



## 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, 19 October 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

## **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 14 September 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 Neighbourhood Community Infrastructure Levy (Pages 11 - 14)

Reporting Person: Councillor D Hughes

- 7 Housing Topic Scrutiny – Delivery OSC20-026 (Pages 15 - 28)

Reporting Persons: Louise Strongitharm / Jon Herbert / Ernest Amoako

### **Matters for Determination**

- 8 Surrey Lifelong Learning Partnership (Pages 29 - 40)

Reporting Person: Adam Thomas

- 9 Work Programme OSC20-024 (Pages 41 - 74)

Reporting person: Councillor D Hughes

### **Performance Management**

- 10 Performance and Financial Monitoring Information

To consider the current publication of the Performance & Financial Monitoring Information (Green Book) and to discuss whether the Overview and Scrutiny Committee was the best forum to review the Green Book.

Reporting person: Councillor D Hughes

### **Task Group Updates**

- 11 Task Group Updates (Pages 75 - 76)

To receive updates following the recent meetings of the following Task Groups:

- Finance Task Group (report to follow)
- Housing Task Group (OSC20-025)

Reporting person: Councillor D Hughes

- 12 Working Groups - Terms of Reference (Pages 77 - 88)

Reporting Person: Councillor D Hughes

AGENDA ENDS

Date Published - 9 October 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](mailto:Hanna.Taylor@woking.gov.uk)



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

held on 14 September 2020

Present:

Cllr D E Hughes (Chair)  
Cllr M A Whitehand (Vice-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 (Planning Policy Manager), Detective Inspector David Bentley (Surrey Police), Sandie Bolger (Youth Development Officer), Julie Fisher (Director of Community Services), Jon Herbert (Strategic Policy Development Manager), Gareth John (WBC Solicitor), Kevin Page (ROC (Redeeming Our Communities) Group), Louise Strongitharm (Director of Housing), Adam Thomas (Family and Community Services Manager), Councillors K Davis and I Johnson.

**1. APOLOGIES FOR ABSENCE**

None.

**2. MINUTES**

RESOLVED

That the minutes of the meeting of the Committee held on Monday, 13 July 2020 be approved and signed as a true and correct record.

Some members commented on the delay in the distribution of the minutes. The Chair agreed that there was an unacceptable delay and that the process for the approval of the minutes would be looked into and to avoid it happening again in the future. The Chairman also thanked members of the Committee for working through the number of supplementary reports which also came after the distribution of the papers.

**3. MATTERS ARISING FROM THE PREVIOUS MINUTES**

CIL Funding

The frustrations of members were voiced as the Joint Committee would not be meeting until November, which then had a knock on effect on any potential projects using NCIL funding and it was suggested whether smaller forums could oversee the expenditure of up to approximately £10,000. The Chair added that the flowchart and short paper that

detailed the NCIL funding process would be finalised and sent to the Chair of the Joint Committee and distributed to all members. The Chair thanked all members of the Committee and Mr Amoako for their help with this.

#### Financial Position

The Council's financial position had been added to the agenda of the next meeting of the Finance Task Group, it was thought that the financial position of the Council would become clearer after quarter two returns.

#### Woking Football Club & Associated Developments Task Group

A question was raised following a resident's question to the Executive recently regarding the release of the Part II element of the Task Group's report. It was unsure whether it was within the remit of Overview and Scrutiny Committee to allow the report to be released however the Chair confirmed with Gareth John, the Committee's supporting Solicitor that it was not the case. The Chairman would liaise with Peter Bryant, Head of Democratic and Legal Services, as to whether the Part II information from the Woking Football Club & Associated Developments Task Group could be released into the public domain. The Committee had no objection to the Part II report being made public once it had the approval of WBC legal services.

#### Corporate Peer Challenge

Following the previous meeting of the Committee on 13 July, the Chairman had collated feedback from members on the Chief Executive's recommendations, based on the Corporate Peer Review recommendations that would be reviewed at the Executive on Thursday 16 July. The Chairman thanked the Committee for their comments and reviewing the papers at short notice. The Chairman felt the important piece of scrutiny work undertaken by the Committee was overlooked, however since the meeting it had been confirmed that the report of collated feedback had been taken to the Executive and would be attached to these minutes for information.

In the light of the issues that arose from undertaking the piece of scrutiny work, the Chairman reassured the committee that no late items of scrutiny would in future be accepted for inclusion to the agenda.

#### **4. URGENT BUSINESS**

There was no urgent business to discuss.

#### **5. DECLARATIONS OF INTEREST**

None.

#### **6. SURREY POLICE - YOUTH SUPPORT UPDATE**

The Chairman introduced Detective Inspector David Bentley, Surrey Police, who provided a presentation on the Youth Support and Public Health within the borough. The presentation covered the five main points in the Public Health approach which included: Population, Partnership, Prevention, Data & Evidence base and the Causes of Causes.

Inspector Bentley detailed the pilot approach Surrey Police were currently using to assist with early intervention with children, and how youth experiences can impact growing up and how decision were viewed. It was explained that Adverse Childhood Experiences (ACEs) such as domestic abuse, emotional, physical, sexual abuse and neglect can have negative impacts and lasting effects on a person's health and wellbeing. There were evidential links between ACEs and mental health conditions, criminal justice, homelessness and early death. The approach aims to identify the levels of need and intervention for children by reducing childhood exploitation, reduce childhood demand on public services and address the needs of children with ACE. The aims were also discussed of partnership work with other public services to help at the first stages of trauma, and the work would be implemented to support schools and encourage engagement with the Police.

The importance of identifying a vulnerable child as early as possible was stressed as it allowed more invention work to be undertaken and therefore more support and guidance at a young age.

Inspector Bentley added that since the pandemic, more intervention work was undertaken online and there was a piece of research on the impact of COVID on the younger generation which would be published shortly and may be of interest to members. Members who were keen to help were encouraged to assist with engagement, identifying any cases of concern and continue partnership working.

Following a question raised, the positive work of the Bike Theft Prevention Scheme was mentioned as there had been a 30% reduction in bike theft.

Members thanked Inspector Bentley for the presentation and praised the proactive approach.

## **7. YOUTH SERVICE PROVISIONS**

The Chairman introduced those presenting on the item which would provide an overview of the youth work in Woking, and an update following on from Surrey County Councils consultation that ended in June 2020.

Sandie Bolger, (WBC Youth Development Officer), updated the Committee on the current delivery of youth work, which had been conducted online recently due to Covid-19, to continue one to one support however as of recent, meet ups could be help outdoors, as it was classed as educational. Other activities included art project packs, gardening kits, online games and challenges, the team have had a strong presence on social media and supported families with mental health and wellbeing.

Adam Thomas, (WBC Family and Community Services Manager), shared information on how Covid had negatively affected employment for 18 to 24 year olds which then resulted in a rise of claimants of Job Seekers Allowance / Universal Credit from 250 to 644. To address this identified need, Officers were in conversations with the DWP and applying for funding to develop expanded youth provision that focuses specifically in supporting 18-24 year olds back into employment.

The Universal Youth Work undertaken by SCC that was focused towards targeted groups was explained and it was reported that interest had been shown in the leasing of Woking's three youth centres with a meeting scheduled to be held shortly, however the timeframe of completion was currently unknown.

Future priorities had been identified and summarised as the following:

- Employment support for 18 to 24 year olds
- Mental Health
- Engaging youth in resident panels
- Supporting future community delivery opportunities and utilise community centres.

Kevin Page, ROC Group, shared the groups aim and aspirations and detailed some of their work provided to the community, working alongside partners such as voluntary and faith groups. Research had shown that loneliness and mental health had been identified as the most common concerns amongst youth. Mr Page shared the future plans for the group and how to work collaboratively to help young help.

Members praised the work from all the teams involved and noted how well they had adapted to the new way of working due to Covid. The Committee also discussed the Community Youth Needs that provided important data and would be an important resource for reference looking ahead.

It was highlighted that volunteers were fully DBS checked and safeguarding process' were put into place to ensure the youth were fully supported by the appropriate mentors.

Following a question raised, Mr Thomas explained further details on the plans for the Youth hub which was likely to receive funding as the DWP had approached WBC and would offer a variety of support services for different groups. Sandie added that the Friday Night Project, which had not re-opened as of yet but once it was up and running it was hoping to be on for another night in the week too.

## **8. HOUSING TOPIC SCRUTINY - CURRENT POSITION**

The Chairman introduced the Housing Team who would present the item, Louise Strongitharm, Director of Housing, Ernest Amoako, Planning Policy Manger and Jon Herbert, Strategic Housing Policy Development Manager, and explained the background to part one of three of the Housing Topic Scrutiny Review.

Ms Strongitharm and Mr Amoako provided an overview of the current housing position and needs of those within the borough. The Core Strategy sets out a housing requirement of at least 292 dwellings per year for the Borough, the housing requirement was informed by housing needs evidence contained in the 2009 Strategic Housing Market Assessment (SHMA). At the time, the housing need for the Borough was 594 dwellings per year. The housing need was an objectively assessed housing need for the Borough. The housing requirements is what had been agreed with the Secretary of State to be provided taken into account environmental constraints and all other material considerations. The SHMA was reviewed in 2015, and the need had dropped to 517 dwellings per year. The Government had now introduced a new standard method for calculating the housing need. When the methodology was applied, the housing need for the Borough was 431 dwellings per year. The government decided that where a local authority could not make provision to meet its objectively assessed housing need, it would have to work with neighbouring authorities under the Duty to Cooperate for the unmet need to be provided in their areas. Given that Woking is unable to meets its need, the unmet need was presently being met by Guildford and Waverley Boroughs.

The Housing Register, which detailed those seeking assistance with housing was prioritised in line with the Allocations policy (band A being those needing emergency/urgent assistance). The greatest needs of the Housing Register was identified as one and two bed properties. However the wait times were longer for three and four bed properties as



the turnover was significantly less. Overcrowding was also a concern, with over 300 applicants who were overcrowded by one or two bedrooms.

Homelessness was also discussed, noting that on average there were 100-150 people in emergency accommodation, which had been fairly steady as of recent years, however due to Covid there were now approximately 200 people in emergency accommodation. The amount of time people spent in emergency accommodation was longer than desired. On a side note Ms Strongitharm added that there were roughly a further 200 people waiting on a shared ownership property list, which was managed by Radian Housing Association. The housing stock of the Council matched the needs shown on the Housing Register. However as all the properties were currently occupied, and therefore created a challenging situation.

Members raised concern over the delivery to meet the demand and the knock-on effects of Brexit and Covid. Louise added that the Housing Strategy was due to be updated and that the topic scrutiny review of Housing would feed in to it, along with other various schemes.

Following a question raised, those needing a one bed property tend to be identified as vulnerable and/or requiring supported/sheltered housing. Ms Strongitharm explained the opportunities available for those looking to downsize and the data on homelessness which were usually families being evicted from the private sector. However due to the ban of evictions as of recent, the homeless presentations now tend to be single person households who were entrenched rough sleepers, sofa surfers, those who had lost employment or experienced a family breakdown. It was reported the team had recently submitted a bid to government for the "Next Steps Accommodation Programme", and were continuing to work with York Road Project to help the situation. Programmes such as the Sheerwater Regeneration would also have a huge impact of the amount of property available.

Members believed that further information on the demographic of those on the Housing Register and also those in Council Housing would be beneficial. A survey was also mentioned to understand more about incentives for residents looking to downsize.

