



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, 13 July 2020 at 7.00 pm. The meeting will be held virtually and webcast live through the Council's website in accordance with the Coronavirus Act 2020 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (S.I.2020 No. 392).

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

- 1 Apologies for Absence
To receive any apologies for absence.
- 2 Minutes (Pages 3 - 10)
To approve the minutes of the meeting of the Committee held on 15 June 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.

- 6 Surrey Police - Introduction of Detective Inspector & Anti-Social Behaviour Update
Reporting Person: Detective Inspector David Bentley
- 7 Woking Anti Social Behaviour Policy and Delegated Authority Request OSC20-014 (Pages 11 - 20)
Reporting Person: Julie Fisher
- 8 Pre-Scrutiny: Corporate Peer Review Feedback - OSC20- 018 (Report to Follow)
Reporting Person: Ray Morgan
- 9 Next Steps regarding the Woking Football Club & Associated Developments Task Group Report and Recommendations OSC20-016 & OSC20-019 (Pages 21 - 24)
Reporting Person: Councillor D Hughes
- 10 Work Programme (Pages 25 - 50)
Reporting person: Councillor D Hughes
- 11 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
- 12 Task Group Updates (Pages 51 - 52)
To receive updates following the recent meeting of the Economic Development Task Group.

Reporting person: Councillor D Hughes

AGENDA ENDS

Date Published - 3 July 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 15 June 2020

Present:

Cllr D E Hughes (Chair)

| | |
|-----------------|--------------------|
| Cllr S Hussain | Cllr J E Bond |
| Cllr R Mohammed | Cllr G G Chrystie |
| Cllr C Rana | Cllr J R Sanderson |
| Cllr M I Raja | |

Also Present: Ernest Amoako, Gareth John, Jo McIntosh, Ray Morgan, Councillors S Ashall, K Davis, W Forster, L Lyons and L Morales.

1. APOLOGIES FOR ABSENCE

None received.

2. MINUTES

RESOLVED

That the minutes of the meeting of the Committee held on Monday, 24 February 2020 be approved and signed as a true and correct record.

3. MATTERS ARISING FROM THE PREVIOUS MINUTES

The Chairman noted an error on page 8 of the minutes, which should read “guests” not “guest”. The Chairman then highlighted some items that had been scheduled into the 20/21 municipal year’s Work Programme, such as an update on Family Centres and mentioned the outstanding report to detail the empty homes by ward for each member, which was delayed due to COVID-19 and would be distributed when completed.

The Committee also reviewed the letter received from the Chair of the Food Standards Agency, Heather Hancock, that noted introducing the Food Hygiene Rating System as a priority and it was identified that new regulations would be required however the time frame of this was unknown due to the departure of the UK from the EU.

4. URGENT BUSINESS

There was no urgent business to discuss.

5. DECLARATIONS OF INTEREST

None.

6. COMMUNITY INFRASTRUCTURE LEVY UPDATE

Mr Amoako, Planning Policy Manager, provided an overview of the Community Infrastructure Levy Scheme and informed the Committee that CIL was introduced by the Council on 1 April 2015, the Government encouraged Councils to apply CIL to secure developer contributions to towards the delivery of infrastructure to support the development. Prior to the use of CIL, the main means for securing development contributions was by Section 106 agreement. Section 106 Agreement is only used in limited circumstances in accordance with Government legislation. It was noted that the key advantage of CIL was that it allowed local authorities to pull resources together to implement infrastructure priority schemes in order to benefit their communities the most and identified priorities accordingly without being tied to specific schemes under Section 106.

To ensure accountability and transparency, the Government required Charging Authorities to publish Regulation 123 List setting out the infrastructure projects that they would use this CIL to deliver. The requirement to publish the Regulation 123 List had since been abandoned and the Government now requires authorities to publish an "Infrastructure Funding Statement", which would take effect from 31 December 2020.

A Viability Assessment was a key piece of study that was undertaken to inform the rates that were charged. Woking Borough Council charge CIL for the net floor space of residential and retail uses not commercial. The rates have to set to ensure the viability of development across the Borough. The Council charges 75 pounds per sq.m for residential development at the Town Centre and the Priority Places (Sheerwater and Maybury). Everywhere else is 125 pounds per sq.m. For retail development, it is 75 pound per sq.m everywhere.

Mr Amoako went on to explain that to date Woking Borough Council had received £4,543,832 from CIL funding.

The Committee reviewed the borough map, attached to the agenda, which noted how much money had been earmarked for each ward or neighbourhood areas. It was added that the Council had delegated responsibility to the Joint Committee to oversee the administration of the CIL money. At a meeting of the Joint Committee in March 2019, it was agreed that money could be drawn from the Council to deliver local community projects, and Ward Councillors should play the leading role in identifying projects and applying to the Joint Committee for the money to deliver the projects. In doing so, Ward Councillors should work in partnership with key stakeholders such as neighbourhood forums. The Joint Committee had suggested to review the scheme t after monitoring its operation for one year.

If Councillors wanted to apply for funding, there were three main pieces of information to meet the criteria:

- Name of Project
- Brief description of project and the benefit to the community
- Evidence of community support for project

The application would then be put together by Officers, and submitted to the Joint Committee for decision.

Following questions raised by Councillors, Mr Amoako confirmed that CIL money could be used on the new or enhancement of Play Areas. It could also be used to improve areas alongside road networks to enhance traffic flow or if that is an integral part of the road infrastructure. Members praised Mr Amoako's work and assistance with the installation of benches in West Byfleet. Some frustrations were voiced in the procedure of going through the Joint Committee, especially as recent meetings had been cancelled, however a sub-group had been suggested if this became a concern.

The Chairman thanked Mr Amoako for his update and requested a step by step guide to be produced to allow members to fully utilise the process and what was required.

