



WOKING BOROUGH COUNCIL

Overview and Scrutiny

Work Programme

**CIVIC OFFICES
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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 is published in five sections as follows:-

- Section A – Details items for consideration at future meetings of the Overview and Scrutiny Committee.
- Section B – Outlines the proposed topics for future review by Woking Borough Council.
- Section C – Provides the latest version of the Council's Forward Plan, showing all changes to the Forward Plan since last considered by the Committee. Key decisions to be taken by the Executive are identified by an asterisk in the left hand column.
- Section D – Sets out the topics identified for pre-decision scrutiny.
- Section E – Lists the current Task Groups, including Membership details, resource implications and purpose of the reviews.

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.

Any published reports (with the exception of confidential information) can be viewed at the Civic Offices, or are available on the Council Web site (www.woking.gov.uk). A notice setting out the outcome of the meeting will be available following the relevant meeting. For further details contact Members Services on 01483 743863 or e-mail memberservices@woking.gov.uk.

Chairman

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The Committee

Chairman: Councillor I Johnson

Vice-Chairman: Councillor K Davis

Councillor H J Addison

Councillor J Kingsbury

Councillor A-M Barker

Councillor R Mohammed

Councillor J Bond

Councillor M I Raja

Councillor G G Chrystie

Councillor C Rana

Officers

Corporate Management Group

Chief Executive:

Ray Morgan

Deputy Chief Executive:

Douglas Spinks

Strategic Director

Sue Barham

**Head of Democratic & Legal Services/
Monitoring Officer**

Peter Bryant

Chief Finance Officer

Leigh Clarke

Section A

Committee's Approved Activity Plan Matters For Future Consideration

Overview and Scrutiny Committee Meeting – 26 February 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
Matters for Determination			
Work Programme – The Committee to receive the updated Work Programme.	None	None	Frank Jeffrey
Performance Management			
Performance & Financial Monitoring Information – The Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
Presentations			
Woking 2050 and Climate Change Agenda Update.	Portfolio Holder	None	Tracey Haskins and Lara Beattie
Air Quality Monitoring and Management	Portfolio Holder	None	Emma Bourne

Matters for Consideration			
Waste and Recycling Contract – Update. To review the new Waste and Recycling Contract six months after its introduction.	Portfolio Holder	None	Richard Bisset
Update on Basingstoke Canal Proposals	Portfolio Holders	Review of Basingstoke Canal Presentation Slides (Overview and Scrutiny Committee 27/02/17); Overview and Scrutiny Committee Meeting Minutes, 27 February 2017.	Ray Morgan
Task Group Updates			
Housing Task Group Update. To receive an update on the work of the Housing Task Group following its meeting on 22 February 2018.	None	None	Cllr I Johnson

Overview and Scrutiny Committee Meeting – 26 March 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
Matters for Determination			
Work Programme – The Committee to receive the updated Work Programme.	None	None	Frank Jeffrey
Performance Management			
Performance & Financial Monitoring Information – The Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
Presentations			
Presentation by the Surrey Heathland Partnership	None	None	Cllr I Johnson
Countryside Access	None	None	Tracey Haskins
Matters for Consideration			
Affordable Housing Proposal	None	None	Cllr I Johnson/ Ray Morgan

Safer Woking Partnership – Community Safety Plan – The Police and Justice Act 2006 gave local authorities responsibility for considering crime and disorder matters. In 2010 the Committee agreed that the Safer Woking Partnership Plan would be brought forward annually for scrutiny.	None	None	Camilla Edmiston
Annual Report of the Overview and Scrutiny Committee – To agree the annual report on the activities of the Committee and its Task Groups for submission to Council.	None	None	Cllr I Johnson
Matters for Scrutiny			
Preparations for Brexit. This piece of work will explore potential impact of Brexit on the services and activities of the Borough Council and where there are opportunities for the Council to influence national policy previously set by the EU.	Officers	None	Cllr K Davis

Overview and Scrutiny Committee Meeting – 21 May 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
Matters for Determination			
Election of Chairman – To elect the Chairman of the Committee for the 2018/19 Municipal Year.	Selection Panel	None	Frank Jeffrey
Appointment of Vice-Chairman – To appoint the Vice-Chairman of the Committee for the 2018/19 Municipal Year.	Selection Panel	None	Frank Jeffrey
Working Groups and Task Groups – To appoint Members to the Working Groups and Task Groups within the Committee's remit.	Selection Panel	None	Frank Jeffrey

Overview and Scrutiny Committee Meeting – 18 June 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
Matters for Determination			
Work Programme – For the Committee to receive the updated Work Programme.	None	None	Frank Jeffrey
Performance Management			
Performance & Financial Monitoring Information – For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
Presentations			
Network Rail – Rail Track Modifications. Representatives of Network Rail to be invited to discuss their plans for rail link modifications and the stations within the Borough, together with timescales.	None	None	Douglas Spinks
South Western Railways – New Franchise. Representatives of South Western Trains to be invited to discuss their plans for the rail links through Woking.	None	None	Douglas Spinks

Matters for Consideration			
Overview of Complaints Received – Six Monthly Review – To consider the details of those complaints received since 1.1.18.	None	None	Peter Bryant
Task Group Updates			
Economic Development Working Group Update. To receive an update on the work of the Economic Development Task Group following its meeting on 28 March 2018.	None	None	Cllr I Johnson

Section C

Latest Version of the Annual 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. Whilst still published monthly, the Forward Plan in this work programme will show the decisions to be taken over the coming twelve months.

