



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

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

2020/21 Committee Dates

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

Suggested Additions to the Work Programme

| Decision to be Taken | Proposed by | Officer Comment |
|--|----------------------------|--|
| Housing Infrastructure Fund. For the Committee to receive the HIF Bid conditions once received from Homes England. | Chairman and Vice-Chairman | The Finance Task Group would review the conditions once made available. |
| Treasury Management Policy. To review the policy and procedures and making recommendations to the responsible body | Finance Task Group | |
| Safer Working Partnership – Community Safety Plan. The Police and Justice Act 2006 gave local authorities responsibility for considering crime and disorder matters. In 2010 the Committee agreed that the Safer Working Partnership Plan would be brought forward annually for scrutiny. | Chairman and Vice-Chairman | It was scheduled to be viewed at the meeting on 23 March 2020, which was cancelled due to the COIV19 outbreak. |
| Corporate Peer Review Challenge. To review the final report and feedback from the Review. | Chairman and Vice-Chairman | Awaiting Final Report |
| Flood Alleviation Plan. | Chairman and Vice-Chairman | |
| Task Groups. For the Committee to receive the Terms of Reference for each task group, and review the link with the Committee. | Chairman and Vice-Chairman | |

Overview and Scrutiny Committee Meeting – 13 July 2020

| Decision to be Taken | Consultation | Background Documents | Contact Person |
|--|--------------|----------------------|--------------------------------|
| Performance Management | | | |
| Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book) | None | None | Chairman |
| Matters for Determination | | | |
| Work Programme. For the Committee to receive the updated Work Programme. | None | None | Hanna Taylor |
| Matters for Consideration | | | |
| Anti-Social Behaviour Policy. For the Committee to receive an adoption of an anti-social behaviour policy, and seek delegated authority in regards to the Anti-Social Behaviour Crime and Policing Act 2014 powers. | None | None | Camilla Edmiston Oli Walker |
| Task Group Updates | | | |
| Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee. | None | None | Chairman |

Overview and Scrutiny Committee Meeting – 14 September 2020

| Decision to be Taken | Consultation | Background Documents | Contact Person |
|---|--------------|----------------------|--|
| Performance Management | | | |
| Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book) | None | None | Chairman |
| Matters for Determination | | | |
| Work Programme. For the Committee to receive the updated Work Programme. | None | None | Hanna Taylor |
| Matters for Consideration | | | |
| Housing Topic Scrutiny – Current Position. Feedback from the Housing Task Group that looks at the Housing Needs and Supply within the Borough. | None | None | Louise Strongitharm |
| Youth Service Provisions. For the Committee to receive an updates on the current youth services available in the borough. | None | None | Sandie Bolger Adam Thomas SCC Representative |
| Serco. To receive an update on Service KPI's, planned works, recruitment capacity and future aspirations of joint working. | None | None | Geoff McManus |

Task Group Updates

Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.

None

None

Chairman

Overview and Scrutiny Committee Meeting – 19 October 2020

| Decision to be Taken | Consultation | Background Documents | Contact Person |
|---|--------------|----------------------|---------------------|
| Performance Management | | | |
| Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book) | None | None | Chairman |
| Matters for Determination | | | |
| Work Programme. For the Committee to receive the updated Work Programme. | None | None | Hanna Taylor |
| Matters for Consideration | | | |
| Housing Topic Scrutiny – Delivery. Feedback from the Housing Task Group, review of planning policies, recent deliveries and proposals, potential barriers and specific projects. | None | None | Louise Strongitharm |
| Task Group Updates | | | |
| Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee. | None | None | Chairman |

Overview and Scrutiny Committee Meeting – 23 November 2020

| Decision to be Taken | Consultation | Background Documents | Contact Person |
|---|--------------|----------------------|-----------------------------------|
| Performance Management | | | |
| Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book) | None | None | Chairman |
| Matters for Determination | | | |
| Work Programme. For the Committee to receive the updated Work Programme. | None | None | Hanna Taylor |
| Matters for Consideration | | | |
| Sheerwater Regeneration Project Update. | None | None | Ray Morgan |
| Housing Topic Scrutiny – Future Housing Strategy. Feedback from the Housing Task Group, and identifying our priorities over the next 3 to 5 years, 10 years and the delivery of this. | None | None | Louise Strongitharm |
| Celebrate Woking 2019/20 Review and Forward Plan. For the Committee to be updated on the outcomes of the various events that have taken place within the Borough over the past year and to be informed of future plans for encouraging visitors into the area. | None | None | Riette Thomas Chris Norrington |

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|---|------|------|--------------|
| Treasury Management Mid-year Review 2020/21. | None | None | Leigh Clarke |
| Task Group Updates | | | |
| Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee. | None | None | Chairman |

Overview and Scrutiny Committee Meeting – 25 January 2021

| Decision to be Taken | Consultation | Background Documents | Contact Person |
|--|--------------|----------------------|-----------------------------------|
| Performance Management | | | |
| Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book) | None | None | Chairman |
| Matters for Determination | | | |
| Work Programme. For the Committee to receive the updated Work Programme. | None | None | Hanna Taylor |
| Matters for Consideration | | | |
| Joint Waste Management Performance Review. To review the level of complaints and service KPI's provided by JWS. | None | None | Richard Bisset |
| Freedom Leisure. For the Committee to receive an annual review and an update since the 2019/20 review. | None | None | Angela Baillie |
| Play Area Maintenance. To review the maintenance work completed since the last update in November 2019, and whether the programme can be changed from 25 years to a shorter period. | None | None | Arran Henderson Tracey Haskins |
| Task Group Updates | | | |

