

## MATTERS ARISING FROM THE PREVIOUS MINUTES

### Executive Summary

This report provides an update on matters arising from the meeting of the Overview and Scrutiny Committee held on 13 September 2021. The details summarise the progress made on achieving the desired outcomes from decisions taken by the Committee and requests from individual Elected Members.

Actions arising from the Committee are managed through the Council's Action Management system which was developed to capture and monitor the actions arising from (i) meetings of the Council and (ii) Internal Audit Reviews.

This is the first such report to be brought to the Committee and covers the actions identified at the meeting held on 13 September 2021. In future, a similar report will be prepared for each meeting, listing any actions previously identified at meetings of the Committee together with the progress achieved. Once an action has been closed and subsequently reported to the Committee, it will be dropped from future reports.

### Recommendations

The Committee is requested to:

**RESOLVE That** the report be noted.

The Committee has the authority to determine the recommendation set out above.

<b>Background Papers:</b>	None.
<b>Reporting Person:</b>	Frank Jeffrey, Head of Democratic Services Email: frank.jeffrey@woking.gov.uk, Extn: 3012 Aadam Ahmed, Scrutiny and Democratic Services Officer Email: Aadam.ahmed@woking.gov.uk, Extn: 3056
<b>Contact Person:</b>	Frank Jeffrey, Head of Democratic Services Email: frank.jeffrey@woking.gov.uk, Extn: 3012 Aadam Ahmed, Scrutiny and Democratic Services Officer Email: Aadam.ahmed@woking.gov.uk, Extn: 3056
<b>Portfolio Holder:</b>	Councillor Ayesha Azad Email: cllrayesha.azad@woking.gov.uk
<b>Shadow Portfolio Holder:</b>	Councillor Ann-Marie Barker Email: cllrann-marie.barker@woking.gov.uk
<b>Date Published:</b>	8 October 2021

REPORT ENDS

## Matters Arising from the Previous Minutes

## Update on Actions Arising from the Overview and Scrutiny Committee

13 September 2021

1.0		Agenda Item 3 - Matters Arising From the Previous Minutes.
1.1	<b>Action</b>	To arrange a briefing for Cllr Nicholson/other Members on the Green Book.
	<b>Progress</b>	A date has been arranged for 8 October 2021.
	<b>Responsible Person</b>	Frank Jeffrey
	<b>Status</b>	Closed.
2.0		Agenda Item 6 - Housing Services Review 2021 – Update
2.1	<b>Action</b>	To provide Members of the Committee with examples of S106 agreements negotiated with developers where the viable level of affordable housing has been assessed lower than the calculated figure.
	<b>Progress</b>	Information was disseminated to Members prior to Committee Meeting on 18 October 2021 regarding examples of S106 agreements, alongside information on Viability Training.
	<b>Responsible Person</b>	Giorgio Framalicco
	<b>Status</b>	Closed
2.2	<b>Action</b>	To provide, if available, the number of empty properties for which double council tax is paid.
	<b>Progress</b>	There are currently 109 accounts that are being charged the empty homes premium. Of those, at least 14 are Woking Borough Council owned properties that form part of the Sheerwater regeneration project and are likely to be demolished.  The annual empty homes premium raised at debit was £260,870 for 2021/22.

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	<b>Responsible Person</b>	Louise Strongitharm
	<b>Status</b>	Closed
2.3	<b>Action</b>	To arrange a further session for Members on the viability assessment of developments for affordable housing.
	<b>Progress</b>	Information was disseminated to Members prior to Committee Meeting on 18 October 2021 with a link to a recording of the original briefing alongside slides from the original briefing. This was sent alongside a response to the query raised on S106 agreements. Another briefing will be arranged at the start of the 2022/2023 Municipal Year.
	<b>Responsible Person</b>	Frank Jeffrey
	<b>Status</b>	Open

<b>3.0</b>		<b>Agenda Item 7 - Work Programme</b>
3.1	<b>Action</b>	To bring an update on the financial review to the meeting of the Committee on 18 October 2021.
	<b>Progress</b>	A report has been included elsewhere on the agenda. A further update has been scheduled for the meeting of the Committee on 22 November 2021.
	<b>Responsible Person</b>	Giorgio Framaliccio
	<b>Status</b>	Closed
3.2	<b>Action</b>	To bring an update on the financial review to the meeting of the Committee on 22 November 2021.
	<b>Progress</b>	A report will be presented to the Committee at its meeting on 22 November 2021.
	<b>Responsible Person</b>	Giorgio Framaliccio