18 January 2018

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
	Notice of Motion - Cllr W P Forster - Support for Care Leavers	To consider the Notice of Motion from Cllr W P Forster referred to the Executive on 18 January 2018 by Council on 7 December 2017.	Council.	None.	David Ripley
	Notice of Motion - Cllr K Howard - Roadside Litter	To consider the Notice of Motion from Cllr K Howard referred to the Executive on 18 January 2018 by Council on 7 December 2017.	Council.	None.	Geoff McManus
	Protocols of the Thamesway Group of Companies	To consider the proposed changes to the protocols.	None	None	Ray Morgan

	Fixed Penalty Notice (FPN) Policy for Fly Tipping Offences	To recommend to Council the introduction of a fixed penalty notice scheme for fly tipping offences.	Portfolio Holder.	None.	Geoff McManus
	Parking for the Faith Community and Community Groups	To review the Council's policy statement for parking charges for the faith community.	As identified in the review of the Equality Impact Assessment (EqIA) being undertaken, Portfolio Holder.	Equality Impact Assessment (EqIA).	Peter Bryant
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Ray Morgan

01 February 2018

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
*	General Fund, Service Plans, Budgets and Prudential Indicators 2018-19	To recommend to Council the General Fund, Service Plans, Budgets and Prudential Indicators for 2018-19.	Portfolio Holder, Business Managers.	None.	Leigh Clarke
*	Housing Revenue Account Budgets 2018-19	To recommend to Council the Housing Revenue Account Budgets for 2018-19.	Portfolio Holder, Business Managers.	None.	Leigh Clarke
*	Investment Programme 2017-18 to 2020-21	To recommend to Council the full review of the Investment Programme and priorities.	Portfolio Holder, Business Managers, Finance Task Group.	None.	Leigh Clarke
*	Treasury Management Strategy and Prudential Indicators 2018-19	To recommend to Council the Treasury Management Strategy for 2018-19.	Portfolio Holder.	None.	Leigh Clarke
	Domestic Abuse Workforce Policy	To recommend to Council the adoption of the Domestic Abuse Workforce Policy.	Portfolio Holder.	None.	Ray Morgan
*	Earn your Deposit Scheme	To recommend to Council that Thamesway operate the Earn your Deposit Scheme.	Portfolio Holder, Thamesway.	None.	Ray Morgan

	Potential Expansion of the Joint Waste Collection Contract	To recommend to Council whether or not an additional Council can join the Partnership.	Portfolio Holder.	None.	Douglas Spinks
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Ray Morgan
	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Portfolio Holder.	None.	Ray Morgan
*	Brookwood Cemetery	<p>To recommend to Council on a Brookwood Cemetery property matter.</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>	Portfolio Holder.	None.	Ray Morgan
	Potential Expansion of the Joint Waste Collection Contract	To receive any confidential supporting information in respect of the Potential Expansion of the Joint Waste Collection Contract in Part I of	Portfolio Holder.	None.	Douglas Spinks

		<p>the agenda.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>			
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22 March 2018

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
	Parking Standards Supplementary Planning Document (SPD)	To note the analysis of various responses to the consultation on the Parking Standards and to recommend to Council the adoption of the Parking Standards SPD for the purposes of managing development across the Borough.	Portfolio Holder, Local Development Framework Working Group.	Woking Core Strategy. National Planning Policy Framework. Parking Standards Supplementary Planning Document (SPD) – July 2006.	Douglas Spinks
	Self-build and Custom Housebuilding Guidance Note	To note the analysis of the various responses to the consultation on the Self-build and Custom Housebuilding Guidance Note and to recommend to Council to adopt the Guidance Note to provide advice to those who wish to acquire serviced plots for self build and custom housebuilding.	Portfolio Holder, Local Development Framework Working Group.	1. Self-build and Custom Housebuilding Act (2015) 2. Self-build and Custom Housebuilding (Register) Regulations 2016 3. Housing and	Douglas Spinks

				Planning Act 2016 4. Development Management Policies Development Plan Document (DPD)	
	Update of Financial Regulations	To update the Council's Financial Regulations.	Portfolio Holder.	None.	Leigh Clarke
	Update of Contract Standing Orders	To update the Council's Contract Standing Orders.	Portfolio Holder.	None.	Peter Bryant
*	Homelessness Reduction Act - Implications arising from its implementation	To seek approval to new and amendment of existing Policies and Practices as maybe necessary to enable the Homelessness Reduction Act 2017 to be implemented successfully.	Housing Task Group, Portfolio Holder and colleagues.	Homelessness Reduction Act 2017, DCLG - Homelessness Code of Guidance for LAs.	Sue Barham
*	Hoe Valley Flood Alleviation and Environmental Enhancement Scheme	Authorisation to release remaining funds to allow scheme to be constructed.	Portfolio Holder.	None.	Douglas Spinks
	Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report	To receive details of RIPA authorisations during 2017 calendar year.	Portfolio Holder.	None.	Peter Bryant

	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Ray Morgan
	Contaminated Land Strategy Review Report and Future Funding	<p>To receive the Contaminated Land Strategy Review Report and the requirements for future funding of desk top studies and site investigations.</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>	Portfolio Holder.	None.	Ian Tomes

Section E

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 Regeneration 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 Addison, Ali, Barker, Chrystie, Hussain, Johnson and Kingsbury.	Officer and Councillor time.	11.03.09	
Standing 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 Bond, Chrystie, Davis, Hughes, Morales, Pengelly and Rana.	Officer and Councillor time.	25.05.06	Ongoing
Standing 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 Addison, Aziz, Barker, Bridgeman, Harlow, Johnson and Mohammad.	Officer and Councillor time.	25.05.06	Ongoing