7. WORK PROGRAMME OSC20-012

The Committee reviewed the Work Programme, and noted the changes to the Work Programme for the next committee meeting in July.

Councillor Sanderson requested the Finance Task Group conduct a comprehensive review of Council finances following COVID-19 pandemic. Councillor Bond also requested that the Green Book for February and end of year would be reviewed at the next meeting.

RESOLVED

That the Work Programme be noted.

8. WOKING FOOTBALL CLUB & ASSOCIATED DEVELOPMENTS TASK GROUP REPORT OSC20-011 & ITEM 9 - CHIEF EXECUTIVE COMMENTS ON WOKING FOOTBALL CLUB TASK GROUP REPORT OSC20-011A

[NOTE: Following a reference made during the debate to Harrington Place, a project completed by Thameswey, the Chief Executive, Ray Morgan, declared a disclosable personal interest (non-pecuniary) in any items concerning Thameswey companies of which he was a Council-appointed director. The interest was such that he could advise the Council on those items.]

The Chairman introduced the report of the Woking Football Club & Associated Developments Task Group, and it was agreed that Agenda Item 9 – Chief Executive Comments on the Report – would be taken at the same time.

The background to the Task Group's report was summarised, including the objectives of the Task Group. The Chairman emphasised that the Task Group had not been established to scrutinise the Football Club or the development proposals, nor to criticise Council Officers or to influence the planning application. The objective had been to ensure due processes had been followed during the Council's consideration of the proposed development and to provide assurance to residents.

The Task Group had concluded that there were examples of weakness in due process and had produced 16 recommendations to Council to ensure better practices were adopted for future consideration of major developments. The Officers and Members were thanked for their hard work in supporting the work of the Task Group.

It was noted that recommendation (xv) had been withdrawn in light of the advice received by the Council through leading Counsel's opinion, the details of which had been circulated to all Councillors on 10 March 2020, and was set out in appendix 1 to the report by the

Chief Executive. Leading Counsel had advised that neither deferral on the basis of a further Site Allocations DPD consultation nor refusal on prematurity grounds could be justified.

The Members discussed the recommendations and expressed concern over the conclusions of the Task Group that there had been a lack of due diligence and transparency. Whilst Members acknowledged the complex nature of such commercial transaction, it was felt that some information had been kept out of the public domain. Members emphasised their frustration that some meetings held during the development of proposals had not been minuted or documented.

The Chairman questioned the distribution date of Leading Counsel's opinion, which appeared to have been circulated before the final version of the Task Group's report. The Chief Executive informed the Committee that the advice had been sought for the Members of both the Planning Committee and the Task Group, and had been circulated in the wider context to all Members.

The Chief Executive introduced his report which recommended that the Council's Internal Auditor should be requested to undertake a review of the Governance arrangements for the developments, with the Auditor's report to be considered by the Standards and Audit Committee. The Overview and Scrutiny Committee would then be able to consider the Task Group's report at a future meeting with the benefit of the Audit Report and the views of the Standard and Audit Committee.

The Chief Executive expressed his concern that Members were not content that the correct processes had been carried through, as two of the key officers had been Statutory Officers of the Council and had acted in the Council's best interest. The report requested that the recommendations were not taken to Council and that an independent review should be conducted. The Chief Executive added that resources had been provided to the Task Group and was not aware that the Committee had requested a budget which had been refused.

The Chief Executive acknowledged that the Members of the Task Group had clearly set out their discomfort over the Council's governance measures in the dealings around the Woking Football Club development. His report therefore recommended that the Council should commission an independent audit review.

Some members felt confused by the suggestion that the recommendations of the Task Group should go to the Standards and Audit Committee as opposed to Full Council. Members also felt that Council should have the opportunity to agree which independent body would conduct the review, questioning the independence of the Internal Auditors for the Council.

It was explained that the report had been delayed as a result of the COVID-19 outbreak and the subsequent cancellation of Committee meetings in March, April and May. The Chief Executive explained that the internal audit of the Council was undertaken by an external firm which was accordingly referred to as the Council's Internal Auditor. If the Committee sought as it suggested a law firm, it would similarly be referred to as the Council's law firm. The term should not be used to imply that the Company would not be impartial.

The Chief Executive reminded the Committee that further information would need to be gathered as to how Members envisioned pursuing the recommendations, some of which could affect future opportunities for the Council. It was also explained that his

recommendations were to be read together, starting with the report being noted for now, followed by the independent review, and further consideration of the points raised by the Task Group's report.

The Chairman emphasised that the Task Group's recommendations had been drawn up to help support officers in their roles, and were not aimed at individuals. The Chairman summarised the key points of the proposals and moved to the vote on the recommendations within the report of the Task Group. It was noted that Councillor Raja was no longer present in the meeting.

In accordance with Standing Orders, the names of Members voting for and against were recorded.

In favour: Councillors J Bond, G Chrystie, D Hughes, J Sanderson and M Whitehand.

Total in favour: 5

Against: Councillor R Mohammed.

Total against: 1

Present not voting: S Hussain and C Rana.

Total present not voting: 2

The recommendations were therefore carried by 5 votes in favour to 1 vote against.

The Chairman then moved to the vote on the recommendations within the report of the Chief Executive and in accordance with Standing Orders, the names of Members voting for and against were recorded.

In favour: Councillors S Hussain, R Mohammed and C Rana.

Total in favour: 3

Against: Councillors J Bond, G Chrystie, D Hughes, J Sanderson and M Whitehand.

Total against: 5

Present not voting: None.

Total present not voting: 0

The recommendations were therefore lost by 3 votes in favour to 5 votes against.

RECOMMENDED to Council

That (i) WBC in its future business dealings maintains minutes and notes of all meetings in which development contracts and finance are discussed and decisions made.

