



**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](http://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](mailto: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 – 21 May 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Matters for Determination</b>			
<b>Election of Chairman</b> – To elect the Chairman of the Committee for the 2018/19 Municipal Year.	Selection Panel	None	Frank Jeffrey
<b>Appointment of Vice-Chairman</b> – To appoint the Vice-Chairman of the Committee for the 2018/19 Municipal Year.	Selection Panel	None	Frank Jeffrey
<b>Working Groups and Task Groups</b> – 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
<b>Matters for Determination</b>			
<b>Work Programme</b> – For the Committee to receive the updated Work Programme.	None	None	Frank Jeffrey
<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	Cllr I Johnson
<b>Presentations</b>			
<b>Network Rail – Rail Track Modifications.</b> 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
<b>South Western Railways – New Franchise.</b> Representatives of South Western Trains to be invited to discuss their plans for the rail links through Woking.	None	None	Douglas Spinks

<b>Matters for Consideration</b>			
<b>Overview of Complaints Received – Six Monthly Review</b> – To consider the details of those complaints received since 1.1.18.	None	None	Peter Bryant
<b>Task Group Updates</b>			
<b>Economic Development Working Group Update.</b> 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

Overview and Scrutiny Committee Meeting – 16 July 2018

<b>Decision to be Taken</b>	<b>Consultation</b>	<b>Background Documents</b>	<b>Contact Person</b>
<b>Matters for Determination</b>			
<b>Work Programme</b> – For the Committee to receive the updated Work Programme.	None	None	Frank Jeffrey
<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	Cllr I Johnson

Overview and Scrutiny Committee Meeting – 17 September 2018

<b>Decision to be Taken</b>	<b>Consultation</b>	<b>Background Documents</b>	<b>Contact Person</b>
<b>Matters for Determination</b>			
<b>Work Programme</b> – For the Committee to receive the updated Work Programme.	None	None	Frank Jeffrey
<b>Performance Management</b>			



**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

## Section C

### 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.

07 June 2018

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
	Economic Development Strategy Annual Report 2017-18	To report on the progress of the Economic Development Strategy during 2017-18.	Economic Development Task Group, Portfolio Holder.	None.	Douglas Spinks
*	Hoe Valley Flood Alleviation and Environmental Enhancement Scheme	Authorisation to release remaining funds to allow scheme to be constructed.	Portfolio Holder.	None.	Douglas Spinks
	Woking Integrated Transport Package	To support a bid for further Enterprise M3 funding for sustainable transport.	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

## 28 June 2018

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
*	Treasury Management Annual Report 2017-18	To receive the Annual Treasury Management Report.	Portfolio Holder.	None.	Leigh Clarke
	Risk Management and Business Continuity Annual Report	To receive the annual report on Risk Management and Business Continuity.	Portfolio Holder.	None.	Ray Morgan
	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	To receive the Contaminated Land Strategy Review Report and the requirements for future funding of desk top studies and site investigations.  (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.)	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.

<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 Addison, Ali, Barker, Chrystie, Hussain, Johnson and Kingsbury.	Officer and Councillor time.	11.03.09	Ongoing
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 Mohammed.	Officer and Councillor time.	25.05.06	Ongoing