It was noted that the Green Book reported WBC as meeting the housing requirement of 292 dwellings per year, but the number of affordable homes had not been met. Mr Amoako explained that the Core Strategy sets an overall target of 35% of all new homes to be Affordable Housing - this target has not been met. The main reason given by developers for not meeting the target was the viability of a development. The expectation was that the development should meet the requirement for social housing. However, in exceptional circumstances where the target could not be met, the Core Strategy allowed scope for an applicant to provide evidence of viability to justify why it could not be met. The evidence would then be submitted for independent review by the Council, which was paid for by the applicant, which officers then reported to the Planning Committee. The Council had recently introduced an overage clause to help claw back some money if a development performs better than originally anticipated by the viability assessment.

Members expressed concern that the viability argument was perhaps too easy for a developer to use. A question was raised on how the viability arguments were agreed, which Mr Amoako confirmed it was via the Planning department and the Planning Committee. The Planning Committee had the final decision and access to all documentation. Following the concerns raised, the Chairman asked if it would be possible to share some examples of this and the clawback of costs with members.

The Chairman of the Housing Task Group, summarised the points mentioned in the report, and the proactive approach to achieve the number of affordable dwellings delivered in line with aspirations.

**9. WORK PROGRAMME**

The Chairman highlighted the recommendation from the Executive to scrutinise Surrey Lifelong Learning Partnership funding which would be discussed with relevant background information at the next meeting. Members were asking to note the additional meeting scheduled for 21 December, that will focus on Serco following it's deferment from the September agenda.

RESOLVED

That the Work Programme be noted.

**10. PERFORMANCE AND FINANCIAL MONITORING INFORMATION**

It was questioned whether a more simpler version of the Green Book, as recommended following the Corporate Peer Review, would be implemented, especially due to the time gaps between recent versions. Cllr Davis offered his assistance to work with the Chairman on the matter.

Cllr Davis, Chairman of the Finance Task Group, informed the Committee that Finance Director was wary to try to predict financial activity during this time as it would not be accurate, and hopefully by September there would be more information for members. Members were advised that if they had any questions, to email himself and members of the task group to raise on their behalf.

Members were also in agreement to zero tolerance to fly-tipping, and with the help of cameras there were more opportunities to capture evidence of fly-tipping. It was unsure on the procedure if fly-tipping had occurred on private property, and the Council may not be able to help clear the sites but can always advise private land owners and help where possible.

**11. TASK GROUP UPDATES**

The Committee noted the Finance Task Group Report.

The meeting commenced at 7.00 pm  
and ended at 10.20 pm

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

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

JOINT COMMITTEE – 11 NOVEMBER 2020

## REPORT ON NCIL (NEIGHBOURHOOD COMMUNITY INFRA STRUCTURE LEVY)

### Executive Summary

This report from the Overview and Scrutiny Committee sought to find out why the NCIL monies were not being utilised and to see if simplification and fast tracking of the process would help to expedite this. Recommendations are within the report and the Joint Committee is asked to consider these and advise accordingly.

### Recommendations

The Joint Committee is requested to:

- (i) Advise on the feasibility of the recommendations within the report
- (ii) Consider the recommendations for improvement of the process and implementation
- (iii) Promote the NCIL process to Councillors

The Committee has the authority to determine the recommendation(s) set out above.
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**Background Papers:** None.

**Reporting Person:** Cllr Deborah Hughes, Chairman of the Overview & Scrutiny Committee  
Email: CllrDeborah.Hughes@woking.gov.uk

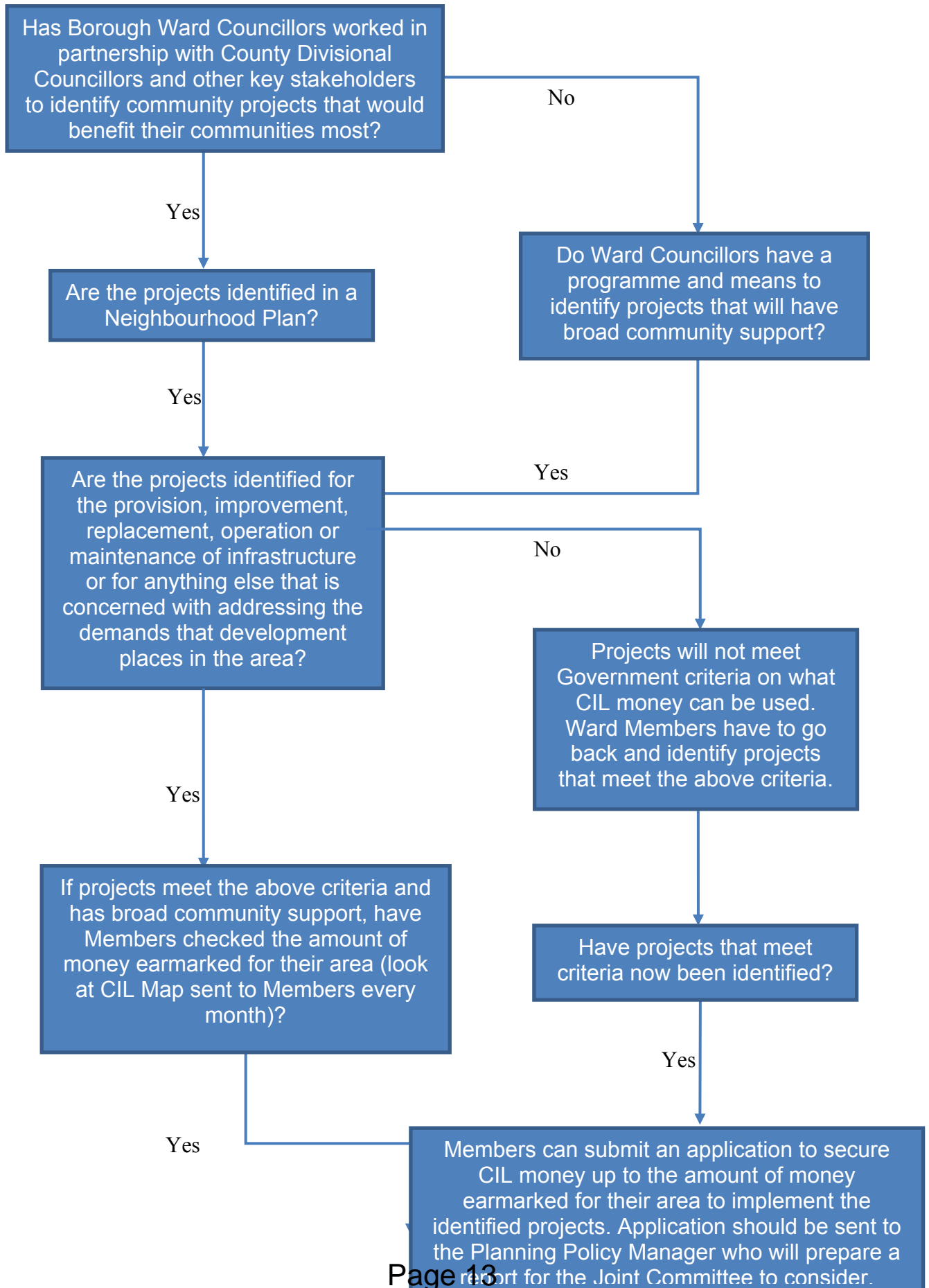
**Contact Person:** Cllr Deborah Hughes, Chairman of the Overview & Scrutiny Committee  
Email: CllrDeborah.Hughes@woking.gov.uk

**Date Published:** 9 October 2020

- 1.0 This item was brought to O&S for discussion following frustration and concern that the local element of the CIL (NCIL- Neighbourhood CIL) money was not being utilised in the wards. Mr Amoako sends out monthly updates on this allocations which have accumulated to each ward for all Councillors. Despite this and the accumulation of £4,543,834 out of an anticipated £8.5 million expected total to date amount to only a few benches that are in the pipeline for the utilisation of this money in the Byfleet ward.
- 1.1 The aim in O&S was for a discussion on the process, to identify and reasons why this money was not being used and to suggest ways of expediting its utilisation.
- 1.2 Mr Amoako presented on the CIL and the process as it exists as determined by the Woking Joint Committee. This paper is therefore written for this Joint committee by way of an update and providing suggestions for increased ease of implementation. It is noted that in its meeting in March 2019 the Joint Committee suggested that it review the scheme post monitoring for the first year. It is perhaps timely that this paper is presented now prior to this review.
- 1.3 Ideas and recommendations that came out of O&S were as follows;
  - 1.3.1 An easy to use flow chart on the process for Councillors and Resident groups to guide them through the process. Mr Amoako offered to take this forward the latest draft of this is attached to this paper, with thanks. This is now to go to the Joint committee chair for agreement.
  - 1.3.2 The flow chart to be circulated to all members to support them through this process, to try to trigger ideas and local applications.
  - 1.3.3 That small scale NCIL projects be accessed in the same way as County project for the Councillors with delegated budgets; not going through the Joint Committee, but with Councillors approving the spending and Officers checking the approval form. If this were taken forwards an upper figure needs to be suggested and agreed. It has been suggested that £10,000 would be a reasonable figure.
  - 1.3.4 Concern raised over the applications for use of this requiring agreement in a meeting of the Joint Committee as the latest committee was cancelled. There are only 3 or 4 such meetings per annum and it was thought that this in itself acted as a barrier and/or a delay in the process. The suggestion was having perhaps a small sub group or a couple of members of the joint committee that could approve NCIL outside of the Joint Committee virtually.
- 1.4 It was pointed out that local councillors need to be proactive in engaging with their resident groups on where the money could be best used and to take this forwards.
- 1.5 The O&S committee would be pleased if the Woking Joint Committee would consider these recommendations at their next meeting and advise accordingly on the process going forwards.

REPORT ENDS

**NCIL Funding Process Flowchart**



**What information does Ward Members need to apply for the CIL money?**

- Name of infrastructure project
- A brief description of the project and what it seeks to achieve with estimate of costs
- Evidence of broad community support for the project.

Application will be reported to the next relevant meeting of the Joint Committee. Joint Committee approves application. Money is ready to be released to deliver

**Who is responsible for delivering the project?**

Ward Members are responsible for ensuring the delivery of the projects. Invoices should be sent to the Planning Policy Manager who will process them for payment. For monitoring, and transparency, all money paid for community projects and the projects the money has been spent on will be reported annually in the Council's Annual Monitoring Report.

## OVERVIEW AND SCRUTINY COMMITTEE – 19 OCTOBER 2020

### HOUSING REVIEW: CURRENT POSITION

#### Executive Summary

Overview and Scrutiny Committee have included a Housing Review as a key item on their work programme for 2020/21. It is anticipated that the Review will be split over three sessions, running from September 2020 to November 2020. This report contains information and analysis in relation to “Session 2: Housing Delivery”, providing context in policy terms on the delivery of affordable housing in the Borough, together with information on the number of affordable homes provided to date and an estimate of future delivery in the medium term. The remaining session will cover Future Housing Strategy.

This report follows on from Session 1 which evidenced significant affordable housing need within Woking Borough. Session 2 highlights the difficulties being encountered in addressing this need, while also providing examples of how the Council is actively addressing its statutory duty relating to homelessness and working towards greater increases in affordable housing provision.

#### Recommendations

The Committee notes the report.

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

**Background Papers:** None.

**Reporting Person:** Jon Herbert, Strategic Housing and Development Manager  
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**Date Published:** 09 October 2020

### 1.0 Introduction

- 1.1 Overview and Scrutiny Committee have included a Housing Review as a key item on their work programme for 2020/21. It is anticipated that the Review will be split over three sessions, running from September 2020 to November 2020.
- 1.2 This report contains information and analysis in relation to “Session 1: Housing Delivery”. This session will look at the following:
  - context in policy terms on the delivery of affordable housing in the Borough, together with information on the number of affordable homes provided to date and an estimate of future delivery in the medium term.
  - the contribution of the Council’s Let’s Rent scheme (private sector rented housing) and Thameswey Housing Ltd (THL) to meeting affordable housing needs. The barriers to the delivery of affordable housing are also covered, including the viability issues with regard to developer contributions (Section 106 agreements).
  - updates on progress on various housing projects, including the Housing Infrastructure Fund (HIF) project and the Sheerwater Regeneration programme.
- 1.3 The remaining session will cover Future Housing Strategy.