(ii) Decisions regarding disclosure of Part II items should be more transparent and under regular review.

- (iii) **Officers not agree confidentiality clauses which prohibit the Council from public disclosure following the signing of contracts.**
- (iv) **Definition of what constitutes 'material' changes to be clarified. This would support Officers when using their delegated authority, and not open the Council to any challenge of changes which may be of a material standing.**

Clarity over some Officer roles

- (v) **That Officers who hold various positions by virtue of their employment in the Council and its companies, are released from some actions in which they act in these multiple roles, especially where there are also personal declarations of interest and associated directorships. It is recommended this be referred to the Standards and Audit committee. Their consideration for a protocol by which Officers, by virtue of their appointment, can be guided on what is appropriate would be helpful. This would ensure that Officers are not put in positions where there can be a challenge of a conflict of interest.**

Business Cases

- (vi) **For all significant and complex developments or investments a business case should be submitted to Council at the out-set, to provide the context, the justification of the case for change and promote discussion on available options.**
- (vii) **Members should be more careful in accepting information without reasonable evidence, and unsubstantiated statements should be more rigorously tested prior to agreement of Council (Officer) recommendations.**
- (viii) **Elements of the future sustainability and self-sufficiency of WFC should be more fully tested for clarity and accuracy. As the prime rational for the development is that of ensuring the on-going sustainability of the club. It would be prudent to ensure that this is achievable in all the various and on-going iterations of the proposals. Any changes of proposals should be brought back to the Council for consideration.**

Due diligence

- (ix) **In all projects the process of due diligence needs to be as full and broad as possible and not limited to the narrow scope of a Special Purpose Vehicle (SPV). WBC must adopt a similar comprehensive due diligence perspective as that of a lending bank.**
- (x) **A rigorous risk assessment is required on the whole scope of this development to protect the Council. The project risks and those associated with the loan facility should be regularly reviewed.**

- (xi) **Risk assessments should be undertaken for all future developments and investments.**

Council as landowner and also Planning Authority

- (xii) **In developments where WBC has dual roles and interests these need to be transparent, and any conflicts clearly identified.**
- (xiii) **Consideration of Core Strategies and the Site Allocations DPD should be clearly distinct from any undue influence by an impending development.**
- (xiv) **Council purchase price of property and land should always be supported by at least one and preferably two valuations and survey reports.**

Further independent scrutiny review

- (xv) **Given the scale and gravity of findings within this report a further independent and fully resourced investigation into the processes behind this development should be commissioned.**

RESOLVED

That the recommendations set out in Agenda Item 9 – Chief Executives Comments on Woking Football Club Task Group Report be not supported.

9. CHIEF EXECUTIVE COMMENTS ON WOKING FOOTBALL CLUB TASK GROUP REPORT OSC20-011A

This item was considered in conjunction with agenda item 8 on the agenda

10. ANNUAL REPORT OSC20-010

The Chairman introduced the Annual Report, which included feedback from the three task groups. Some areas had been scheduled into the 20/21 Work Programme where follow up was required including Freedom Leisure and Family Centres.

The Chairman also thanked the Chairmen of the task Groups for their reports. The Woking Football Club & Associated Developments Task Group would be discussed in further detail under agenda item 8.

RESOLVED

That the Annual Report be noted.

11. EXCLUSION OF THE PRESS AND PUBLIC

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

13. WOKING FOOTBALL CLUB & ASSOCIATED DEVELOPMENTS TASK GROUP - PART II REPORT OSC20-013

The Chairman decided that as the decision was sought for items 8 and 9 in Part I, there was no requirement for further discussion under Part II.

The meeting commenced at 7.00 pm
and ended at 10.03 pm

Chairman: _____

Date: _____

OVERVIEW AND SCRUTINY COMMITTEE – 13 JULY 2020

WOKING ANTI SOCIAL BEHAVIOUR POLICY AND DELEGATED AUTHORITY REQUEST

Summary

This report provides the Overview and Scrutiny Committee with the opportunity for pre-decision scrutiny of the Anti Social Behaviour Policy report to the Executive Committee on 16 July (attached as Appendix 1).

The report presents the proposed new Anti Social Behaviour Policy and requests delegated powers from the Anti Social Behaviour Crime and Policing Act 2014 to appropriate officers to enable the implementation of these provisions (policy attached as Appendix 2).

Recommendations

The Committee is requested to:

RESOLVE That

The comments of the Members of the Overview and Scrutiny Committee be reported to the Executive.

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

Background Papers:

Anti-Social Behaviour, Crime and Policing Act 2014

(<https://www.gov.uk/government/collections/anti-social-behaviour-crime-and-police-bill>)

Home Office Guidance June 2014

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/352562/ASB_Guidance_v8_July2014_final_2_.pdf)

Reporting Person: Julie Fisher, Director of Community Services
Ext. 3301, E Mail: Julie.Fisher@woking.gov.uk

Contact Persons: Camilla Edmiston, Community Safety Manager
Ext. 3080, E Mail: Camilla.Edmiston@woking.gov.uk

Community Safety Anti Social Behaviour Policy

Oli Walker, Anti Social Behaviour Officer
Ext. 3459, E Mail: Oli.Walker@woking.gov.uk

Date Published: 3 July 2020

REPORT ENDS

EXECUTIVE – 16 JULY 2020

WOKING COMMUNITY SAFETY ANTI SOCIAL BEHAVIOUR POLICY

Executive Summary

This report provides the Executive with the opportunity to agree the proposed new Anti Social Behaviour Policy and requests delegated powers from the Anti Social Behaviour Crime and Policing Act 2014 to appropriate officers to enable the implementation of these provisions.

