



# 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.
- Any Scrutiny Review Topics proposed by Members of the Council for inclusion on the Work Programme.
- Any topics identified for pre-decision scrutiny.
- The draft forward programme of work for the Executive.
- 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 J Sanderson

**Vice-Chairman:** Councillor S Hussain

Councillor J Brown

Councillor R Leach

Councillor S Dorsett

Councillor R Mohammed

Councillor A Kirby

Councillor E Nicholson

Councillor M I Raja

## **2021/22 Committee Dates**

7 June 2021

22 November 2021

12 July 2021

24 January 2022

13 September 2021

21 February 2022

18 October 2021

21 March 2022

## The Overview and Scrutiny Work Programme

**Suggested Additions to the Work Programme**

Following the last meeting of the Committee, the Chairman and Vice-Chairman provided Officers with a list of items for consideration over the coming year. Where possible, these have been added to the Work Programme. Set out below are any ideas which have been requested but are yet to be included against a specific meeting of the Committee.

Decision to be Taken	Proposed by	Officer Comment
<p><b>Housing Infrastructure Fund Bid.</b> To review the process followed in the development of the HIF bid.</p>	<p>Chairman and Vice-Chairman</p>	<p>Timescale for an Officer report to be confirmed.</p>
<p><b>Play Area Provision.</b></p>	<p>Chairman and Vice-Chairman</p>	<p>This was last reviewed by the Committee in January 2021. It is proposed that it is brought back to the Committee at the beginning of 2023.</p>

## The Overview and Scrutiny Work Programme

## The Work Programme 2021/22

Set out over the coming pages are the items programmed for consideration over the 2021/22 Municipal Year.

Following the training provided by South East Employers for all Members on the roles and responsibilities of overview and scrutiny, the Chairman is minded to identify one or two topics for an in-depth review over the coming year, using the Council's Scrutiny Tool Kit as a guide. Accordingly, the Chairman would like Committee Members to consider in advance of the meeting any topics for such a review, potentially from amongst those items already identified on the Work Programme. The Scrutiny Toolkit and the scrutiny topic selection form, presented to the Committee at its last meeting, will help Members in formulating any proposal.

### Overview and Scrutiny Committee Meeting – 13 September 2021

#### 1 – Performance Management

**1.1 Performance & Financial Monitoring Information.** For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

#### 2 – Matters for Consideration

**2.1 Work Programme.** For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

**2.2 Housing Services Update.** This follows the review undertaken over 2020/21.

Consultation	Background Documents	Contact Person/Team
None	None	Louise Strongitharm Jon Herbert

#### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from the three Task Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

## Overview and Scrutiny Committee Meeting – 18 October 2021

### 1 – Performance Management

**1.1 Performance & Financial Monitoring Information.** For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

### 2 – Matters for Consideration

**2.1 Work Programme.** For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

**2.2 Rutland Group and Thamesway Group of Companies.** To consider the roles and responsibilities of the Rutlands Group and the Thamesway Group of Companies.

Consultation	Background Documents	Contact Person/Team
None	None	Julie Fisher

**2.3 Review of use of Lakeview Community Centre.** The Committee to receive an update on planned projects and activities at the Lakeview Community Centre.

Consultation	Background Documents	Contact Person/Team
None	None	Adam Thomas

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from the three Task Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

## Overview and Scrutiny Committee Meeting – 22 November 2021

### 1 – Performance Management

**1.1 Performance & Financial Monitoring Information.** For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

### 2 – Matters for Consideration

**2.1 Work Programme.** For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

**2.2 Celebrate Woking Review and Forward Plan.** To receive an update on the work of Celebrate Woking For including future plans.

Consultation	Background Documents	Contact Person/Team
None	None	Riette Thomas Chris Norrington

**2.3 Treasury Management Mid-year Review 2020/21.**

Consultation	Background Documents	Contact Person/Team
None	None	Leigh Clarke

**2.4 Freedom Leisure Performance Review.** To receive a report from the Leisure Partnership Board on the performance of Freedom Leisure.

