policies which in some cases are long overdue. A good start has been made with updates of the Homelessness and Rough

Annual Report of the Overview and Scrutiny Committee

Sleeping Strategy and Allocations policy, both of which were discussed by the Task Group and approved by Council.

- The Let's Rent scheme, the private rented sector solution to housing need, achieved some successes in finding new landlords following a campaign, but with the local housing allowance being significantly lower than Woking market rental levels, the job of encouraging new landlords is all the more difficult.
- A new IT system, which supports tenants in bidding for properties and provides improved functionality was introduced at the end of 2019 and is working well.

Economic Development Task Group

Chairman – Cllr Ian Johnson

Purpose	Membership
To identify and seek the implementation of measures to mitigate the impact of the economic downturn on the residents, community organisations and businesses in the Borough of Woking.	Cllrs Ali, Azad, Barker, Bond, Davis, Elson, and Johnson.

Annual summary from Cllr I Johnson, Chairman of the Economic Development Task Group:

The Task Group meets at least twice a year with the primary purpose of monitoring progress in the Borough's Economic Development Strategy and issues around the economic vitality of the Borough. The Purpose of the Task Group needs to be updated to reflect this, the Chairman also attends ad hoc events to support the PR effort of the Business Liaison team.

The focus of the task group's March meeting was to review the annual update, which was the second year of the 2017-2022 Strategy approved by Council. The Business Liaison team work tirelessly to support both new and existing businesses and the half year report demonstrated the efforts made to encourage start-ups and provide help to them to the next stage of their development. Woking Works had hosted a number of well-attended events and has established new links through the very successful Food and Drink Festival.

Enquiries for conference space had risen and it was noted that some existing bookings would need to be transferred from HG Wells to other venues. The number of empty units in Woking Shopping was lower than the national average though empty units do provide flexibility for new entrants to the Borough. Raw statistics showed an uptick in JSA claimants though these numbers are far from clear with overlaps with Universal Credit. Nevertheless this needed to be carefully watched.

Since the last meeting a group of councillors (Cllrs Ashall, Azad, Cundy, Davis and Johnson), together with Chris Norrington, had visited Bracknell town centre, which had been undergoing investment from City institutions, and on the face of it was well-designed and modern, and Aldershot. Members felt the excursion very useful in terms of ideas as WBC continues to develop. Also since the last meeting some uncertainties surrounding Brexit have been removed and since the Task Group's annual update takes place after the next meeting of Overview and Scrutiny I would not wish to pre-judge what is in that report whether any confidence has been generated in the month or so following our exit from the EU.

Annual Report of the Overview and Scrutiny Committee

I would like to express my thanks to members on the Task Group for being committed to the Economic Development of the Borough and to the Business Liaison team who help keep the Borough's name in lights as the place to do business.

The Finance Task Group

Chairman – Cllr Kevin Davis

Purpose	Membership
To review Financial issues as and when identified by the Committee. Financial Performance of the Council Management and Administration of Accounts procurement Strategy, Pension fund, Financial Strategy.	Cllrs Ashall, Azad, Aziz, Bond, Davis, Hughes and Sanderson.

Annual summary from Cllr K Davis, Chairman of the Finance Task Group:

The Finance Task Group has had another busy year with an agenda reviewing and scrutinising the key Council financial reports. In particular:

- In July - The Council's financial statements for 2018/19 which were approved by Council by the deadline of 31 July.
- The balance sheet at 31 March demonstrated the Council's positive position with assets exceeding borrowing and a net asset position of over £200m.
- In November and January - The Medium Term Financial Strategy and budget papers including Investment Programme and Fees and Charges. Whilst it has been possible to increase contributions to reserves for 2020/21 the government funding uncertainties concerning 2021/22 onwards have been discussed regularly throughout the year.

The Task Group has expressed severe frustration that the new auditors BDO have been unable to sign off the accounts. This reflects badly on the Council, even though the reason is due to the workload of the auditor rather than with any problems with the accounts. This is an issue that has impacted many Councils around the country.

Each meeting the Task Group also considered the latest Green Book, challenging the performance reported. The Task Group has continued to feed into the improvements of the information published in the Green Book, providing full transparency to all Councillors and residents that are so minded to investigate. The Council's Strategic Property Investments table has been further refined and shows just how beneficial these assets are performing and how they are contributing to both economic development and subsidising Council services.

The detailed rental income at Wolsey Place has been a standing item during the year with updates on changes at every other meeting. Each quarter a summary of debts written off under delegated authorities is also reviewed. Officers have updated the Task Group on the borrowing strategy and new long term loans taken. The Task Group was disappointed when the Government unilaterally raised interest rates on PWLB loans and has pushed for officers to lobby the Government to set a more favourable tariff where loans are for the purpose of directly investing strategically in the borough.

The Task Group has also had the opportunity to interrogate the Chief Executive regarding the finances of Victoria Square in a more in-depth financial presentation than that given during the Victoria Square briefing and the presentation to the Overview and Scrutiny Committee.

Annual Report of the Overview and Scrutiny Committee

The Finance Task Group is one of the most important task groups and it is disappointing that all Members are unable to attend every meeting. The Task Group is an important part of the Council's governance and meetings should be attended by all Members of the Group. The Chairman requests that as the Committee dates are published up to a year in advance, there should be little reason to not attend except under exceptional circumstances.

The Task Group thanks the Finance team for the sterling work they do for the borough and the help provided by officers in assisting with Committee meetings this year and equally Member Services for looking after us and writing up the minutes.