Recommendations

The Executive is requested to:

RECOMMEND TO COUNCIL That

- (i) the Anti Social Behaviour Policy be adopted;**
- (ii) authority be delegated to the Chief Executive to review the Anti Social Behaviour Policy from time to time to ensure that it is updated to reflect good practice, current legislation and case law;**
- (iii) the level of Fixed Penalty Notice for a breach of a Community Protection Notice be set at £75.00 and reduced to £50.00 if payment is received within 14 days;**
- (iv) authority be delegated to the Chief Executive to issue Closure Notices under Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014;**
- (v) authority be delegated to the Chief Executive to:-**
 - a. issue Community Protection Notices;**
 - b. authorise registered social landlords to issue Community Protection Notices;**
 - c. issue Fixed Penalty Notices for breach of a Community Protection Notice;**
 - d. authorise any persons to issue Community Protection Notices and Fixed Penalty Notices for breach of a Community Protection Notice;**
 - e. take remedial action when a Community Protection Notice has not been complied with.**

under Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014.

Woking Community Safety Anti Social Behaviour Policy

Reasons for Decision

Reason: This report requests the agreement of the new Anti Social Behaviour Policy to provide clear guidance to residents and agree suitable delegated powers to appropriate officers to implement the provisions of the Anti Social Behaviour, Crime and Policing Act 2014 to help manage and reduce anti social behaviour.

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

Background Papers: [Anti-Social Behaviour, Crime and Policing Act 2014](#)
[Home Office Guidance July 2014](#)

Reporting Person: Julie Fisher, Director of Community Services
Email: julie.fisher@woking.gov.uk, Extn: 3301

Contact Person: Camilla Edmiston, Community Safety Manager
Email: camilla.edmiston@woking.gov.uk, Extn: 3080
Oli Walker, Anti Social Behaviour Officer
Email: oli.walker@woking.gov.uk, Extn: 3459

Portfolio Holder: Councillor Colin Kemp
Email: cllrcolin.kemp@woking.gov.uk

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

Date Published: 8 July 2020

Woking Community Safety Anti Social Behaviour Policy

1.0 Introduction

- 1.1 The Anti Social Behaviour, Crime and Policing Act 2014 (the Act) is the primary piece of legislation providing the Council with powers to tackle anti social behaviour (ASB).
- 1.2 The Act is designed to reduce crime and disorder and the impact of these on our communities. These flexible powers enable us to work more effectively with our key partners, such as Surrey Police and social landlords, to tackle anti social behaviour.
- 1.3 A new Anti Social Behaviour Policy has been written in order to provide clear guidance to the public as to what can be expected following any report of anti social behaviour, as well as standardising working practices when dealing with enforcement of offenders.

2.0 Background

- 2.1 The Anti Social Behaviour Policy (Policy) has been written to specifically address how we promote our response to anti social behaviour within the Borough, as well as how people can report to us directly any anti social behaviour they are experiencing. The Policy details a fair and transparent approach and strives to ensure the victim's considerations are taken into account at all times when addressing behaviours. A copy of the Policy can be found at Appendix 1 to this report.
- 2.2 The Policy shall be reviewed from time to time and updated in line with good practice, current legislation and case law.
- 2.3 The Act and relevant guidance are both large documents. However, these are the key powers available to the Council and Police to tackle anti social behaviour:
 - Civil Injunction
 - Criminal Behaviour Orders
 - Police Dispersal Powers
 - Community Protection Notices
 - Public Spaces Protection Order
 - Closure Notices
 - New Absolute Ground for Possession for ASB for secure and assured tenancies
 - Community Remedy (Police power in consultation with the Local Authority)
 - ASB Case review (Community Trigger)

Enforcement

- 2.4 The powers contained within the Act come with enforceable penalties and, in some cases, Woking Borough Council will be the lead authority. The Council is also the prosecuting authority for any breaches of public space protection orders and community protection notices. Both orders have sanctions for fixed penalty notices (up to £100) for breaches where a warning letter has previously been issued. It is recommended that the Council set the level of a fixed penalty notice for a breach of a Community Protection Notice at £75 and reduced to £50 if payment is received within 14 Days. The Council will receive all income from any enforcement activity, including fixed penalty notices.

Next Steps

- 2.5 Officers from the Council have been working with relevant internal services and partner agencies to develop and agree processes and procedures to form the new Policy document to ensure the consistent and transparent implementation of these powers. These arrangements will be put into place in the event that the Policy is adopted by Council.

Woking Community Safety Anti Social Behaviour Policy

- 2.6 Training in relation to best practice is ongoing and revisited when appropriate. Considerations are given to recognised organisations and consultancies in order to maintain staff competency.

3.0 Implications

Financial

- 3.1 It is anticipated that we can continue to implement the provisions of the Act within existing resources. However, if enforcement of the Act increases substantially, there may be some future additional legal costs associated with court proceedings. An application for costs payable by the defendant shall be made following successful Court proceedings.

Human Resource/Training and Development

- 3.2 There will be implications for front line staff on the implementation and enforcement of the powers both in terms of staff time and training. There may also be an impact on Legal Services if more anti social behaviour action occurs.

Community Safety

- 3.3 The Anti Social Behaviour, Crime and Policing Act 2014 provides tools and powers that will support our work around community safety and our Community Strategy priority of providing a clean, healthy and safe environment. It helps the Council fulfil its statutory duty to reduce crime and disorder. Having a clear and concise policy will assist the Community Safety Team to undertake this role and will allow victims to understand the steps the team shall take to address the issues.
- 3.4 The use of the ASB legislation will be monitored and reported in the quarterly Safer Woking Partnership reports which are routinely sent to Members, and will also be reported to the Community Safety Task Group.

Risk Management

- 3.5 None.

Sustainability

- 3.6 None.