### 2.0 Affordable Housing Policies

- 2.1 The Woking Core Strategy (2012) Policy CS12 sets out the parameters for the delivery of affordable housing in the Borough, including the overall delivery target over the Plan (to 2026) of 1,737 new affordable homes.
- 2.2 This equates to an annual target of 102 dwellings per annum. This figure is used in the Council’s “Green Book” of performance management and returns are reported on a monthly basis.
- 2.3 Policy CS12 also provides guidance on the preferred mix for the delivery of affordable homes based upon the work undertaken through the West Surrey Strategic Housing Assessment (SHMAA) from 2009.
- 2.4 A provision target of 70% Affordable/Social Rent properties and 30% of affordable properties for Intermediate market (Low Cost Home Ownership such as Shared Ownership and Discount Market Sale, and Intermediate Rent) was set, based on the housing needs analysis.
- 2.5 The SHMA was updated in 2015 and suggested a tenure mix for the Borough of 74% Social/Affordable dwellings and 26% Intermediate new dwellings was needed.
- 2.6 The Council adopted a Supplementary Planning Document on Affordable Housing Delivery in 2014. This provides further guidance on matters such as developer contributions through Section 106 Agreements (the basis for the calculation of commuted sums in lieu of on-site Affordable housing provision), the definition of Greenfield sites where a higher provision of affordable homes (50%) is required and clawback (overage) provisions in S106 Agreements where affordable housing requirements have not been met.

### 3.0 Affordable Housing Delivery

- 3.1 To date, since the adoption of the Core Strategy, affordable housing delivery in the Borough has resulted in the provision of 581 affordable dwellings comprising 320 Affordable/Social Rent dwellings and 261 Intermediate dwellings. The latter figure includes the contribution from Thameswey Housing Ltd through their own developments and the purchase of street properties.



## Housing Review: Housing Delivery

3.2 The table below breaks down all affordable housing delivered in the last 5 years by delivery method and year:

	S106	THL	PFI	RP	WBC
2015/16	10	36	102	12	
2016/17	29	54	114		
2017/18	25	24			
2018/19	25	11			14
2019/20		14			8
<b>Totals</b>	<b>89</b>	<b>139</b>	<b>216</b>	<b>12</b>	<b>22</b>

3.3 The table below summarises total housing delivery set against affordable housing delivery (new build only, excludes acquisitions):

<b>Total Residential Properties Completed</b>				
<b>Year</b>	<b>Residential Properties Target</b>	<b>Dwellings</b>	<b>Affordable Housing Target</b>	<b>Affordable Housing</b>
2010/11	292	146	102	31
2011/12	292	175	102	3
2012/13	292	273	102	0
2013/14	292	370	102	14
2014/15	292	66	102	8
2015/16	292	360	102	126
2016/17	292	399	102	173
2017/18	292	345	102	54
2018/19	292	231	102	37
2019/20	292	303	102	19
2020/21	292	77	102	6
<b>Cumulative Total</b>	<b>3212</b>	<b>2745</b>	<b>1122</b>	<b>471</b>

3.4 An estimate of the projected affordable housing completions for the next 5 years (to 2024/25) has been made using knowledge of pipeline schemes that either have planning permission already, or are in the process of being brought forward for planning in the near future. Although there are a number of other schemes in the pipeline beyond this period that may provide more affordable homes, only schemes where there is a reasonable degree of confidence of delivery have been included in the figures below.

3.5 A total of 436 projected new units has been estimated comprising 345 Social/Affordable Rented Units and 91 Shared Ownership/Discount Sale dwellings. The unit breakdown comprises 253 x 1 bedroomed dwellings; 144 x 2 bedroomed dwellings; 22 x 3 bedroomed dwellings; and 17 x 4 bedroomed dwellings. The profile of this delivery by year is included in the table below:

Year	Affordable Housing Delivery Forecast
2020/21	18
2021/22	264
2022/23	54
2023/24	75

## 1. Project Updates

### Sheerwater Regeneration

- 3.6 The regeneration of Sheerwater will deliver housing of mixed tenure with a range of property types and sizes to create a wider choice of homes within Sheerwater, coupled with a net gain in affordable housing, and improved space and amenity standards.
- 3.7 It will involve the demolition of 573 residential units, non-residential buildings and sports facilities, and a phased delivery of 1,142 new high quality residential units. 523 (46%) of the residential units will be affordable, to be let at the equivalent of social rent.
- 3.8 The housing development will be underpinned by enhanced retail, employment and training opportunities, as well as social, health, recreation, sports, and leisure provision.
- 3.9 After the first hybrid consent for the regeneration of Sheerwater, achieved by New Vision Homes in July 2016, Thamesway was asked by the Council to increase the total number of units by 20%, to revise the housing mix, and to increase the amount and quality of open space. The resulting hybrid planning application successfully achieved planning consent in April 2019, and work commenced on site on 22 July 2019. The phased development over a 70 month construction programme has a target completion date of July 2025.
- 3.10 This phased 6-year build programme is intended to allow all residents who wish to remain in Sheerwater, the opportunity to do so. The phasing also seeks to ensure that existing properties and buildings are not demolished until re-provision is complete; preserving the continuity of the community facilities, open space, green space and leisure space.
- 3.11 To date, a total of 181 secure tenants living in the regeneration area have been found alternative accommodation and received compensation (home loss and disturbance payments) as set out in the Community Charter. There are 135 secure tenants still living within the later phases of the development for whom we will have to find suitable alternative accommodation or who will move into the new Sheerwater homes.
- 3.12 The Leisure Phase is also under construction within the grounds of Bishop David Brown School. It is on programme to be completed by July 2021. This did not require the demolition of any homes.
- 3.13 The first residential phase (Purple) opposite Asda, currently under construction, required the demolition of 20 existing homes, most of which were privately owned and were acquired voluntarily by the Council. Only 2 properties housed WBC secure tenants, who were found suitable alternative accommodation. The medium rise development incorporating Murray Green will comprise of 10 three-storey town houses and 82 one, two and three bedroom apartments contained in a 6 storey apartment block. Of the 92 dwellings, 46 will be let at

social/affordable rent and 46 will be private. These affordable units will be available to relocate secure tenants still living within the regeneration area who would like to remain in Sheerwater. The Purple phase is on programme to be completed by May 2021.

- 3.14 The next residential phase will be the Red phase that will start on site in February 2021. This phase will comprise of 124 dwellings, of which 107 will be affordable (including 68 sheltered apartments for older people). There remain two secure tenants that are yet to be moved.
- 3.15 The start on site of the Yellow phase will follow the completion of the Purple phase in July 2021 and will require the demolition of 50 properties. The Yellow phase will deliver a total of 125 dwellings of which 59 will be affordable. There remain 11 secure council tenants to be rehoused.
- 3.16 At its meeting on 30 July 2020, the Council approved the making of a Compulsory Purchase Order (CPO), which will be made this month (September), to acquire any remaining interests the within the regeneration area, including rights, easements, and covenants. A CPO will also include any land in unknown ownership, which needs to be compulsorily acquired to facilitate the delivery of the Scheme.

### Housing Infrastructure Fund (HIF)

- 3.17 The HIF grant of £95 million from central Government agency, Homes England, will finance the Victoria Arch scheme, the total cost of which is £115 million. This significant grant is the driving force set to deliver enhanced highways, pedestrian and rail links for Woking town centre and approximately 4,500 new homes.
- 3.18 Once the scheme has been delivered, 13 brownfield development sites within Woking town centre will be unlocked by the improved highways infrastructure. Provision of this public money will provide significant benefits for the town centre. This includes the delivery of affordable housing.
- 3.19 The Highways works are anticipated to start in late 2021 and conclude in early 2024. The bridge works are anticipated to start in spring 2022 and conclude in early 2024.

### Hale End Court (Old Woking Independent Living)

- 3.20 This new Extra Care Housing scheme is under development due to high demand for independent living units in Woking. Brockhill, the Council's existing scheme, is oversubscribed and has a long waiting list. The completed scheme will be owned by the Council and sit within the Housing Revenue Account (HRA).
- 3.21 The scheme consists of 45 x 1 bed units and 3 x 2 bed units, with a communal kitchen, living room, dining room and salon facilities, mobility scooter charging ports, staff break out areas and offices, and associated bin storage, access, parking and landscaping.
- 3.22 Work onsite began at the end of July 2020 and is expected to complete in October 2021.
- 3.23 The Council bid for £1.97 million of grant funding through Homes England's Affordable Housing Programme and has been advised informally that this bid has been successful.

### Bonsey Lane Garage development

- 3.24 A small development of 7 apartments (1 x 1-bedroom, 5 x 2-bedroom and 1 x 3-bedroom dwellings) on the disused garage site in Bonsey Lane is proposed with the planning application due to be submitted imminently.

- 3.25 If approved, the rent for these will all be set at Social Rent levels and be owned and let by the Council. They will therefore help to house applicants from the Council's Housing Register.
- 3.26 The Council is likely to bid for further Homes England grant to support this development.

### Broadoaks, West Byfleet

- 3.27 This scheme is part of a private development and has been secured through the Section 106 process. It will provide 54 affordable one and two bedrooomed flats (comprising 36 flats at Affordable Rent and 18 Shared Ownership dwellings).
- 3.28 The developer, Octagon, has now commenced with this development and is required under the s106 Agreement to sell the affordable units to PA Housing Association.
- 3.29 It is expected to take approximately 2 years to complete the development due to the large amount of infrastructure works required for the whole site.

### Portugal Road

- 3.30 Radian Housing Association have secured a planning consent to redevelop the Parrington Autos garage site and the "Lok N Store" premises into 72 dwellings. The proposals comprise 21 flats at Affordable Rent on the Parrington Autos site, and 8 flats for Shared Ownership on the "Lok N Store" site opposite.
- 3.31 Radian have stated that they are hoping to switch the 43 approved market dwellings on the "Lok N Store" site to all Shared Ownership, subject to further Homes England funding, which would give 54 Shared Ownership dwellings in total.

### Other Developments

- 3.32 A planning application has been submitted for 26 affordable dwellings at Monument Way, Woking, comprising 18 x 1 bed, and 8 x 2 bed flats all at Intermediate Rent.
- 3.33 A revised planning application for the development of 4 flats at Rydens Way/Sundridge Road has been submitted by William Lacey, including nearby parking provision. The 4 flats would go into the HRA and be provided as social rented Council homes.
- 3.34 Crown Simmons Housing Association have been granted planning permission for 2 additional flats at the existing development at Castlemaine Court, Byfleet -. Works are due to commence shortly with completion in 2021.
- 3.35 Thameswey Housing hope to deliver additional affordable homes at Brookwood Lye (Five Acres) in the future.

### Temporary Accommodation

- 3.36 Woking Borough Council (the Council) has a statutory duty to provide short-term emergency accommodation to any person applying as homeless whilst enquiries are made.
- 3.37 To enable the Council to provide good quality, local short-term accommodation to households facing homelessness in the Borough and reduce reliance on B&B's, Waterman House was acquired and is currently being converted into 22 self-contained temporary accommodation units with completion due in the Spring of 2021.
- 3.38 In addition, the Council's existing temporary accommodation schemes in York Road, Chertsey Road and Claremont Avenue were refurbished.

