



WOKING BOROUGH COUNCIL

Overview and Scrutiny Work Programme

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INTRODUCTION TO WOKING BOROUGH COUNCIL'S

OVERVIEW AND SCRUTINY WORK PROGRAMME

This Overview and Scrutiny Work Programme is published with the purpose of assisting the Council in its overview and scrutiny role. The Work Programme covers the following areas:

- Items for consideration at future meetings of the Overview and Scrutiny Committee.
- An extract from the latest version of the Council's Forward Plan.
- Any Scrutiny Review Topics proposed by Members of the Council for inclusion on the Work Programme.
- Any topics identified for pre-decision scrutiny.
- Details of the current Task Groups under the Committee's remit.

The Work Programme is designed to assist the Council with its overview and scrutiny role by providing Members with an indication of the current workload, subjects to be considered for review and items which the Executive expects to consider at its future meetings, so that matters can be raised beforehand and/or consultations undertaken with a Member of the Executive prior to the relevant meeting.

The Committee

Chairman: Councillor D E Hughes

Vice-Chairman: Councillor M Whitehand

Councillor J Bond

Councillor R Mohammed

Councillor G G Chrystie

Councillor M I Raja

Councillor S Hussain

Councillor C Rana

Councillor J R Sanderson

2019/20 Committee Dates

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

Suggested Additions to the Work Programme

Decision to be Taken	Proposed by	Officer Comment
Housing Infrastructure Fund. For the Committee to receive the HIF Bid conditions once received from Homes England.	Chairman and Vice-Chairman	The Finance Task Group would review the conditions once made available.
Serco. For the Committee to review the services provided by Serco and their capacity to achieve and improve services.	Chairman and Vice-Chairman	This was postponed due to Officer sick leave and would be addressed at a future meeting of the committee.

Overview and Scrutiny Committee Meeting – 24 February 2020

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Scrutiny			
Children and Family Centres. For the Committee to capture the feedback from the closure of some children’s centres, the transitional effects on those that are operational.	None	None	Adam Thomas
Empty Homes Strategy. For the Committee to review the updated Empty Homes Strategy and to see how the Committee and Councillors can support the programme.	None	None	Louise Strongitharm
Freedom of Information Requests. To review the statistics and requests that proceed to the Information Commissioners Office.	None	None	Hanna Taylor

<p>Overview of Complaints Received and Performance Review. For the Committee to review the complaints for 2019 from NVH and identify any trends. The Committee wish to review some areas of the contract.</p>	None	None	Joanne McIntosh
<p>Task Group Updates</p>			
<p>Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.</p>	None	None	Chairman

Overview and Scrutiny Committee Meeting – 23 March 2020

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Scrutiny			
Community Infrastructure Levy. For the Committee to review the CIL proposals and the management plans for the future.	None	None	Ernest Amoako
Safer Woking Partnership – Community Safety Plan. The Police and Justice Act 2006 gave local authorities responsibility for considering crime and disorder matters. In 2010 the Committee agreed that the Safer Woking Partnership Plan would be brought forward annually for scrutiny.	None	None	Camilla Edmiston

<p>Anti-Social Behaviour. For the Committee to understand the youth provisions within the borough and the statistics on anti-social behaviour.</p>	None	None	<p>Camilla Edmiston Adam Thomas Cllr Kemp</p>
<p>Task Group Updates</p>			
<p>Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.</p>	None	None	<p>Chairman</p>

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.

16 January 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Petition - Taxi Rank Accessibility	To receive a petition.	Cllr Harlow, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

6 February 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	General Fund, Service Plans, Budgets and Prudential Indicators 2020-21	To recommend to Council the General Fund, Service Plans, Budgets and Prudential Indicators for 2020-21.	Cllr Azad, Portfolio Holder, Business Managers	None.	Chief Finance Officer (Leigh Clarke)
Yes	Housing Revenue Account Budgets 2020-21	To recommend to Council the Housing Revenue Account Budgets for 2020-21.	Cllr Azad, Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Investment Programme 2019-20 to 2023-24	To recommend to Council the full review of the Investment Programme and priorities.	Cllr Azad, Portfolio Holder, Business Managers, Finance Task Group.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Capital, Investment and Treasury Management Strategies	To recommend to Council the Capital, Investment and Treasury Management Strategies for 2020-21.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Recommendation from Climate Change Working Group - Climate Emergency - Planning for Carbon Neutrality	To receive recommendations from the Climate Change Working Group regarding planning for carbon neutrality.	Cllr Davis, Portfolio Holder, Climate Change Working Group.	None.	Deputy Chief Executive (Douglas J Spinks)

Yes	Homelessness and Rough Sleeping Strategy	To recommend to Council that the Homelessness and Rough Sleeping Strategy be approved.	Cllr Harlow, Portfolio Holder.	None.	Director of Housing (Louise Strongitharm)
Yes	Robin Hood	To recommend to Council the provision of Loan Finance to Rutland Woking for the development of the former Pub site for a Community Transport Depot and residential accommodation.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Housing Infrastructure Fund - Funding Allocation of £95Million to Woking Town Centre	To agree to enter into an agreement with SCC to deliver the infrastructure improvements.	Cllr Bittleston, Leader of the Council.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Cllr Bittleston, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

<p>Yes</p>	<p>Land Management</p>	<p>To consider the acquisition of property.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	<p>Cllr Azad, Portfolio Holder.</p>	<p>None.</p>	<p>Deputy Chief Executive (Douglas J Spinks)</p>
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Special Grants Executive - 27 February 2020

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

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

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

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

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

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

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

Yes	Your Sanctuary - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
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26 March 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Brookwood Cemetery Masterplan	To recommend to Council the Brookwood Cemetery Masterplan.	Cllr Azad, Portfolio Holder, and Cllr Cundy, Lead Member for Brookwood Cemetery	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Flood Risk Management	Authorisation to release remaining funds to allow scheme to be constructed.	Cllr Davis, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Smarts Heath Road Woking Gymnastic Center	To recommend to Council funding arrangements for the implementation of the approved scheme.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
No	Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report	To receive details of RIPA authorisations during 2019 calendar year.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

Current Task Groups Responsible to the Committee

The table below provides a list of current Task Groups established by the Committee, including an indication of the resource requirements and the anticipated completion date. Updates on the progress of individual Task Groups are included elsewhere on the Committee's agenda.

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