Equalities

- 3.7 None.

Safeguarding

- 3.8 None.

REPORT ENDS

Anti Social Behaviour Policy – Community Safety

Anti social behaviour has a wide definition that incorporates many different behaviours, including those that would not meet a criminal threshold or a statutory nuisance. The impact that these behaviours can have on a community or an individual can be devastating. From an individual feeling targeted to a community losing faith in the services there to protect them the consequences in not challenging anti social behaviour can lead to long term lasting damage.

Evidence suggests that when anti social behaviour is challenged at an early stage and not be allowed to manifest over time the likelihood of the behaviour continuing is significantly reduced. Conversely if left unchallenged it is likely to escalate into behaviours that can cross into a criminal threshold.

The Anti Social Behaviour Crime and Policing Act 2014 (ASB C+P 2014) was introduced to allow local authorities, and where delegated Housing Associations, greater powers to work alongside the Police in addressing anti social behaviour. The definitions within the act encompass a variety of behaviours which could be considered as anti social and unacceptable in certain contexts. The incidents do not necessarily need to be criminal to be considered as anti social behaviour, nor do they have to be recorded with Police in order to be addressed.

Local authorities have previously relied on legislation such as Anti Social Behaviour Act 2003 in order to deal with reports they receive. The Anti Social Behaviour Crime and Police Act 2014 adds significant tools and powers to the existing legislation and also includes two new measures designed to empower victims of anti social behaviour:-

- **The Community Trigger – gives victims the ability to demand action, starting with a review of their case, where the locally defined threshold is met.**
- **The Community Remedy – gives victims a say in the out-of-court punishment of perpetrators for low-level crime and anti-social behaviour.**

Within the act, and particularly relevant to local authority functions that consider the use of enforcement action, is the introduction of Community Protection Warnings (CPW's) and Community Protection Notices (CPN's). These allow the issuer to highlight and identify behaviour that has been identified as ongoing, unreasonable and having a detrimental effect to those in the community.

Purpose

This Anti Social Behaviour Policy has been drafted in line with the following principles and aims to ensure that all victims of anti social behaviour can expect the following. All enforcement action that is deemed necessary will also be subject to the same principles.

- Is fair, accountable, consistent, proportionate and transparent.
- Is an effective use of resources through a risk based methodology.
- Improves protection for the community and businesses within.
- Reduces the regulatory burden on businesses.
- Actively seek to involve both the community and businesses in any resolution.
- Seek to involve both the community and businesses in any review and development of the policy.

Our Objectives

- Reduce anti social behaviour.
- Put victims of anti social behaviour at the heart of any resolution.
- Develop, review and update policies aimed at tackling anti social behaviour.
- Use all legislation available to tackle anti social behaviour where enforcement is necessary.
- To take a multi-agency approach to tackling anti social behaviour ensuring the right agency is dealing. To work alongside Police, Housing and Environmental Health to ensure consistency.
- Provide clear guidance around policy so that public expectation can be met at all times.
- Embrace best practise and be open to change when further guidance is published.

How to report anti social behaviour to Woking Borough Council

- Online via the online reporting mechanism
- Phone
- Email
- In person at the front counter
- Letter
- 3rd party – via local councillors, Surrey County councillors, MP etc.

**** ALL REPORTS WILL BE HANDLED IN THE STRICTEST OF CONFIDENCE ****

What to expect once a complaint has been made

On receipt of a complaint via any means, you should expect a response within 2 working days (weekends and bank holidays will not be included towards this deadline). The initial response may simply be an acknowledgement of the complaint with no further update and where necessary a unique case reference number will be assigned to you.

If required, an information pack will be sent out which may contain practical advice on how to deal with anti social behaviour, information sheets, diary sheets or any other relevant paperwork. Within the pack will be guidance on how to complete any paperwork that may need to be returned along with a pre-paid envelope in order to return them.

When incident/diary sheets are returned, an assessment will be made in regards to the information provided which will then determine the next actions undertaken, in accordance to the level of the complaint, until such time as the case is closed.

If there is no receipt of requested materials within either 4 weeks, or an agreed timescale (later of the two options) then an assessment as to why this is will be made. If there are concerns that they have not been returned due to a fear of reprisal, language barrier or any other recognised reason, then you will be contacted again in order to establish what your expectations are and what it is we can offer to assist. If no return has been made and it is believed this is a result of no further incidents occurring you can expect your case to be closed and a letter sent to you with this justification. Details will be contained within the letter explaining a route to appeal this decision.

If your case is closed and you experience a repeat of any anti social behaviour from the same source your case will be reopened and this will be taken into consideration when looking at options available. If the anti social behaviour is from a different source you can expect to go through the same process as detailed above.

Timescales in which your complaint is dealt with will vary significantly, especially when the behaviour experienced is infrequent but ongoing. The complexity of the case may also result in the length before satisfactory resolution is met being longer than possibly anticipated.

Interventions

- Verbal warnings
- Warning letters
- Office interviews
- Referrals to other agencies, such as mental health or substance abuse services
- Mediation
- Acceptable Behaviour Contracts/Agreements (ABC's and ABA's)
- Referrals to other departments within the local authority for consideration of powers specific to that department (eg housing may consider Notice of Seeking Possession – NOSP)
- Referrals to Police for immediate enforcement action.

Legal remedies

- Community Protection Warning/Notice and any subsequent enforcement following a breach of Community Protection Notice (eg fine, remedial action, remedial order, forfeiture order, seizure and criminal behaviour order)
- Civil Injunction
- Court undertakings
- Any other enforcement action specific to another department within Woking Borough Council

Partnership Working

We work with partner agencies wherever necessary to achieve the best possible outcome for the victim. This may mean your case is discussed in a multi-agency forum with all relevant parties present. If this is the case, we will inform you of this prior to any discussions taking place.