### 5. Barriers to Affordable Housing Delivery

- 3.39 The National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG) provide detailed guidance in respect of the delivery of affordable housing. The full definition of Affordable Housing as in the NPPF Glossary can be found as Appendix 1.
- 3.40 The threshold at which affordable housing may be required was increased to 10 or more units in the NPPF in 2016 which has impacted adversely on the ability of local authorities to achieve affordable housing on smaller sites.
- 3.41 The Woking Core Strategy requires all schemes of additional housing to provide a contribution to affordable housing, either on-site or as a commuted sum in lieu of on-site provision. Accordingly, the Council is now only able to negotiate affordable housing on sites of 10 or more units.
- 3.42 A recent communication to Chief Planning Officers of councils in August 2020 indicated the Government's intention to increase the 10 unit threshold to 40 or 50 units for 18 months as a response to the Covid-19 emergency's impact on the economy.
- 3.43 In addition to the above threshold change, it has become increasingly difficult for councils to negotiate affordable housing as developers have sought to use viability reports as a means of reducing or avoiding affordable housing commitments.
- 3.44 The NPPG in September 2019 set out in detail the key standardised inputs for assessing viability of housing schemes, and an expectation that "any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. Even in those circumstances an executive summary should be made publicly available."
- 3.45 The use of viability reports has increased over the last few years as developers have sought to use this approach to justify non-policy compliant schemes. The Council has received a number of viability cases in recent years and uses independent viability consultants to interrogate the submitted developer viability reports focusing on the key issues of expected sales values (Gross Development Value - GDV), land value and likely build costs.
- 3.46 The developer pays for the independent viability assessment undertaken by the Council's consultants, though the consultants' report is issued and belongs to the Council. Where it is established that a scheme is not viable, the consultants will recommend that a clawback provision is included in any Section 106 agreement to ensure that any unexpected increase in GDV (overage) is able to be captured and a commuted sum provided to the Council for the provision of affordable housing elsewhere.
- 3.47 The recent Government White Paper "Planning for the Future" (August 2020) states the Government's intention to reform the Community Infrastructure Levy to include developer contributions for affordable housing provision, and replace Section 106 Agreements as well as how the proposed new Infrastructure Levy could provide on-site affordable housing. Further updates on the proposals in the White Paper in respect of the delivery of affordable housing will be reported to this Group as matters proceed through the consultation process later this year.
- 3.48 Where the Council seeks to deliver its own affordable housing developments, funding remains a challenge. The Housing Revenue Account (HRA) has very little capacity to finance more development. However, following the recent success with the Old Woking scheme, the Council is hoping to secure further Homes England grant funding where new affordable housing schemes are identified.

**6. Private Rented Schemes**

Let's Rent

- 3.49 Due to shortages in affordable housing, the Council introduced a private sector access scheme offer to supplement delivery, particularly to address homelessness needs.
- 3.50 Woking Borough Council reviewed its private sector access scheme offer in 2017 and introduced the Let's Rent scheme.
- 3.51 The Let's Rent service procures and supports tenancy sustainment for households that are homeless or threatened with homelessness. This remit has recently expanded to assist Rough Sleepers or those at risk of Rough Sleeping and the team now has a dedicated officer for this, as well as, an additional Lettings Officer. Let's Rent ensures that Woking Borough Council can discharge its homeless duties by procuring long term suitable accommodation. The service provides landlord incentives and advice and support to tenants and landlords.
- 3.52 The team (1 x Team Leader; 4 x Private Sector Lettings Officers, 1 of whom leads on Rough Sleepers; and 1 x Support Officer) aim to hold tenant training sessions later this year/early next year which will provide information on tenancy rights and responsibilities, welfare reform and cooking skills. This is to reassure landlords that we are referring suitable tenants and to give prospective tenants confidence and skills to sustain their own long term tenancy.
- 3.53 The team is working closely with Marketing and Communications to create regular social media posts and advertising the service in the local press. Landlord events are on hold due to the pandemic, but we are considering holding online seminars to educate landlords on recent legislative changes and promote the service. We are also working with local Letting Agents.
- 3.54 The benefit cap/affordability and recent changes to Section 21 notices are causes for concern. The potentially large volume of homelessness following opening of the courts for possession orders on 20 September 2020 is also a concern.
- 3.55 The tables below show the number of tenancies that have been secured through Let's Rent:

**New and current tenancies by service:**

	<b>YTD</b>	<b>Total current</b>
<b>Connect</b>	16	62
<b>Core</b>	27	104
<b>Complete</b>	10	44
<b>Historical schemes</b>	0	118
<b>Total</b>	<b>53</b>	<b>328</b>

**Tenancies by landlord type:**

	<b>Private</b>	<b>Letting Agent</b>	<b>THL</b>	<b>HA</b>
<b>Connect</b>	42	16	4	0
<b>Core</b>	17	59	22	6
<b>Complete</b>	40	0	4	0
<b>Total</b>	<b>99</b>	<b>75</b>	<b>30</b>	<b>6</b>

**Tenancies by rent level:**

	<b>LHA</b>	<b>Above LHA</b>	<b>Below LHA</b>
<b>Connect</b>	62	0	0
<b>Core</b>	6	61	37
<b>Complete</b>	42	0	2
<b>Total</b>	<b>110</b>	<b>61</b>	<b>39</b>

- 3.56 53 new tenancies have been secured so far in 2020/21 with a total of 210 active tenancies through the Let's Rent scheme. 14% of these tenancies are through Thamesway Housing and 71% are within the Local Housing Allowance (LHA).
- 3.57 The table below show the number of referrals that have been sent to the Let's Rent team and require properties:

**Current number of referrals to Let's Rent by household size:**

	<b>Numbers</b>	<b>Known to be benefit capped</b>	<b>Property identified</b>
<b>Shared room</b>	4	1	14
<b>1 bed</b>	26	8	
<b>2 bed</b>	23	11	2
<b>3 bed</b>	7	3	2
<b>4 bed</b>	1	0	0
<b>Total</b>	<b>61</b>	<b>23</b>	<b>18</b>

Thamesway Housing

- 3.58 Earn Your Deposit is a new scheme that helps Thamesway assured shorthold tenants buy their own home by giving them money towards a deposit.
- 3.59 Many people who rent dream of owning their own home, but saving the money for a deposit while paying rent every month can be a real challenge.
- 3.60 The Earn Your Deposit scheme solves this problem for Thamesway tenants by offering them a substantial financial contribution towards the deposit needed to buy a place of their own. Available to all 'good tenants' who pay their rent on time, look after their homes and respect their neighbours, the scheme enables tenants to 'earn' a monetary value each year - for example £2,400 for a two-bed property - towards a deposit for their first privately-owned home after a two year qualifying period.
- 3.61 The maximum deposit is capped at £80,000, which is a significant sum towards a property purchase. The scheme isn't available to investors or existing home owners.
- 3.62 To date, 4 tenants have purchased as a result of using the Earn Your Deposit scheme.

## **2. Conclusions**

- 3.63 Session 1 showed a considerable affordable housing need within Woking Borough, while this report brings to the fore the challenges and obstacles facing us as we attempt to address this need. Successfully securing homes in the Private Rented Sector assists in meeting statutory homelessness duties, demonstrating that the Council have been proactive in this area and there are some high profile development projects in progress and in the pipeline. However, more affordable homes (particularly for social rent) need to be delivered over the coming years. The Council cannot solely rely on the Section 106 process to deliver these and therefore, it needs to optimise all land, funding and partnership opportunities.

REPORT ENDS



## Overview and Scrutiny Committee

October 2020

ThamesWey Housing Ltd

### Purpose of the paper.

- Introduction to ThamesWey Housing Ltd business plan.
- Summary Breakdown of ThamesWey Housing stock.
- Summary of future affordable homes delivery, and challenges.
- Overview of ThamesWey “Earn your deposit scheme”.

### ThamesWey Housing’s Business Plan

#### Purpose of THL:-

To support WBCs Housing and Economic Development strategies through the provision of additional residential accommodation.

To provide affordable homes to those, who are not able to access open markets, and not eligible for social rented accommodation.

Housing rental structure range from 50% - 100% of the local market rent levels, with an agreed target stock holding of two thirds at market level providing cross subsidy to a third which will be held below market level. The main target rent of the stock held below market level is the planning definition of “Affordable” (80% of market). Reference is also made to the Local Housing Allowance levels for Intermediate Market property which may be sub-market level but above 80% of the market. This rental structure does not apply to the stock which will be held as part of the Sheerwater Redevelopment Project and that which has been provided under THL’s commitment to 24 Band C properties per year as part of the £200m funding agreement

To achieve a viable economic model THL will need to hold a ratio of **2/3s** at full market rent, to **1/3** sub market for financing internal cross-subsidy as there is no direct grant or shareholding provided to provide a direct subsidy as would be the case for a Registered Social Landlord or the Council who can receive central government grant via Homes England to suppress rent. In the following breakdown table this viability ratio is currently shown in a reverse position due to legacy letting strategies where THL was set up with s106 funding as a subsidy for the initial acquisitions. To improve the opportunity for cross subsidy and to ensure THL is economically viable. at end of each tenancy or where new acquisitions enter the stock, Thameswey reviews the rental level of the property.

THL is specifically referred to in the WBC Housing Strategy Action Plan to assist WBC in the provision of affordable housing. This is supported by Council S106 agreements referring to THL as an accepted provider of affordable housing. Any property subject to a s106 arrangement will be let at an affordable rent in perpetuity.

#### **THL Business Concept:-**

The acquisition (or development) of property by THL is predicated on a no net cost to the Woking Council Taxpayer. In order to do this the company must charge rent at such a level to support the cost of purchasing and running the property that it holds. Each property will be purchased or

developed based on a property specific economic model (set at 50 years) and an appropriate rent is charged based around the cost and the local market conditions. In order to set rents at a submarket level this economic model will normally require a subsidy. The subsidy will need to come in either the form of a grant (such as subsidised land or section 106 Payments from the Council) or as a cross subsidy from other THL property.

The financial impact of this economic model is that for the initial period of property ownership the company will operate negative cash flow on the majority of properties so as to secure rent levels at affordable prices. Each property (in effect each project) is then aggregated into the company's overall financial model to allow cross subsidy from properties that are performing better than originally modelled or were modelled at open market levels initially. When modelling no account is taken of capital appreciation as this is maintained as a safety buffer in case property disposal is required. However, capital appreciation is used in the accountancy treatment of the company to show it as a going concern.

THL was not established to make a return for the ultimate shareholder (WBC), its objective is to secure additional homes and assist the Council in achieving its 2050, Housing and Economic Development strategy targets. Accordingly, any profits generated by THL will be retained in THL and earmarked to support the provision of homes in the future. The intention is that this will be done by providing revenue support to future investments allowing lower rental levels to be achieved.

### Current Breakdown of THL stock

ThamesWey Housing Stock  
Summary (Sept 2020)

	Units	
<b>Total occupied rental units</b>	687	
Sub market rents	476	70%
Full Market rent	211	30%
<b>Sub Market breakdown</b>		
<u>Affordable Rents Group 1</u> (at or below 80% market)	<b>183</b>	
Of Group 1 with s106 and sub market planning restrictions	105	
<u>Affordable Rents Group 2</u> (between 80-90% market, at or below the Local Housing Allowance)	<b>293</b>	
Of Group 2 those that are at: <u>Intermediate Rent levels</u> (80% or less of the Local Housing Allowance)	65	
<b>WBC housing assistance schemes</b>		
Core and Connect	39	
Refugee resettlements	38	
Keyworker tenancies	73	

## New and coming ThamesWey Affordable Homes delivery

Delivery	Project	units	comments
Oct-20	121 Chertsey Road	25	THL property leased to WBC Temporary Accommodation Building
2021	Sheerwater Purple Phase	45	WBC nominations
Est 2025	Brookwood Lye Road	59	Held up in Planning
		<b>129</b>	
2021	Waterman House	22	WBC owned project, Temporary Accommodation Building

### ThamesWey “Earn your Deposit Scheme”.

ThamesWey recognise that many people who rent, dream of owning their own home. Saving the money for a deposit while paying rent every month can be a real challenge.

