



**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	

### **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>Surrey Lifelong Learning Partnership.</b> Following the recommendation from the Executive meeting on 27 February 2020 which resolved 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.</p>	The Executive	
<p><b>Housing Infrastructure Fund.</b> For the Committee to receive the HIF Bid conditions once received from Homes England.</p>	Chairman and Vice-Chairman	The Finance Task Group would review the conditions once made available.
<p><b>Treasury Management Policy.</b> To review the policy and procedures and making recommendations to the responsible body</p>	Finance Task Group	
<p><b>Safer Woking 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 Woking 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 COIV19 outbreak.
<p><b>Flood Alleviation Plan.</b></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	



**Overview and Scrutiny Committee Meeting – 19 October 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>Housing Topic Scrutiny – Delivery.</b> Feedback from the Housing Task Group, review of planning policies, recent deliveries and proposals, potential barriers and specific projects.	None	None	Louise Strongitharm
<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 – 23 November 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>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>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 level of complaints and service KPI's provided by JWS.	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
<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>	Management Arrangements	To determine arrangements for recruitment.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
<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>	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)

## 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>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>	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)

<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)
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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>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>	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 - Annual Report	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)

Applications will be added after the Grants application deadline.



**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