Other examples where partnership work may be applicable include, but are not limited to:-

- Nuisance premises / partial house closures
- Dispersal Orders
- Animal nuisance and Abatement Notices under the Environmental Protection Act 1990
- Joint Action Group (JAG)
- Community Harm and Risk Management Meeting(CHaRMM)
- Surrey ASB Task Group
- Surrey Probation Service – Community Payback Scheme

Agenda Item 9

From: Cllr Deborah Hughes
Chair, Overview and Scrutiny Committee, and

Cllr Melanie Whitehand,
Vice Chair, Overview and Scrutiny Committee

To: Ray Morgan,
Chief Executive Officer (CEO), Woking Borough Council,
and

Claire Storey,
Independent Chairman of Standards & Audit Committee (SAC), at WBC

Memorandum Dated: 17 June 2020

Subject: Next Steps regarding the Woking Football Club & Associated Developments Task Group Report and Recommendations

It is noted that:

1. Agenda Item 8 covering the Woking Football Club and Associated Developments Task Group's Report (the Report) was passed and Agenda item 9 being a Comment by the CEO on this Report was rejected at the Overview and Scrutiny Committee (OSC) meeting on 15 June 2020
2. Accordingly the Report into the processes behind the Council's handling of the Woking Football Club and Associated Developments and its 15 Recommendations now goes forward to the next normal Full Council Meeting on 30 July 2020
3. There is an urgent need to incorporate the Recommendations into the way in which WBC handles this and other major developments and investments
4. The next OSC meeting is scheduled for 13 July and the next SAC meeting is scheduled for 23 July 2020

It is proposed that:

1. In a spirit of collaboration and partnership the OSC, SAC, and the CEO work closely together over the next few weeks to prepare a short Note that is agreed between the parties to this Memorandum.
2. This Note then accompanies the Woking Football Club and Associated Developments Report and Recommendations (the Recommendations) when presented to Full Council on 30 July 2020.
3. This Note should cover, inter alia, a proposal on how to incorporate and operationalise the Recommendations into the ongoing Governance of WBC including their practical translation into the Council's operating procedures
4. This Note be drafted up by the CEO and agreed by 3 July between the parties to this Memorandum so that it may be noted at the OSC meeting on 13 July, SAC meeting on 23 July and be included along with the Report on the agenda of the Full Council meeting on 30 July.

5. Due to the urgent nature of the Recommendations that there are some recommendations where implementation could easily be adopted at an early date, and so the Note should contain a timetable for proposed implementation

Given the urgency and importance of this work, we would like to receive your comments on this Memorandum and proposed way forward by the end of Friday 12 June please, and to discuss the way in which we can quickly and cooperatively work together to achieve this collaborative way forward.

Set out below are areas where there is apparent overlap between recommendations made by the Independent Sheerwater Scrutiny Panel and the WFC and Associated Development Task Group's recommendations presented to the Overview and Scrutiny Committee on 15 June 2020. I have also included areas reported on by Internal Audit in the past 2 financial years where recommendations have been made. Internal Audit Summary reports have been used for this purpose and I have not reviewed the full reports for this purpose. The confidentiality that attaches to Internal Audit Reports should be noted.

I have read the Task Group papers presented to O&S (both part I and part II) and the Chief Executive's response but have not reviewed any other papers in relation to the WFC project and its associated developments for the purposes of this review. There are significant differences between the WFC project and the Sheerwater project but that is not to say that matters of governance, risk and project management would not be common to both. I have responded to the Task Group's recommendations.

| | O&S Recommendation | Source of similar theme | Comment |
|----|--|--------------------------------------|---|
| i | Maintaining notes and minutes of meetings | ISSP rec. 29 (general applicability) | ISSP noted that notes of meetings had not been taken and, in particular, minutes of Sheerwater Oversight Panel meetings were not kept. Comment was made at the time that as this panel was intended as a sounding board and run by NVH the meetings were not serviced by member services who would ordinarily provide administrative support. The format of this panel has subsequently changed and meetings minuted. Member services cannot possibly resource every meeting involving Members and/or Officers but this should not mean that notes are not taken and kept where meetings discuss matters where decisions are taken or information is being gathered and discussed and such information will then be used to form decisions. This is particularly relevant to major projects to allow a clear audit trail but should also be general practice, embedded throughout the organisation. Formal minutes/notes should be stored appropriately and available as required by Members and Officers (subject to confidentiality or other appropriate constraint). |
| iv | Definition of "material change" to support delegated authorities | ISSP rec 24 (gen), 30 (gen) | Whilst not specifically related to a definition of "material change", the ISSP noted (24) that care needed to be taken to ensure that delegations and authorities were not exceeded and that Members receive accurate and complete information with derogations from standard practice noted. This recommendation was accepted and closed on the basis that provision was made in the Constitution for the Monitoring Officer to report to the approving body if he/she thinks that the approving body might not have been clear of the material intent. I'm not certain what change was made. Recommendation 30 related to maintaining corporate knowledge and having clear methods to identify decisions. This recommendation was agreed and Sharepoint/IKEN etc to be used. |