The “Earn Your Deposit scheme” solves this problem for ThamesWey tenants by offering them a substantial financial contribution towards the deposit needed to buy a place of their own. It makes becoming a home-owner a reality, sooner. Earn Your Deposit is available to all existing and new ThamesWey tenants on assured shorthold tenancies.

To qualify:- be a good tenant – for example by paying rent on time, looking after the rental property, and being considerate neighbours. ( tenants that already own a property are not eligible)

All existing tenancies that were in place prior to 1st April 2018 will start to be awarded credits from this date, which means that in April 2020 they would have accumulated a full two years’ worth of credits which will be the first opportunity that applicants are able to withdraw from the scheme. For tenancies started after this date, contributions will be made for each full year from the date the tenancy begins. The earliest credit will be available after 2 years from the tenancy start date.

The Annual Deposit Credit is allocated on the type of property.

Studio £1600  
1 Bed £2100  
2 Bed £2400  
3 Bed £3000  
4 Bed £3600

Since the inception of the scheme ThamesWey have assisted 4 residents into home ownership.



EXECUTIVE – 27 FEBRUARY 2020

## SURREY LIFELONG LEARNING PARTNERSHIP – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

The Surrey Lifelong Partnership has applied for a revenue grant of £22,306.18 to establish a pilot in Lakeview which would see the development of a Community Hub, supporting at least 35 residents who may have missed out on learning in the past. The Partnership targets disadvantaged communities, establishing opportunities for learning through practical and educational courses.

The proposals drawn up by the Partnership would be a welcome addition to the services offered to residents and would tie in well with the work already being undertaken by the Council in seeking to address social and economic issues in and around the Lakeview area. However, the Partnership itself is unable to contribute towards the costs. The Council's Home Independence Manager has commented on the application and has worked with the Partnership in drawing up the proposals. The Officer recommends that the application should be supported, though acknowledges that, as it is a sizeable request, the funding could be treated as a one-off grant to run the scheme as a pilot.

In view of limited resources available, it is not considered that the Council is in a position to fund the new service through its revenue budgets. The Council could consider a one-off award through the Community Fund to establish the service as a pilot, as suggested by the Home Independence Manager. However, there is a concern that such support would raise expectations that the Council would provide further funding to ensure the service was maintained after the pilot period.

Noting the comments of the Home Independence Manager, it is suggested that the Executive considers inviting the Overview and Scrutiny Committee to establish a small Group of Members to scrutinise the proposals of the Partnership and investigate whether the proposals should be considered as part of the Council's service provision. The Group would be asked to take into account the Council's financial position and what the likely long term financial implications would be for the Council. The recommendations from the Group could then be taken through the Committee and presented to a future meeting of the Executive.

### Recommendations

The Executive is requested to:

**RESOLVE That** the Overview and Scrutiny Committee be invited to establish a small Group of Members to scrutinise the proposals of the Partnership and investigate whether the proposals should be considered as part of the Council's service provision.

Reason for Decision

The opportunities to support the proposals through other means, namely service provision, to be fully explored in view of the positive comments of the consultees,

**The Executive has authority to determine the above recommendation.**

### Background Papers:

2020/21 Application Form.

## Surrey Lifelong Learning Partnership – Application For Financial Assistance

### **Reporting Person:**

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### **Portfolio Holder:**

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Cllr Will Forster  
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### **Date Published:**

18 February 2020

## Surrey Lifelong Learning Partnership – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Established in 2000, Surrey Lifelong Learning Partnership is a registered charity which works with partners to ensure that those, in Surrey and beyond, who have missed out on learning in the past, have opportunities to learn and to reach their full potential.</p> <p>The Charity seeks to build a bridge linking potential learners from disadvantaged communities with life changing opportunities. The bridge will be constructed in a variety of ways:</p> <ul style="list-style-type: none"> <li>• Developing the capacity of communities to benefit from learning through helping them to develop their own community learning projects; training trusted members of the community as Community Champions to provide information and inspire confidence; and working with partners to arrange for courses to take place within local venues.</li> <li>• Ensuring ongoing support for learners engaged to ensure that when they start their learning journey they have opportunities to progress.</li> <li>• Developing new provision and approaches to engage learners more effectively and using this knowledge to provide training partner organisations which provide for these learners.</li> <li>• Helping providers of learning to understand what potential learners need and want and therefore what needs to be done differently to engage these. The Charity acts as a 'centre for intelligence' providing information about successful approaches to engage disadvantaged learners in communities.</li> <li>• Improving the services offered to learners by influencing the policies and plans of those responsible for planning and funding learning.</li> </ul> <p>The Charity targets disadvantaged communities living in Surrey and other parts of the South East, 19+ adults, young disadvantaged adults 14-19 requiring work related skills and where not fully catered for via statutory provision, and partner organisations providing support for these groups.</p>
1.2 Employees	<p>13, including the Chief Executive (37.5 hours), the Finance Officer (7.5 hours), and an Administrator (18.5 hours). Further staff are employed under the three workstreams of the Partnership; Learning through Enterprise, Learning in the Community and Learning for Work.</p>
1.3 Volunteers	<p>39, whose activities include:</p> <ul style="list-style-type: none"> <li>○ SLLP Board Trustees</li> <li>○ Bike Project workshop mechanics</li> <li>○ Bike Project collection and delivery drivers</li> <li>○ Bike project retail staff</li> <li>○ GLADE Project gardening and cleansing operatives</li> <li>○ Community Learning Hub translators</li> </ul>

## Surrey Lifelong Learning Partnership – Application For Financial Assistance

1.4 Clients/Users	<p>502, comprising:</p> <p>2277 male</p> <p>275 female</p> <p>10 disabled</p> <p>33 ethnic minority</p> <p>15 resident in Woking</p> <p>0 aged 0-5</p> <p>0 aged 6-10</p> <p>0 aged 11-18</p> <p>478 aged 19-65</p> <p>34 aged 65+</p>								
1.5 Members	None.								
1.6 Sum Requested	£22,306.18 (Revenue)								
1.7 Project	<p>The Charity has applied to Woking Borough Council for funding to establish a learning hub at the Lakeview Community Centre, Horsell as a one year pilot to address local community issues.</p> <p>The new centre will provide free learning and support to a minimum of 35 people in the first 12 months with the aim of increasing life chances and social mobility. The learning would be provided through a structured programme of delivery and learning dependent on individual need. The applicant has advised that no such learning offer currently exists and that the proposals will help address social and economic inequality in the area.</p> <p>The programme would be based on a rolling delivery with both ‘soft’ (confidence, interview skills) and ‘hard’ (employment, improved numeracy and literacy/IT) measurable outcomes. Partnership working would be central to the approach as would cross-referral of potential clients. Every client would have an initial full and confidential consultation where a pathway dependent on need would be established. Volunteers to assist with learning support and work with local partners would be sought to help develop the project.</p> <p>Depending on the individual progression, outcomes can be moving into work, progressing onto a college course, gaining soft skills, confidence and well-being or becoming less isolated and more connected with people and services.</p>								
1.8 Cost breakdown:	<p><b>Annual Budget - Lakeview Community Centre (open 1 day per week)</b></p> <p><b>Classroom and kitchen</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">£3,000</td> <td>Hire of Lakeview Community Classroom &amp; kitchen (reduced rate agreed)</td> </tr> <tr> <td>£38</td> <td>First aid kit</td> </tr> <tr> <td>£576</td> <td>Laptops hire (8 units)</td> </tr> <tr> <td>£72</td> <td>Printer hire</td> </tr> </table>	£3,000	Hire of Lakeview Community Classroom & kitchen (reduced rate agreed)	£38	First aid kit	£576	Laptops hire (8 units)	£72	Printer hire
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## Surrey Lifelong Learning Partnership – Application For Financial Assistance

	<p>£240 Refreshments for beneficiaries (teas, coffee, milk, biscuits)</p> <p><b>Staff (learning programme design and delivery)</b></p> <p>£6,120 Hub Coordinator (also qualified tutor &amp; employment adviser)*</p> <p>£6,120 Mentor/Tutor*</p> <p>£40.50 Travel</p> <p>£21.02 Hub Coordinator phone</p> <p>£360 Administrator/marketing coordinator</p> <p>£100 Safeguarding training sessions (4)</p> <p>£88 DBS checks - volunteers (2)</p> <p><b>Course delivery costs</b></p> <p>£1,500 Additional taster and Entry Level courses (x 3)</p> <p>£87.65 Data costs for online learning, health &amp; well-being, employability.</p> <p>£123.70 Printer ink (HP301) cartridges</p> <p>£44.38 Stationery</p> <p>£30 Pens, pencils, plastic folders, ringbinders etc</p> <p>£150 Course materials</p> <p><b>Marketing and Publicity</b></p> <p>£50 Materials design</p> <p>£181.26 Printing (500xA5 fliers and 150 x A4 posters)</p> <p>£44.99 A-Board</p> <p>£35 Roller banner</p> <p>£35 Signage/Outdoor banner (4' x 2')</p> <p>£28.72 2 outdoor posters for A-Board</p> <p>£25 Local press advertisement (discounted)</p> <p>£50 Twitter, facebook, WhatsApp</p> <p><b>SLLP central costs</b></p> <p>£2,005.20 Management time (60 hours)*</p> <p>£116.10 Travel (3 trips) to deliver resources, monitor, report to Council etc.</p> <p>£360 Bookkeeping</p> <p>£663.66 3% contribution to overheads (audit, legal, office, utilities, insurance, printing &amp; stationery, postage, insurance)</p> <p><b>£22,306.18 Total</b></p> <p>* Staff costs cover Emp Pension and NI etc.</p>									
1.9 Community Benefit	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Benefit</th> <th style="width: 33%;">Monitoring</th> <th style="width: 33%;">Targets</th> </tr> </thead> <tbody> <tr> <td>New opportunities to access learning and skills in a friendly environment in the centre of the community.</td> <td>Quarterly progress report to Woking Borough Council.</td> <td>35+ local residents to be engaged</td> </tr> <tr> <td>Access to advice and information relating to health &amp;</td> <td>Individual participant case studies and ongoing liaison with</td> <td>100% of those engaged will be given access to 1:1</td> </tr> </tbody> </table>	Benefit	Monitoring	Targets	New opportunities to access learning and skills in a friendly environment in the centre of the community.	Quarterly progress report to Woking Borough Council.	35+ local residents to be engaged	Access to advice and information relating to health &	Individual participant case studies and ongoing liaison with	100% of those engaged will be given access to 1:1
Benefit	Monitoring	Targets								
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Access to advice and information relating to health &	Individual participant case studies and ongoing liaison with	100% of those engaged will be given access to 1:1								

## Surrey Lifelong Learning Partnership – Application For Financial Assistance

	well-being and other issues which may be barriers to learning.	WBC on Family Support, Health & Well-being and supporting Syrian Refugees.	support to identify their goals, learning needs and barriers.
	Pathways to promote lifelong learning by helping those engaged to progress to higher level courses.	Data on course completion and achievements, including progression to higher level courses with other learning providers.	100% to develop a personal action plan.
	<p>Courses and support to improve inclusivity such as conversational language courses for non-English speakers (e.g. Syrian refugees and non-European families) and basic IT courses.</p> <p>Some courses will be actively promoted, others will be run in response to new local needs and demands.</p>	As above. For informal learning courses the star outcome model will allow the individual to assess their progress in terms of soft outcomes	<p>At least 75% of those engaged to achieve a successful learning outcome through completing a basic, L1 or L2 course and gaining a certificate.</p> <p>At least 30% of those engaged undertaking a second course.</p> <p>At least 25% of those engaged progressing onto accredited qualification courses.</p>
	Courses and one to one support to promote employment.	As above. Details of employment secured to be captured in case study.	At least 15% to move into paid employment.
	Wider use of the community centre building and positive publicity giving a stronger sense of community.	Quarterly progress report to Woking Borough Council	Centre open 1 day per week for 48 weeks of year.
	Recruitment of volunteers to support the learning centre and will further promote a sense of community.	Case studies	2 volunteers recruited and providing mentoring and/or learning support.