Consultation	Background Documents	Contact Person/Team
Leisure Partnership Board	None	Steve May

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from the three Task Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

## Overview and Scrutiny Committee Meeting – 24 January 2022

### 1 – Performance Management

**1.1 Performance & Financial Monitoring Information.** For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

### 2 – Matters for Consideration

**2.1 Work Programme.** For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

**2.2 Joint Waste Management Performance Review.** To review the level of complaints and service KPI's provided by JWS.

Consultation	Background Documents	Contact Person/Team
None	None	Geoff McManus Richard Bisset

**2.3 Lessons Learnt through the Covid-19 Response.**

Consultation	Background Documents	Contact Person/Team
None	None	Geoff McManus

**2.4 Woking Borough Council's Support of Local Businesses During Covid-19.**

Consultation	Background Documents	Contact Person/Team
None	None	Giorgio Framallicco

**2.5 Dr Gifty Edila's Report – Update on Recommendations.** To receive an update report on the recommendations from Dr Edila's report in advance of an update being presented to Council in February 2022.

Consultation	Background Documents	Contact Person/Team
None	None	Joanne McIntosh



### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from the three Task Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

## Overview and Scrutiny Committee Meeting – 21 February 2022

### 1 – Performance Management

**1.1 Performance & Financial Monitoring Information.** For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

### 2 – Matters for Consideration

**2.1 Work Programme.** For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

**2.2 Freedom of Information Requests Annual Report.** To review the statistics and requests that proceed to the Information Commissioners Office.

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

**2.3 Overview of Complaints Received and Contract Review Annual Report.** A review of the complaints received over the past year and identify any trends.

Consultation	Background Documents	Contact Person/Team
None	None	Joanne McIntosh New Vision Homes

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from the three Task Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

## Overview and Scrutiny Committee Meeting – 21 March 2022

### 1 – Performance Management

**1.1 Performance & Financial Monitoring Information.** For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

### 2 – Matters for Consideration

**2.1 Work Programme.** For the Committee to receive the updated Work Programme.

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

**2.2 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.

Consultation	Background Documents	Contact Person/Team
None	None	Camilla Edmiston

**2.3 Annual Report of the Overview & Scrutiny Committee.**

Consultation	Background Documents	Contact Person/Team
None	None	Chairman

**2.4 Annual Update on Climate Change.**

Consultation	Background Documents	Contact Person/Team
None	None	Lara Beattie

**2.5 Family Centres – Service Delivery Plan.**

Consultation	Background Documents	Contact Person/Team
None	None	Adam Thomas

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from the three Task Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman of each Task Group

**The Draft Executive Work Programme**

The following list sets out the draft forward programme of work for the Executive over the coming year. The programme is subject to additions and alterations and will be updated for future meetings of the Overview and Scrutiny Committee. The purpose of the list is to enable the Members of the Overview and Scrutiny Committee to identify those items they would like to scrutinise under the Committee's function of pre-decision scrutiny. The list includes those items for recommendation to Council as well as those for determination by the Executive.

**Executive – 15 July 2021**

**Matters for Consideration**

- |     |   |
|-----|---|
| 1)  | Medium Term Financial Strategy  |
| 2)  | Housing Strategy  |
| 3)  | Health and Wellbeing Strategy   |
| 4)  | Animal Welfare Policy   |
| 5)  | Town Centre Masterplan Engagement and Consultation  |
| 6)  | Equalities Annual Report - 2021   |
| 7)  | Treasury Management Annual Report 2020-21   |
| 8)  | Risk Management and Business Continuity Annual Report   |
| 9)  | Monitoring Reports - Projects   |
| 10) | Employment Contract. (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 1 of Part 1 of Schedule 12A, to the Local Government Act 1972.) |
| 11) | Performance and Financial Monitoring Information  |

**Executive – 9 September 2021**

**Matters for Consideration**

- |    |   |
|----|---|
| 1) | Safeguarding Policy                       |
| 2) | Smarts Heath Road Woking Gymnastic Centre |