| | | | |
|------|-------------------------------|---|--|
| v | Clarity over Officer Roles | Constitution/Officer Code of Conduct; General communication themes within ISSP report | There is guidance and regulation in place regarding declaration of interests. The issue here appears to be more one of communication than substance, the pertinent question perhaps being "Does it pass the smell test?" As WBC and its subsidiary structure become more complex perhaps more care needs to be taken to ensure that stakeholders (which may include the public) understand the various roles of Officers (and Members). Where someone is dual hatted in a project this is even more important to protect individuals. Consideration of documenting "potential conflicts" and ruling thereon (in addition to the standard declarations given at meetings) could perhaps be made? |
| vi | Business case to be submitted | ISSP 24; Internal Audit Report of Victoria Square | I would consider a business case to form part of the substantive information to be included in Council briefing papers. The IA report relating to Victoria Square highlighted the need for a single document that defined that project and, where resources did not allow this then a list of key areas was given. It was acknowledged by Officers that a summary document would have been more helpful despite the presence of detailed reports and financial models. |
| x/xi | Risk assessments | Internal Audits - Risk Management Strategy Review 2019/20 (advisory); Sheerwater Regeneration 2018/19 | Internal Audit have raised a number of recommendations recently regarding matters pertaining to Risk. IA issued an advisory review of Risk Management (i.e. no recommendations were raised) but a further audit was planned for Q4 19/20. The IA plan for 20/21 contains items that will look at risk (or take their steer from risks identified) and governance (capital programme). The IA report for Sheerwater also highlighted that there was no dedicated risk register or issues log (at the time of reporting) although one general risk had been noted on the Corporate Risk Register. This has since been rectified although not until after the start of the build. It is considered that risk registers should be dynamic and proactive as well as reactive. The risks should be reviewed regularly. |
| xii | Dual Roles of Council | ISSP theme | The complexity of the roles of the Council, its Members and Officers, means that communication needs to be clear to permit full understanding and promote transparency. Within the Sheerwater review it was seen that confusion arose easily where roles were not clear. See by way of example, section 20 of the report. Structure charts (as recommended by IA in relation to Victoria Square) may assist. |
| xiii | Timing of projects | ISSP theme | It was apparent from the ISSP review that people will see connections and "motives" at will. Clear project timelines may assist in communication as will clarity over roles. |



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

2020/21 Committee Dates

- 15 June 2020
- 13 July 2020
- 14 September 2020
- 19 October 2020
- 23 November 2020
- 25 January 2021
- 22 February 2021
- 22 March 2021

Suggested Additions to the Work Programme

| Decision to be Taken | Proposed by | Officer Comment |
|--|----------------------------|--|
| Housing Infrastructure Fund. For the Committee to receive the HIF Bid conditions once received from Homes England. | Chairman and Vice-Chairman | The Finance Task Group would review the conditions once made available. |
| Treasury Management Policy. To review the policy and procedures and making recommendations to the responsible body | Finance Task Group | |
| 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. | Chairman and Vice-Chairman | It was scheduled to be viewed at the meeting on 23 March 2020, which was cancelled due to the COIV19 outbreak. |
| Flood Alleviation Plan. | Chairman and Vice-Chairman | |
| Task Groups. For the Committee to receive the Terms of Reference for each task group, and review the link with the Committee. | Chairman and Vice-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 |
| Matters for Consideration | | | |
| Housing Topic Scrutiny – Current Position. Feedback from the Housing Task Group that looks at the Housing Needs and Supply within the Borough. | None | None | Louise Strongitharm |
| Youth Service Provisions. For the Committee to receive an updates on the current youth services available in the borough. | None | None | Sandie Bolger Adam Thomas SCC Representative |
| Surrey Police – Youth Support. | None | None | Detective Inspector David Bentley |

| | | | |
|---|------|------|---------------|
| Serco. To receive an update on Service KPI's, planned works, recruitment capacity and future aspirations of joint working. | None | None | Geoff McManus |
| 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 |
| Matters for Consideration | | | |
| Housing Topic Scrutiny – Delivery. Feedback from the Housing Task Group, review of planning policies, recent deliveries and proposals, potential barriers and specific projects. | None | None | Louise Strongitharm |
| 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 | | | |
| Sheerwater Regeneration Project Update. | None | None | Ray Morgan |
| Housing Topic Scrutiny – Future Housing Strategy. Feedback from the Housing Task Group, and identifying our priorities over the next 3 to 5 years, 10 years and the delivery of this. | None | None | Louise Strongitharm |
| Celebrate Woking 2019/20 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 | Riette Thomas Chris Norrington |

| | | | |
|---|------|------|--------------|
| Treasury Management Mid-year Review 2020/21. | None | None | Leigh Clarke |
| 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 – 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 |
| Matters for Consideration | | | |
| Joint Waste Management Performance Review. To review the level of complaints and service KPI's provided by JWS. | None | None | Richard Bisset |
| Freedom Leisure. For the Committee to receive an annual review and an update since the 2019/20 review. | None | None | Angela Baillie |
| Play Area Maintenance. To review the maintenance work completed since the last update in November 2019, and whether the programme can be changed from 25 years to a shorter period. | None | None | Arran Henderson Tracey Haskins |
| 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 | | | |
| Freedom of Information Requests. To review the statistics and requests that proceed to the Information Commissioners Office. | None | None | Hanna Taylor |
| Overview of 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 | Joanne McIntosh New Vision Homes |
| 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 | | | |
| Family Centres Update. For the Committee to receive an update a year on from the consultation that determined the re-modelling of the remaining Children’s Centres in the Borough to create Family Centres as part of a wider Family Service, led by Woking Borough Council. | None | None | Adam Thomas |
| Freedom Leisure. Update from FL, to compare questionnaire results, a year on from the last survey. | None | None | Angela Baillie |
| Annual Report of the Overview & Scrutiny Committee. | None | None | Chairman |

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 |
|---|------|------|----------|

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.