## Surrey Lifelong Learning Partnership – Application For Financial Assistance

	<p>Evaluation with a view to making decisions relating to the future sustainability of the project.</p>	<p>The Partnership will evaluate the project in terms of success against targets, improved intelligence about local needs, feedback from individual learners and case studies.</p>	<p>Positive feedback provided by 95% of those engaged.</p>																																								
<p><b>2017/18 Activities and Outcomes</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;"><b>Courses</b></th> <th style="text-align: right; width: 30%;"><b>Learners Achieving</b></th> </tr> </thead> <tbody> <tr><td>Cycle Mechanics (Level 1)</td><td style="text-align: right;">- 7</td></tr> <tr><td>Cycle Mechanics (Level 2)</td><td style="text-align: right;">- 12</td></tr> <tr><td>Employment Skills</td><td style="text-align: right;">- 19</td></tr> <tr><td>Basic Internet</td><td style="text-align: right;">- 16</td></tr> <tr><td>Confidence Building &amp; Interview Skills</td><td style="text-align: right;">- 16</td></tr> <tr><td>Confidence Building</td><td style="text-align: right;">- 22</td></tr> <tr><td>Word &amp; Email Management</td><td style="text-align: right;">- 11</td></tr> <tr><td>Food Hygiene</td><td style="text-align: right;">- 16</td></tr> <tr><td>Online Basics &amp; Confidence Building</td><td style="text-align: right;">- 36</td></tr> <tr><td>Word Basics</td><td style="text-align: right;">- 8</td></tr> <tr><td>Desktop Publishing</td><td style="text-align: right;">- 8</td></tr> <tr><td>Essential IT Skills</td><td style="text-align: right;">- 20</td></tr> <tr><td>MS Office</td><td style="text-align: right;">- 18</td></tr> <tr><td>Pre ESOL</td><td style="text-align: right;">- 4</td></tr> <tr><td>Entry Level 1 ESOL</td><td style="text-align: right;">- 5</td></tr> <tr> <th style="text-align: left;"><b>Activities</b></th> <th style="text-align: right;"><b>Learners Achieving</b></th> </tr> <tr><td>Volunteers &amp; Trainers – Bike project</td><td style="text-align: right;">- 84</td></tr> <tr><td>Volunteers &amp; Trainers – Glade project</td><td style="text-align: right;">- 136</td></tr> <tr><td>People supported into employment</td><td style="text-align: right;">- 97</td></tr> </tbody> </table>				<b>Courses</b>	<b>Learners Achieving</b>	Cycle Mechanics (Level 1)	- 7	Cycle Mechanics (Level 2)	- 12	Employment Skills	- 19	Basic Internet	- 16	Confidence Building & Interview Skills	- 16	Confidence Building	- 22	Word & Email Management	- 11	Food Hygiene	- 16	Online Basics & Confidence Building	- 36	Word Basics	- 8	Desktop Publishing	- 8	Essential IT Skills	- 20	MS Office	- 18	Pre ESOL	- 4	Entry Level 1 ESOL	- 5	<b>Activities</b>	<b>Learners Achieving</b>	Volunteers & Trainers – Bike project	- 84	Volunteers & Trainers – Glade project	- 136	People supported into employment	- 97
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<p>1.10 Research</p>	<p>The Partnership has met on a number of occasions with the Council's Home Independence Manager and Family Support Manager to discuss the needs of the area and how we can support people.. The applicant has advised that it is apparent that the Lakeview Centre does not currently offer the services the project would deliver.</p> <p>A working relationship has developed between SLLP and Woking Family Support Team based around supporting the 60 Syrian families who reside in the Woking area. The Partnership has also attended a meeting of Woking Health &amp; Well-Being Task Group and discussed the establishment of a community learning centre.</p> <p>The applicant has referred to statistics for the Lakeview Estate to demonstrate the need for the pilot project proposed. The area has significant social and economic inequality and it is believed that a learning centre would go some way to reducing this disparity.</p> <p>It is intended that the project would promote Lakeview as a community resource and encourage people to use its facilities. This would address issues such as social isolation and also work towards best use of local authority facilities.</p> <p>Social and economic inequalities seen in the area include:</p>																																										

## Surrey Lifelong Learning Partnership – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Digital exclusion – to be addressed through a structured IT course from absolute beginners through to ECDL.</li> <li>○ Access to work – to be addressed through a 13-week long ‘preparedness for work’ course.</li> <li>○ Mental Health Awareness &amp; Anxiety – clients to be given support from appropriate agencies after an initial consultation.</li> <li>○ Alcohol &amp; Smoking – support to be given to clients who feel they have issues with alcohol as a coping mechanism. Support to quit smoking would also be available.</li> <li>○ Language Barriers – training would be given in such areas as ‘conversational English’ to support the ESOL classes.</li> <li>○ Social Isolation – a learning centre provides a place for a conversation with a cup of tea and a friendly face. Conversely, visits to individuals (with or without a chaperone) could be provided.</li> <li>○ Debt Management – An initial appointment at the learning centre would profile the clients level of debt. At an appropriate point and with consent, onward referral would be made to debt management agencies.</li> </ul>
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £220,000 in the bank, including reserves of £90,000. As the projects which have ‘restricted’ funding largely pay in arrears, the remaining £130k in the bank is generally available to cover any running and project costs. This will therefore fluctuate throughout the year with the aim being to break even at the year end.</p> <p>The Partnership’s financial year starts on 1<sup>st</sup> August. Projects in other parts of Surrey are funded by Housing Associations (PA Housing, Clarion Housing, Rosebery Housing), local councils (Guildford, Elmbridge, Tandridge, Mole Valley, Epsom &amp; Ewell), the Big Lottery Building Opportunities Programme (via Romsey Community School), grant giving organisations (Walton Charity).</p> <p>A number of schools fund placements on the Partnership’s social enterprises and some income is generated through social enterprise projects.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2018/19 which show an income of £483,221 (£451,378 in 2017/18) against expenditure of £470,570 (£432,946 in 2017/18), resulting in a surplus of £12,651 (a surplus of £18,432 in 2017/18).</p> <p>The sum of £91,780 was carried forward at the end of the 2018/19 year.</p>
2.3 Support over the past five years	<p>2012/13 – Funding of £9,600 requested for the ongoing development of the Community Learning Champion scheme. The application was not supported.</p>

## Surrey Lifelong Learning Partnership – Application For Financial Assistance

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>*Mandatory and Discretionary Rate Relief.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes*</p> <p>Yes</p> <p>N/A</p> <p>N/A</p>
3.2 Consultee Comments	<p><u>Julie Meme, Home Independence Manager</u></p> <p>This is the first funding request made by Surrey Lifelong Partnership (SLLP) which has been worked up in conjunction with the Family Support and Home Independence Managers. SLLP proposes to establish a learning hub at the Lakeview Community Centre as a one year pilot to address pressing local community issues. The centre would provide free learning and support to increase life chances and social mobility. The delivery of an individual tailored programme to improve interviewing skills, confidence, improved numeracy and literacy and IT skills. The strength of the community learning hub would be its accessibility and each individual will have support in developing an action plan which will help progress individuals to their goals. As a by-product of the pilot and the scheme, it would engage volunteers at the Lakeview Community Centre and encourage further growth in the use of the facility for social events, clubs, youth facilities etc which is much needed.</p> <p>The Chief Executive of SLLP recently presented the opportunity to the Health and Wellbeing Task Group who supported the grant application. The grant request is for £22,307. The purpose of the application is supported. It is a sizable first grant and it is recommended that this request is refused as a Community Grant Application but the application is considered as a one off grant for 2020/21 financial year from the community budget as a pilot.</p>	
3.3 Assessment	<p>The Surrey Lifelong Partnership is a charity that specialises in providing learning opportunities for those that may have missed out on learning in the past. The Partnership targets disadvantaged communities, establishing opportunities for learning through practical and educational courses. The application before the Council is seeking the funds necessary to establish a presence in the Borough, targeting the area of the Lakeview Estate. The scheme would be run as a pilot in Year 1,</p>	

## Surrey Lifelong Learning Partnership – Application For Financial Assistance

providing free learning and support to a minimum of 35 individuals with the objective of addressing social and economic inequality in the area.

The Partnership has been working with Officers from Woking Borough Council, looking at the needs of the Lakeview area and the ways in which the issues can be addressed. The establishment of a local Learning Centre would support the Council's objectives of:

- improving the health and wellbeing of its communities;
- working with partners to raise personal health standards, with particular focus on mental health, alcohol, obesity and smoking;
- encouraging through a clear dialogue with those who are able, to take responsibility and self-serve, while helping, with partner organisations, those less able; and
- promoting recreational opportunities for all sections of the community.

The applicant has advised that the Partnership has experience of managing a successful community learning hub in the Park Barn and Westborough ward of Guildford. The centre operates as a 'drop-in' and opened on 3 June 2019 with a launch day for key stakeholders and partners. On the first day, eight people attended seeking for support – as of 5 September 2019, nineteen clients were signed to the programme. The support being provided included debt management, functional skills, conversational English employment support through CV building and interview techniques and advice regarding starting a small business. Referrals to the programme have come from partners such as Guildford Family Support Network (Syrian refugees), Voluntary Action SWS and Richmond Fellowship.

Should the Council fund the proposals by the Partnership, the applicant has advised that it would look to reduce the future requirement for support from Woking Borough Council by:

- engaging other local partners which offer community services but have local plans to promote aspects of delivering learning and health & welfare support to share costs and increase the range of support services on offer;
- recruiting volunteers to provide ongoing support at the learning hub with a view to promoting sustainability and reducing costs; and
- using the evaluation report as a basis for seeking wider investment based on evidence of need and of effectiveness.

As can be seen from the report, the Surrey Lifelong Learning Partnership has submitted a comprehensive application for funding for the coming year, detailing both the needs of the community and the impact the Partnership could have through the establishment of a community hub service in Lakeview. The amount requested – £22,306.18 – is the full cost of establishing a pilot in Lakeview with the ambition of supporting at least 35 residents. The Partnership has indicated how it would seek to reduce future funding requirements from the Council; however, in considering the application Members should consider the likely ongoing requirement for financial support.

The proposals drawn up by the Partnership would be a welcome addition to the services offered to residents and would tie in well with the work already being undertaken by the Council in seeking to address

## Surrey Lifelong Learning Partnership – Application For Financial Assistance

social and economic issues in and around the Lakeview area. However, the Partnership itself is unable to contribute to the costs.