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	<b>Status</b>	Open
<b>3.3</b>	<b>Action</b>	To advise whether the review of play areas could be moved forward from early 2023 to late 2022 following a request by the Chairman of the Committee.
	<b>Progress</b>	The proposal is still to be agreed with the portfolio holder but bringing forward the proposed review to late 2022 appears to be quite achievable.
	<b>Responsible Person</b>	Geoff McManus
	<b>Status</b>	Open
<b>3.4</b>	<b>Action</b>	To arrange a meeting between the Chairman of the Committee and the Independent Reviewer (once appointed) to discuss the Financial Review.
	<b>Progress</b>	In progress, Consultants appointed early October 2021. See Agenda item 10 – Financial Review Monthly Update OSC21-032 for more information.
	<b>Responsible Person</b>	Giorgio Framaliccio
	<b>Status</b>	Open
<b>3.5</b>	<b>Action</b>	To advise whether the item on the review of the waste management service performance scheduled for January 2022 could be brought forward to October or November 2021. This follows concerns over the failure to provide data and the issues around the garden waste service.
	<b>Progress</b>	We would ask that the update remains scheduled for January 2022 when we should be in a much better position to be certain regarding service provision and also report on progress of the Resources and Waste Strategy which will have significant impact upon future waste and recycling services. In the interim members will continue to be updated regarding ongoing service issues.
	<b>Responsible Person</b>	Geoff McManus
	<b>Status</b>	Closed

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<b>4.0</b>		<b>Agenda Item 8 – Scrutiny Review Proposal – The Housing Infrastructure Bid.</b>
<b>4.1</b>	<b>Action</b>	To take forward a proposal by the Members of the Committee to undertake a scrutiny review of the Housing Infrastructure Fund scheme.
	<b>Progress</b>	The outline of the review, as amended by the Committee, was presented to the Standards and Audit Committee at its meeting on 16 September 2021. The Standards and Audit Committee supported the proposal to use Internal Audit to undertake the initial review and agreed to the necessary changes to the 2021/22 Audit Plan. The report of Internal Audit is scheduled to be brought to the meeting of the Overview and Scrutiny Committee on 22 November 2021, at which point the Committee will be invited what further work is to be undertaken.
	<b>Responsible Person</b>	Giorgio Framaliccio
	<b>Status</b>	Open

<b>5.0</b>		<b>Agenda Item 9 – Overview and Scrutiny Guidance by the MHCLG</b>
<b>5.1</b>	<b>Action</b>	A communications plan be established on the work of the Overview and Scrutiny Committee which would promote the work of the Committee within the resources available.
	<b>Progress</b>	This is scheduled for completion later in the year and includes the creation of a web pages on the Council's site.
	<b>Responsible Person</b>	Frank Jeffrey
	<b>Status</b>	Open
<b>5.2</b>	<b>Action</b>	A formal opportunity for discussion between the Chairman of the Committee and the Leader of the Council be established.

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	<b>Progress</b>	Dates to be put in place over coming weeks as part of the development of a protocol between the Committee and the Executive.
	<b>Responsible Person</b>	Frank Jeffrey
	<b>Status</b>	Open
5.3	<b>Action</b>	The Scrutiny Tool Kit be updated to include, amongst other points, reference to the new Officer support arrangements, the budget available for Scrutiny work and the guidance available, notably that issued by the Local Government Association, the MHCLG, South East Employers and the Centre for Governance and Scrutiny.
	<b>Progress</b>	A report setting out the revised Scrutiny Toolkit is scheduled to be brought to the meeting of the Committee on 22 November 2021.
	<b>Responsible Person</b>	Frank Jeffrey
	<b>Status</b>	Open
5.4	<b>Action</b>	The guide to scrutiny of risk and commercialisation published by the Centre for Governance and Scrutiny, be brought to a future meeting of the Committee for consideration.
	<b>Progress</b>	This guide will be brought to the meeting of the Committee on 21 February 2022, the Work Programme has been updated accordingly.
	<b>Responsible Person</b>	Frank Jeffrey
	<b>Status</b>	Closed
5.5	<b>Action</b>	A draft Executive / Overview and Scrutiny Committee protocol be drawn up for consideration by the Overview and Scrutiny Committee and recommendation onto the Executive, in consultation with the Chairman and Vice Chairman of the Overview and Scrutiny Committee and the Leader of the Council.

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	<b>Progress</b>	Drafting of the Protocol has started and a report is scheduled to be brought to meeting of the Committee on 22 November 2021.
	<b>Responsible Person</b>	Frank Jeffrey
	<b>Status</b>	Open
5.6	<b>Action</b>	A report be brought to a future meeting of the Overview and Scrutiny Committee proposing the adoption of management arrangements for the release of, reporting on and audit of, the Scrutiny budget, the proposals to be drafted in consultation with the Chairman and Vice-Chairman of the Committee.
	<b>Progress</b>	Report proposing a protocol for the oversight of the Scrutiny budget appears elsewhere on this agenda.
	<b>Responsible Person</b>	Frank Jeffrey
	<b>Status</b>	Closed

<b>6.0</b>		<b>Agenda Item 11 – Performance and Financial Monitoring Information.</b>
6.1	<b>Action</b>	To consider whether future Green Books can provide data for refuse collections made on time for each type of refuse, as requested by Councillor Kirby.
	<b>Progress</b>	We currently provide performance data consistently with other partners which normally reflects a small proportion of missed collections relative to the scale of the operation across the borough each week. As part of the waste management service report scheduled for January 2022 officers will be in attendance to talk through the processes in place to monitor waste collections and consider any further reporting information which could be made available for members.
	<b>Responsible Person</b>	Geoff McManus
	<b>Status</b>	Open

## Matters Arising from the Previous Minutes

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