22 June 2020 (Rescheduled from 18 June 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. | Director of Legal and Democratic 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) |

| | | | | | |
|------------|--|---|--|-------|--|
| No | Caring for Children and Young People Policy - HR Policy for Woking Borough Council Employees | 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 | Woking Borough Council's Response to COVID 19 - Update | To receive an update on the activities undertaken by the Council in light of the Coronavirus Pandemic or otherwise referred to as COVID 19. | Cllr Bittleston, Leader of the Council. | 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 | Executive Undertakings - Woking Football Club (PLAN/2019/1176) and Egley Road (PLAN/2019/1177) Planning Applications | The Executive will be asked to consider agreeing to give effect to the requirements of the Local Planning Authority in respect of Planning Applications PLAN/2019/1177 and PLAN/2019-1176. | Cllr Bittleston, Portfolio Holder. | None. | Director of Legal and Democratic 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) |

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|-----------|--|---|------------------------------------|-------|--|
| 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. | Director of Legal and Democratic Services (Peter Bryant) |
| No | Write off of Irrecoverable Debt | To write off debts over £10,000. | Cllr Azad, Portfolio Holder. | None. | Director of Finance (Leigh Clarke) |
| No | Risk Management and Business Continuity Annual Report | To receive the annual report on Risk Management and Business Continuity. | Cllr Bittleston, 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. | 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) |

| | | | | | |
|------------|------------------------------|---|---|-------|------------------------------|
| Yes | Commercial Tenant Management | <p>To receive a report on Commercial Tenant Management.</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> | Cllr Azad, Portfolio Holder. | None. | Chief Executive (Ray Morgan) |
| Yes | Victoria Square Update | <p>To receive a Victoria Square Update report.</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> | Cllr Bittleston, Leader of the Council. | None. | Chief Executive (Ray Morgan) |

16 July 2020

| Key Decision | Subject | Decision to be taken | Consultation (Undertaken prior to the meeting unless otherwise stated) | Background Documents | Contact Officer |
|--------------|--|--|--|----------------------|---|
| No | Woking Anti Social Behaviour Policy and Delegated Authority Request | To recommend to Council that the Anti Social Behaviour Policy and Delegated Authority request be approved. | Portfolio Holder. | None. | Director of Community Services (Julie Fisher) |
| No | Independent Directors of Subsidiaries | To consider revised arrangements for Independent Directors. | Cllr Azad, Portfolio Holder. | 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) |
| 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 | Equalities Annual Report - 2020 | To receive an annual report detailing progress on the equalities agenda. | Portfolio Holder, employees, a range of voluntary and community sector groups and organisations. | None. | Chief Executive (Ray Morgan) |

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|-----------|--|---|------------------------------------|-------|--------------------------------------|
| 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) |
|-----------|--|---|------------------------------------|-------|--------------------------------------|

10 September 2020

| Key Decision | Subject | Decision to be taken | Consultation (Undertaken prior to the meeting unless otherwise stated) | Background Documents | Contact Officer |
|--------------|--|---|---|----------------------|---|
| 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 | 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) |
| No | Woking Town Centre Place Identity | To receive a report regarding Woking Town Centre Brand Identity. | Cllr Bittleston, Leader of the Council. | None. | Chief Executive (Ray Morgan) |
| 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) |

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 – 13 JULY 2020

ECONOMIC DEVELOPMENT TASK GROUP UPDATE

Executive Summary

Councillor Ian Johnson, Chairman of the Economic Development Task Group, provided an update from the last meeting of the Task Group that was held on 25 June 2020:

“On 25 June 2020 the Task Group met to review a Framework for Recovery, the purpose of which was to identify the issues and challenges presented by Covid-19 to the Borough’s commercial centres as lockdown is relaxed by Government and to prioritise objectives. The Framework had been drafted with the assistance of Simon Matthews Associates who had been involved in the preparation of the Council’s Economic Development Strategy and had been submitted to the Executive.

The Framework identified the following main objectives

1. Introduction of measures to create a safe environment and ensuring through marketing and PR that people are made aware
2. Restoration of consumer/customer foot-flow to the commercial centres as soon as possible
3. Encourage Borough-based employees to transition back to pre-Covid workplaces
4. Identification and support to the business community, with particular focus on SME’s at risk
5. Engage and build capacity across key internal and external stakeholders
6. Planning for the stages of crisis through to recovery.

The Business Liaison team, though Woking Works, had been providing consultancy services on a variety of topics from health and safety in the workplace to government grants and loans, while the Woking Works website had been updated with an emphasis on promoting a business directory and the www.wearewoking.com website was being updated with information on shop re-openings. Business Liaison and Marketing & Communications teams have established a communications plan to co-ordinate these issues.

The physical state, involving cleanliness and signage of the town centre public realm, had been a key aspect of work by the Neighbourhood Services team and Serco, while Environmental Services had been advising businesses on safe restarts. The Finance and Business Rates departments have worked miracles in getting government grants to firms in a timely fashion.

As we have reached the recovery phase as re-openings expand on 4 July a lot of work will continue to be carried out to ensure standards are high and encouraging people to come back to the commercial centres. The final aspect of the Framework will be the transformation of the Borough.

By linking all the aspects of the aims of the different stages of the Framework through from Crisis to Recovery, Woking’s investment in the town centre provides an opportunity to look beyond Covid-19 to how the town might need to adjust the offer in light of the enormous increase in online shopping and the impact on traditional high streets.

OVERVIEW AND SCRUTINY COMMITTEE – 13 JULY 2020

The staff have been extremely busy supporting business in difficult circumstances and as we recover from the immediate crisis we do need to think strategically into the future as to how we can maintain resilience and at the same time create a destination where people want to live and work.”

Recommendations

The Committee is requested to:

RESOLVE That the update be noted

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

Background Papers: None.

Reporting Person: Councillor Ian Johnson, Chairman of the Economic Development Task Group
Email: cllr.ian.johnson@woking.gov.uk

Contact Person: Councillor Ian Johnson, Chairman of the Economic Development Task Group
Email: cllr.ian.johnson@woking.gov.uk

Date Published: 3 July 2020