In view of limited resources available, it is not considered that the Council is in a position to fund the new service through its revenue budgets. The Council could consider a one-off award through the Community Fund to establish the service as a pilot, as suggested by the Home Independence Manager. However, there would be both a financial and reputational risk to the Council as such support would raise expectations that the Council would provide further funding to ensure the service was maintained after the pilot period.

Noting the comments of the Home Independence Manager, it is suggested that the Executive considers inviting the Overview and Scrutiny Committee to establish a small Group of Members to scrutinise the proposals of the Partnership and investigate whether the proposals should be considered as part of the Council's service provision. The Group would be asked to take into account the Council's financial position and what the likely long term financial implications would be for the Council. The recommendations from the Group could then be taken through the Committee and presented to a future meeting of the Executive.

REPORT ENDS







# WOKING BOROUGH COUNCIL

## Overview and Scrutiny

### Work Programme

CIVIC OFFICES  
GLOUCESTER SQUARE  
WOKING GU21 6YL  
01483 755855  
[www.woking.gov.uk](http://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
- 21 December 2020
- 25 January 2021
- 22 February 2021
- 22 March 2021



**Suggested Additions to the Work Programme**

Decision to be Taken	Proposed by	Officer Comment
<p><b>Safer Working Partnership – Community Safety Plan.</b> The Police and Justice Act 2006 gave local authorities responsibility for considering crime and disorder matters. In 2010 the Committee agreed that the Safer Working Partnership Plan would be brought forward annually for scrutiny.</p>	Chairman and Vice-Chairman	It was scheduled to be viewed at the meeting on 23 March 2020, which was cancelled due to the Covid outbreak.
<p><b>Investment Strategy.</b> To understand the Council's position on funding for projects and schemes such as the Flood Alleviation Plan, due to Covid-19.</p>	Chairman and Vice-Chairman	
<p><b>Task Groups.</b> For the Committee to receive the Terms of Reference for each task group, and review the link with the Committee.</p>	Chairman and Vice-Chairman	
<p><b>Climate Change Emergency.</b> To understand what actions have been taken since the Climate Change Emergency had been declared.</p>	Chairman and Vice-Chairman	



**Overview and Scrutiny Committee Meeting – 23 November 2020**

<b>Decision to be Taken</b>	<b>Consultation</b>	<b>Background Documents</b>	<b>Contact Person</b>
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
<b>Matters for Consideration</b>			
<b>Sheerwater Regeneration Project Update.</b>	None	None	Ray Morgan
<b>Housing Topic Scrutiny – Future Housing Strategy.</b> 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
<b>Celebrate Woking 2019/20 Review and Forward Plan.</b> 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

<b>Treasury Management Mid-year Review 2020/21.</b>	None	None	Leigh Clarke
<b>Task Group Updates</b>			
<b>Task Group Update.</b> 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 – 21 December 2020**

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
<b>Matters for Consideration</b>			
<b>Serco.</b> To receive an update on Service KPI's, planned works, recruitment capacity and future aspirations of joint working.	None	None	Geoff McManus
<b>Corporate Peer Review.</b> To receive an update on the recommendations from the Corporate Peer Review.	None	None	Ray Morgan
<b>Task Group Updates</b>			
<b>Task Group Update.</b> 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
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
<b>Matters for Consideration</b>			
<b>Joint Waste Management Performance Review.</b> To review the changes implemented since the last review.	None	None	Richard Bisset
<b>Freedom Leisure.</b> For the Committee to receive an annual review and an update since the 2019/20 review.	None	None	Angela Baillie Steve May
<b>Play Area Maintenance.</b> 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
<b>Task Group Updates</b>			

<b>Task Group Update.</b> 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 – 22 February 2021**

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
<b>Matters for Consideration</b>			
<b>Freedom of Information Requests.</b> To review the statistics and requests that proceed to the Information Commissioners Office.	None	None	Hanna Taylor
<b>Overview of Complaints Received and Contract Review.</b> 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
<b>Task Group Updates</b>			
<b>Task Group Update.</b> 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
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
<b>Matters for Consideration</b>			
<b>Family Centres Update.</b> 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
<b>Freedom Leisure.</b> Update from FL, to compare questionnaire results, a year on from the last survey.	None	None	Angela Baillie
<b>Annual Report of the Overview &amp; Scrutiny Committee.</b>	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.

### 10 September 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Notice of Motion - Cllr M Ali - Expenses paid by Woking Council owned bodies	To consider the Notice of Motion from Cllr M Ali referred to the Executive on 10 September 2020 by Council on 30 July 2020.	Cllr Azad, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)
<b>Yes</b>	Reorganisation of Local Government	To determine arrangements to respond to emerging proposals.	Cllr Bittleston, Leader of the Council.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	Management Arrangements	To determine arrangements for recruitment.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
<b>No</b>	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)

## 8 October 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Housing Management and Maintenance Service	To recommend to Council that the delivery approach for Housing Management and Maintenance Services from 1 April 2022 be agreed (subject to consultation).	Cllr Harlow, Portfolio Holder, Housing Task Group.	None.	Director of Housing (Louise Strongitharm)
<b>No</b>	Woking Borough Council Social Media Policy	To recommend to Council that the Woking Borough Council Social Media Policy be approved.	Cllr Bittleston, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)
<b>No</b>	Regulation of Investigatory Powers Act 2000 - IPSO Report	To receive the IPSO report and agree any necessary resulting actions.	Cllr Azad, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)
<b>Yes</b>	Treasury Management Annual Report 2019-20	To receive the Annual Treasury Management Report.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	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)

<b>No</b>	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)
<b>No</b>	Local Authority Company	<p>To recommend to Council that a local authority company be set up.</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, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)

<b>Yes</b>	Property Management - Wolsey Place	To consider proposals related to the former Tante Marie unit.  (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.)	Cllr Bittleston, Leader of the Council, Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	Property Management - Commercial Rents	To consider proposals for revised arrangements in light of Covid.  (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.)	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

<p><b>Yes</b></p>	<p>Property Management - Woking and Sam Beare Hospice</p>	<p>To consider future support arrangements.</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 Bittleston, Leader of the Council, Cllr Azad, Portfolio Holder.</p>	<p>None.</p>	<p>Chief Executive (Ray Morgan)</p>
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## 19 November 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	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)
<b>Yes</b>	Review of Fees and Charges 2021-22	To recommend to Council that the discretionary Fees and Charges for 2021-22 be approved.	Cllr Azad, Portfolio Holder, and service users where appropriate.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Robin Hood	To recommend to Council the provision of Loan Finance to Rutland Woking for the development of the former Pub site for residential accommodation.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Calendar of Meetings 2021-22	To recommend to Council the Calendar of Meetings for 2021-22.	Cllr Azad, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)
<b>No</b>	Draft General Fund Budget 2021-22	To receive the draft General Fund 2021-22 for the purpose of finalising proposals for service budgets and Council Tax.	Cllr Azad, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)

<b>No</b>	Draft Housing Revenue Account Budget Update 2021-22	To receive the draft Housing Revenue Account estimates 2021-22 for the purposes of finalising proposals for service.	Cllr Azad, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Draft Investment Programme 2020-21 to 2024-25	To receive the draft Investment Programme.	Cllr Azad, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Health and Wellbeing Strategy	To update the Executive on the Strategy.	Cllr Ashall, Portfolio Holder, Internal Officers.	None.	Director of Community Services (Julie Fisher)
<b>No</b>	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.	Director of Neighbourhood Services (Geoff McManus)
<b>No</b>	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)

## Special Grants Executive - 10 December 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Applications for Financial Assistance 2021/22	To receive the annual report on applications for the Community Support Scheme for the 2021/22 financial year.	Cllr Azad, Portfolio Holder, Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Age UK Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Byfleet Bowls Club - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Cherry Trees - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	Citizens Advice Woking - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	Coram Life Education - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)



<b>No</b>	Crossroads Care Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Engage Woking Schools - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Friends of the Elderly - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	GASP Motor Project - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Headway Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers,	None.	Chief Executive (Ray Morgan)
<b>No</b>	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)
<b>No</b>	Inclusive Intergenerational Dance - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Intergenerational Music Making - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Jigsaw (South-East) - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

<b>No</b>	Let's Read Ltd - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	LinkAble - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	MASCOT - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	Mayford Village Hall - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Mediation Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Outline - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Relate West Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Sight for Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Surrey Care Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

<b>No</b>	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)
<b>No</b>	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)
<b>No</b>	Surrey Welfare Rights Unit - Application for Financial Assistance	To determine the grant application	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	TALK Surrey CIO - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	The Brigitte Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	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)
<b>No</b>	The Counselling Partnership - Application for Financial Assistance	To determine the application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	The Lighthouse - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	The Maybury Centre Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

<b>No</b>	The Therapy Garden - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	The Useful Wood Company - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	The Woking Community Furniture Project - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	Trinity Methodist Church (ROC Woking) - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	West Surrey Family History Society - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Woking Age Concern - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Woking and District Men's Shed - Application for Financial Assistance	To determine the application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	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)

<b>No</b>	Woking and Weybridge Branch of Parkinson's UK - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Woking Blackhawks Basketball Club - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	Woking Community Transport (Bustler) - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	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)
<b>No</b>	Woking Family Contact Centre - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Woking High School Academy Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Woking Parks Bowls Club - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Woking People of Faith - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

<b>No</b>	Woking Shopmobility - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Woking Street Angels - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
<b>No</b>	Woking Strokeability - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	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)
<b>Yes</b>	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)
<b>No</b>	Woodham Parish Hall - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	York Road Project - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	Your Sanctuary - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

**14 January 2021**

<b>Key Decision</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Consultation (Undertaken prior to the meeting unless otherwise stated)</b>	<b>Background Documents</b>	<b>Contact Officer</b>
<b>No</b>	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.

<b>Task Group</b>	<b>Topic</b>	<b>Membership</b>	<b>Resources</b>	<b>Date Established</b>	<b>Anticipated Completion Date</b>
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 – 19 OCTOBER 2020

## HOUSING TASK GROUP UPDATE

### Executive Summary

Councillor Ian Johnson, Chairman of the Housing Task Group, provided an update from the last meeting of the Task Group that was held on 15 September 2020:

“At the last meeting of the task group met the following significant matters were discussed:

1. A bid for “next steps” accommodation funding from government. The purpose of the fund was to focus on the rough sleepers who had been accommodated as part of the Covid-19 response with a view to successful recovery and resettlement of those with a long history of rough sleeping. York Road Project would be the delivery organisation. Under the bid 42 units would be supported for short term accommodation (plus 10 for winter) and 25 units in supported move – on accommodation.
2. A report on the Housing Management Service which provided findings of a customer survey which had taken place in July and August. A total of 698 responses had been received which represented an overall response rate of 19%, which was the same as the last time a survey was carried out in 2018. Overall, the results showed a significant decline in most of the performance indicators since the previous survey, with only 69% satisfied with the service overall, representing 39% of leaseholders satisfied and 72% of tenants. Repairs and maintenance satisfaction had fallen with some small improvement lately though not reversing the overall trend. Sadly only 56% said they were confident their next experience using the repairs service would be good. It has been announced that WBC will be bringing the management service in-house in due course and the survey results provide evidence why change is necessary.
3. The task group also reviewed, and commented on, an early draft of a paper on housing delivery which would be taken to Overview and Scrutiny in October. This showed delivery of 471 affordable homes out of a target of 1122 since the Core Strategy was introduced in 2010, a deficit of 651 homes. Projected new units will keep pace with the annual need over the period to 2023/24, mainly due to an increase in 2021/22 of 264 units but the historic deficit will remain.
4. The terms of reference are due for review. The most recent version was dated July 2017. On 7 July 2020 the task group held its first meeting since November, having cancelled a meeting in March due to the pandemic.