## The Overview and Scrutiny Work Programme

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|----|--|
| 3) | Review of the Infrastructure Capacity Study and Delivery Plan                              |
| 4) | Churchyard Closure and Transfer of Maintenance Responsibility – St Mary The Virgin Horsell |
| 5) | Housing Assistance Policy  |
| 6) | Performance and Financial Monitoring Information   |
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### Executive – 7 October 2021

#### Matters for Consideration

- |    |  |
|----|--|
| 1) | Confidentiality Protocol Annual Report                         |
| 2) | Corporate Strategy   |
| 3) | Woking Borough Council Digital Transformation Strategy         |
| 4) | Town Centre Public Spaces Protection Order (PSPO)              |
| 5) | Consolidation of Woking Borough Council Wholly-Owned Companies |
| 6) | Monitoring Reports – Projects                                  |
| 7) | Performance and Financial Monitoring Information               |
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### Executive – 18 November 2021

#### Matters for Consideration

- |    |   |
|----|---|
| 1) | Calendar of Meetings 2022-23                        |
| 2) | Draft General Fund Budget 2022-23                   |
| 3) | Draft Housing Revenue Account Budget Update 2022-23 |
| 4) | Draft Investment Programme 2021-22 to 2025-26       |
| 5) | Review of Fees and Charges 2022-23                  |
| 6) | Performance and Financial Monitoring Information    |
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**Executive – 9 December 2021 (Special Meeting)**

**Matters for Consideration**

- 1) Grants for Voluntary and Community Organisations 2022/23

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**Executive – 20 January 2022**

**Matters for Consideration**

- 1) Performance and Financial Monitoring Information

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**Executive – 3 February 2022**

**Matters for Consideration**

- 1) General Fund, Service Plans, Budgets and Prudential Indicators 2022-23
- 2) Housing Revenue Account Budgets 2022-23
- 3) Investment Programme 2021-22 to 2025-26
- 4) Capital, Investment and Treasury Management Strategies
- 5) Monitoring Reports - Projects
- 6) Performance and Financial Monitoring Information

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**Executive – 24 March 2022**

**Matters for Consideration**

- 1) Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report

2) Medium Term Financial Strategy

3) Write off of Irrecoverable Debt

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**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>Economic Development Task Group</b>	
<b>Remit:</b>	<p>The Economic Development Task Group shall comprise seven Members of the Council representing all Groups on the Council based on proportionality. The Elected Members to be appointed annually by the Overview and Scrutiny Committee in May. The Portfolio Holder for Promoting the Local Economy shall be an ex-officio member.</p> <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>
<b>Membership:</b>	Councillors Ali, Barker, Davis, Johnson, Mohammed, Roberts and Whitehand.
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	11.03.09
<b>Completion Date:</b>	Ongoing

<b>Finance Task Group</b>	
<b>Remit:</b>	<p>The Task Group has been established as a Standing Task Group to review financial issues as identified either by itself or the Overview and Scrutiny Committee. 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.</p> <p>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 Commercial Rents, Update on Irrecoverable Debt, and matters arising from the Green Book. Its Work Programme will be received at each Task Group meeting.</p>
<b>Membership:</b>	Councillors Azad, Aziz, Davis, Johnson, Kirby, Sanderson and Whitehand
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	25.05.06
<b>Completion Date:</b>	Ongoing

## The Overview and Scrutiny Work Programme

<b>Housing Task Group</b>	
<b>Remit:</b>	<p>The Housing Task Group shall comprise seven Members of the Council representing all Groups on the Council based on proportionality. The Elected Members to be appointed annually by the Overview and Scrutiny Committee in May.</p> <p>Members of the Task Group will be expected to gain the views of Councillors/ Officers/ Portfolio Holder / External Advisors and 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. Any investigation requiring funding would normally be expected to be part of the existing housing budget. Offsite visits will be ad hoc. Requests for additional funds for the purpose would be submitted to the Portfolio Holder.</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>
<b>Membership:</b>	Councillors Aziz, Barker, Bridgeman, Dorsett, Harlow, Hughes, Kirby and Whitehand.
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	25.05.06
<b>Completion Date:</b>	Ongoing