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|---|------|------|----------|
| Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee. | None | None | Chairman |
|---|------|------|----------|

Overview and Scrutiny Committee Meeting – 22 February 2021

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

Overview and Scrutiny Committee Meeting – 22 March 2021

| Decision to be Taken | Consultation | Background Documents | Contact Person |
|---|--------------|----------------------|----------------|
| Performance Management | | | |
| Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book) | None | None | Chairman |
| Matters for Determination | | | |
| Work Programme. For the Committee to receive the updated Work Programme. | None | None | Hanna Taylor |
| Matters for Consideration | | | |
| Family Centres Update. For the Committee to receive an update a year on from the consultation that determined the re-modelling of the remaining Children’s Centres in the Borough to create Family Centres as part of a wider Family Service, led by Woking Borough Council. | None | None | Adam Thomas |
| Freedom Leisure. Update from FL, to compare questionnaire results, a year on from the last survey. | None | None | Angela Baillie |
| Annual Report of the Overview & Scrutiny Committee. | None | None | Chairman |

Task Group Updates

Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.

None

None

Chairman

Latest Version of the Forward Plan

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

18 June 2020

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

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|------------|--|---|--|-------|--|
| No | Woking Borough Council's Response to COVID 19 - Update | To receive an update on the activities undertaken by the Council in light of the Coronavirus Pandemic or otherwise referred to as COVID 19. | Cllr Bittleston, Leader of the Council. | None. | Chief Executive (Ray Morgan) |
| Yes | Flood Risk Management | Authorisation to release remaining funds to allow scheme to be constructed. | Cllr Davis, Portfolio Holder. | None. | Deputy Chief Executive (Douglas J Spinks) |
| No | Executive Undertakings - Woking Football Club (PLAN/2019/1176) and Egley Road (PLAN/2019/1177) Planning Applications | The Executive will be asked to consider agreeing to give effect to the requirements of the Local Planning Authority in respect of Planning Applications PLAN/2019/1177 and PLAN/2019-1176. | Cllr Bittleston, Portfolio Holder. | None. | Director of Legal and Democratic Services (Peter Bryant) |
| No | Woking Walk In Centre (WIC) Consultation Update | To receive an update on the consultation being undertaken by North West Surrey CCG concerning the future of the Woking Walk In Centre (WIC) at Woking Community Hospital and its review of urgent care services in North West Surrey. | Cllr Bittleston, Leader of the Council, Cllr Kemp, Portfolio Holder. | None. | Chief Executive (Ray Morgan) |
| No | Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report | To receive details of RIPA authorisations during 2019 calendar year. | Cllr Azad, Portfolio Holder. | None. | Director of Legal and Democratic Services (Peter Bryant) |
| No | Write off of Irrecoverable Debt | To write off debts over £10,000. | Cllr Azad, Portfolio Holder. | None. | Director of Finance (Leigh Clarke) |

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|------------|---|--|------------------------------------|-------|--------------------------------------|
| No | Risk Management and Business Continuity Annual Report | To receive the annual report on Risk Management and Business Continuity. | Cllr Bittleston, Portfolio Holder. | None. | Chief Executive (Ray Morgan) |
| No | Performance and Financial Monitoring Information | To consider the Performance and Financial Monitoring Information contained in the Green Book. | Cllr Bittleston, Portfolio Holder. | None. | Chief Finance Officer (Leigh Clarke) |
| No | Monitoring Reports - Projects | To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance. | Cllr Bittleston, Portfolio Holder. | None. | Chief Executive (Ray Morgan) |
| Yes | Commercial Tenant Management | To receive a report on Commercial Tenant Management. (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) |

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|-------------------|-------------------------------|--|--|--------------|-------------------------------------|
| <p>Yes</p> | <p>Victoria Square Update</p> | <p>To receive a Victoria Square Update report.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p> | <p>Cllr Bittleston, Leader of the Council.</p> | <p>None.</p> | <p>Chief Executive (Ray Morgan)</p> |
|-------------------|-------------------------------|--|--|--------------|-------------------------------------|

16 July 2020

| Key Decision | Subject | Decision to be taken | Consultation (Undertaken prior to the meeting unless otherwise stated) | Background Documents | Contact Officer |
|--------------|--|--|---|----------------------|---|
| Yes | Housing Infrastructure Fund (HIF) - Compulsory Purchase Order (CPO) | To recommend to Council that the Council makes the Compulsory Purchase Order which is necessary for the Housing Infrastructure Fund project to proceed. | Cllr Bittleston, Leader of the Council. | None. | Director of Legal and Democratic Services (Peter Bryant) |
| No | Independent Directors of Subsidiaries | To consider revised arrangements for Independent Directors. | Cllr Azad, Portfolio Holder. | None. | Chief Executive (Ray Morgan) |
| No | Churchyard Closure and Transfer of Maintenance Responsibility – St Mary The Virgin Horsell | The Executive is requested to resolve that the responsibility for the maintenance of the closed churchyard at St Mary The Virgin Horsell is transferred to Woking Borough Council. | Cllr Davis, Portfolio Holder. | None. | Deputy Chief Executive (Douglas J Spinks) |
| Yes | Treasury Management Annual Report 2019-20 | To receive the Annual Treasury Management Report. | Cllr Azad, Portfolio Holder. | None. | Chief Finance Officer (Leigh Clarke) |

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|-----------|--|---|--|-------|--------------------------------------|
| No | Equalities Annual Report - 2020 | To receive an annual report detailing progress on the equalities agenda. | Portfolio Holder, employees, a range of voluntary and community sector groups and organisations. | None. | Chief Executive (Ray Morgan) |
| 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 |