**Recommendations**

The Committee is requested to:

**RESOLVE That** the update be noted.

**Background Papers:** None.

**Reporting Person:** Councillor Ian Johnson, Chairman of the Housing Task Group  
Email: [cllrrian.johnson@woking.gov.uk](mailto:cllrrian.johnson@woking.gov.uk)

**Contact Person:** Councillor Ian Johnson, Chairman of the Housing Task Group  
Email: [cllrrian.johnson@woking.gov.uk](mailto:cllrrian.johnson@woking.gov.uk)

**Date Published:** 9 October 2020

## SCRUTINY REVIEW TASK GROUP TERMS OF REFERENCE



<b>PROPOSED NAME OF TASK GROUP</b>	Housing Task Group
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### SECTION ONE – THE SCRUTINY REVIEW

#### Scrutiny Review Topic:

<p>Key topics:</p> <ul style="list-style-type: none"> <li>Housing Strategy</li> <li>Housing Business Plan</li> <li>Housing Service Plans</li> <li>Housing Revenue Account</li> <li>Housing Conditions</li> <li>Housing Needs</li> <li>Private Sector Housing</li> <li>Home Improvement Agency</li> </ul>
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<b>Topic Raised by:</b>	Social Overview and Scrutiny Committee
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<b>Date Raised:</b>	27 July 2017
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#### Purpose of Review:

<p><i>What is the purpose of the Task Group? What will the Group scrutinise?</i></p> <p>The Task Group has been established as a Standing Task Group to review Housing issues as and when identified by the Committee/ Task Group.</p>
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#### Rationale of Review:

<p><i>Why does the review need to be undertaken?</i></p> <p>The Task Group will undertake Reviews of key activities of the Council. The Reviews will be identified by the Committee/ Task Group.</p>
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### SECTION TWO - THE TASK GROUP

#### Membership Of Task Group:

<p><i>Who will make up the Group i.e. 2 Conservatives, 2 Liberal Democrats, Portfolio Holders, Officers, Witnesses etc.?</i></p> <p><i>1 x Labour, 1 x Liberal Democrat, 4 x Conservative.</i></p> <p><i>Portfolio Holder for Housing &amp; Tenant Representatives will also be invited to sit on the Group.</i></p>
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## SECTION THREE - THE SCRUTINY REVIEW PROCESS

### Methodology/Approach

*How will the Task Group undertake the review? Meetings, questionnaires, engagement etc*  
To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/  
Task Group.

### Sources of Information/Evidence:

*Where will the Group gather information from? Council officers, Local Groups, reports etc*  
To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/  
Task Group.

### Consultation Exercises:

*Will you carry out any consultation exercises?*  
To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/  
Task Group.

### Witness/Expert Participation:

*Will you involve any witnesses/ experts? Who?*  
To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/  
Task Group.

### Site Visits:

*Will the Task Group carry out any site visits? Where? Why?*  
To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/  
Task Group.

### Resource Requirements:

*What Officer support will be required? Funding? Etc*  
To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/  
Task Group.

### Risk Analysis:

*Cost implications, unrealistic expectations, timescales etc*  
To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/  
Task Group.

## SECTION 4 - SCRUTINY REVIEW COMPLETION

### Reporting Process:

*How will the Group report back to the Overview & Scrutiny Committee? Presentation, written report?*  
The Task Group to submit regular reports to the Overview and Scrutiny Committee.

**Monitoring of Outcomes:**

*Regular reports to be submitted to the Overview & Scrutiny Committee? Members of the Task Group to monitor any recommendation & report back to the Committee?*

**Anticipated Completion Date:** Ongoing

**Draft Report Deadline:** To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/ Task Group.

**Meeting Frequency:** 4-5 times a year.

**Dates of Meetings:** These will be identified by Member Services in consultation with the Task Group members.

**Further Information:**

At the OSC meeting on 17 January 2011 it was agreed that two topics be added as standing items to be discussed by the Housing Task Group Terms of Reference. These were:

- Level of Council Housing Availability and Council Housing Demand in Woking
- Rent Deposit Scheme (to examine the uptake of the scheme by residents and letting agencies in Woking)

At the task group meeting on 27 July 2017, it was agreed to incorporate a Work Programme that is fed back to the Overview and Scrutiny Committee, and that the Transformation Agenda become a standard item on the agenda.

**\*Please ensure you complete this form in full with as much detail as possible\***





# SCRUTINY REVIEW TERMS OF REFERENCE



## ECONOMIC REGENERATION TASK GROUP

### SECTION ONE – THE SCRUTINY REVIEW

#### Scrutiny Review Topic:

The support of the Woking community during the economic downturn.

#### Topic Raised by:

Councillor I Johnson/Councillor R A Sharp

#### Date Raised:

23 February 2009

#### Purpose of Review:

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.

#### Rationale of Review:

To achieve measures which will reduce the impact of the economic downturn on the residents, community organisations and businesses in the Borough of Woking and maximise development opportunities over the period leading to economic recovery.

### SECTION TWO - THE TASK GROUP

#### Membership Of Task Group:

Name:	Title
Councillor M A Ali	
Councillor D C Coulson	
Councillor B K Cross	
Councillor G W Elson	
Councillor I Johnson	
Councillor G Preshaw	
David Johnson	Corporate Strategy Manager
Becky Ramsey	Member Services Officer (Overview and Scrutiny)

#### Responsibilities of Members:

Name:	Responsibilities
Councillor M A Ali	
Councillor D C Coulson	

Councillor B K Cross	
Councillor G W Elson	
Councillor I Johnson	
Councillor G Preshaw	
David Johnson	Lead Officer
Becky Ramsey	Coordination and support of the Task Group.

General Responsibilities
<p>Members of the Task Group will be expected to gain the views of Councillors/Officers/other representatives with a view to reporting those views to the Task Group.</p> <p>Members of the Task Group may also be charged with specific areas to research and report back on to the Task Group.</p> <p>Members of the Task Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p> <p>Substitutes may be appointed when necessary.</p>

### SECTION THREE - THE SCRUTINY REVIEW PROCESS

Methodology/Approach
<p>The Task Group to meet on a regular basis to consider options for assisting the community during the economic downturn, such options to include, but not be limited to, increased investment in infrastructure, the support of voluntary organisations and the provision of services.</p>

Sources of Information/Evidence:
<p>The members of the Task Group to seek information and reports from Officers of the Council and from any external bodies it deems necessary. This may include examples of initiatives undertaken by local authorities in Surrey and beyond.</p>

Consultation Exercises:
<p>The members of the Task Group to consider whether to undertake consultation in support of the objectives.</p>

Witness/Expert Participation:
<p>The Task Group to invite the participation of relevant experts, including Officers of the Council and representatives from the voluntary and business communities. The members of the Task Group to review regularly the need for external representation on the Task Group.</p>

Site Visits:
<p>Potential site visits to be raised by the members of the Task Group during the review period. Sites for consideration to include community organisations, local businesses and sites of potential development.</p>

#### Resource Requirements:

The majority of the meetings of the Task Group will be held in the meeting rooms of the Civic Offices. Other venues may be proposed by members of the Task Group.

#### Risk Analysis:

There are risks arising from the work of the Task Group. The key risk will be the potential of raising expectations in the community. This will need to be managed carefully, as will the public perception of any proposals brought forward. The Task Group may wish to consider working closely with the local press in order to draw attention to the proactive approaches being taken by the Borough.

Any proposals considered by the Task Group will need to take account of available resources, the community impact and the short-, medium- and long-term implications.

### SECTION 4 - SCRUTINY REVIEW COMPLETION

#### Reporting Process:

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

The members of the Task Group to identify key reporting dates.

#### Monitoring of Outcomes:

The members of the Task Group to monitor the outcome of any proposals taken forward by the Council. Regular reports to be submitted to the Overview and Scrutiny Committee.

#### Anticipated Completion Date:

It is not considered that an anticipated completion date can be identified. It is likely that the work of the Task Group will continue during the economic downturn.

#### Draft Report Deadline:

Initial report to be made to the Overview and Scrutiny Committee on 30 March 2009, setting out the Terms of Reference and Membership.

#### Meeting Frequency:

Initial frequency of meetings to be set at four to six week intervals, to be reviewed by the Task Group.

Dates of Meetings:	Wednesday, 25 March 2009. Monday, 27 April 2009
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Further Information:
<p>The establishment of the Task Group was discussed at Council on 23 February 2009 following a proposal by Councillors I Johnson and R Sharp. The Council agreed that the establishment of the Task Group would be taken forward as a matter of urgency, the membership to be bi-partisan and agreed by the Group Leaders.</p>

ISYS REF:REPORT-14/07/09-OSC, Item 9, Determination of and Appointment to Task Groups, Appendix 2



# SCRUTINY REVIEW TERMS OF REFERENCE



## FINANCE STANDING TASK GROUP

### SECTION ONE – THE SCRUTINY REVIEW

#### Scrutiny Review Topic:

- (1) The Financial Strategy, Budgeting and Financial Reporting of the Council affairs
- (2) Financing of the Council expenditure
- (3) Financial Performance of the Council
- (4) Items of Council Expenditure (eg Pension Funds) that are not covered by other Task Groups
- (5) Other matters that the Overview and Scrutiny Committee and the Standing Task Group consider falls within its scope of review

The Task Group will receive reports on areas such as Treasury Management, Budget Process and Financial Forecast, Statement of Accounts, Investment Programme, Review of Fees and Charges, General Fund Budget, Update on Wolsey Place and matters arising from the Green Book.

Topic Raised by: Finance Task Group

Date Raised: June 2006

#### Purpose of Review:

The Task Group has been established as a Standing Task Group by Council to review Financial issues as and when identified by it and/or the Overview and Scrutiny Committee.

#### Rationale of Review:

The Task Group will undertake Reviews of key financial activities of the Council as agreed with the Overview and Scrutiny Committee.

### SECTION TWO - THE TASK GROUP

#### Officer Support for Task Group:

Name	Title
Steve Bonsor	Strategic Director
Leigh Clarke	Business Manager
Neil Haskell	Business Support Manager

### SECTION THREE - THE SCRUTINY REVIEW PROCESS

#### Methodology/Approach

The Work Programme of the Finance Task Group will be received by the Task Group at each meeting.

#### Sources of Information/Evidence:

The Task Group will receive financial information, including reports to the Executive, to enable it to undertake effective scrutiny of the financial performance of the Council.

#### Consultation Exercises:

#### Witness/Expert Participation:

To be identified in the light of the items under consideration, although expected to principally involve the Leader of the Council, relevant Portfolio Holder(s) and senior Council officers.

#### Site Visits:

#### Resource Requirements:

#### Risk Analysis:

The availability of Finance is a key element in the ability of the Council to carry out its business for the benefit of the residents of Woking.

The Risk Analysis related to individual topics may vary.

**SECTION 4 - SCRUTINY REVIEW COMPLETION**

**Reporting Process:**

The purpose of scrutinising individual items will be agreed in advance, as part of the agreed Work Programme.

The Task Group will report to the Overview and Scrutiny Committee as required, together with submitting comments or recommendations on reports to be received by the Executive and / or Council.

**Monitoring of Outcomes:**

The progress of ongoing reviews will be reported to the Overview and Scrutiny Committee.

Anticipated Completion Date: N/A

Draft Report Deadline:

Meeting Frequency: Five meetings per annum.

Dates of Meetings:

The dates of meetings for the year ahead are agreed by the Task Group at its meeting in April, and are set out in the Work Programme which is received by the Group at each meeting. During a typical Municipal Year five meetings would be held.

**Further Information:**

