



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.

Any changes to the Work Programme since it was last published have been highlighted in green.

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

Recommendations

The Committee is requested to:

RESOLVE That the report be noted.

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

Background Papers: None.

Reporting Person: Councillor James Sanderson
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Contact Person: Frank Jeffrey, Head of Democratic Services
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Portfolio Holder: Councillor Ayesha Azad
Email: cllrayesha.azad@woking.gov.uk

Shadow Portfolio Holder: Councillor Ann-Marie Barker
Email: cllrann-marie.barker@woking.gov.uk

Date Published: 8 October 2021

REPORT ENDS

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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
Play Area Provision.	Chairman and Vice-Chairman	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.

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The Work Programme 2021/22

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

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	Frank Jeffrey Aadam Ahmed

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	Frank Jeffrey Aadam Ahmed

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

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2.5 Financial Review Monthly Update. To receive a monthly report on the Financial Review of Woking Borough Council.

Consultation	Background Documents	Contact Person/Team
Leisure Partnership Board	None	Leigh Clarke

2.6 Housing Infrastructure Fund Scrutiny Review. To receive a report on the work of Internal Audit on the Housing Infrastructure Fund scrutiny review.

Consultation	Background Documents	Contact Person/Team
Leisure Partnership Board	None	Giorgio Framallicco

2.6 Executive / Overview and Scrutiny Committee Protocol. To consider the draft protocol outlining the relationship between the Overview and Scrutiny Committee and the Executive.

Consultation	Background Documents	Contact Person/Team
Chairman of the Committee Leader of the Council	None	Frank Jeffrey Aadam Ahmed

2.6 The Scrutiny Toolkit. To adopt a revised Toolkit for Scrutiny.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of 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	Frank Jeffrey Aadam Ahmed

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	Frank Jeffrey Aadam Ahmed

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 Framaliccio

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

2.6 Financial Review. To receive a report on the Financial Review of Woking Borough Council.

Consultation	Background Documents	Contact Person/Team

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None	None	Girogio Framalitto Leigh Clarke
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3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of 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	Frank Jeffrey Aadam Ahmed

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	Frank Jeffrey Aadam Ahmed

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	Frank Jeffrey Natalie Khan

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 Adam Browne

2.4 Enterprise M3. Stephen Martin, Operations Director of Enterprise M3, will attend the meeting to provide an update of the Organisation's work.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2.5 Guide to Scrutiny of Risk and Commercialisation. The guide to scrutiny of risk and commercialisation, published by the Centre for Governance and Scrutiny, will be received by the committee.

Consultation	Background Documents	Contact Person/Team
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None	None	Frank Jeffrey Aadam Ahmed
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3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of 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	Frank Jeffrey Aadam Ahmed

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	Frank Jeffrey Aadam Ahmed

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

2.6 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

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None	None	Adam Thomas
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3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of 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 – June 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	Frank Jeffrey Aadam Ahmed

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	Frank Jeffrey Aadam Ahmed

2.2 Introduction to Overview and Scrutiny Committee. To receive a short briefing on the roles and responsibilities of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Frank Jeffrey Aadam Ahmed

2.3 Survey of Leisure Facility Users. To consider the arrangements for the survey of Leisure Facility Users to be undertaken over the Summer.

Consultation	Background Documents	Contact Person/Team
None	None	Steve May

3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of 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 – July 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	Frank Jeffrey Aadam Ahmed

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	Frank Jeffrey Aadam Ahmed

3 – Task Group Updates

3.1 Task Group Update. To receive an update from any meetings of 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 – 18 November 2021

Matters for Consideration

- 1) Woking Borough Council Digital Transformation Strategy
- 2) Thameswey Business Plans (to include company consolidation plan)
- 3) Town Centre Public Spaces Protection Order (PSPO)
- 4) Calendar of Meetings 2022-23
- 5) Draft General Fund Budget 2022-23
- 6) Draft Housing Revenue Account Budget Update 2022-23
- 7) Draft Investment Programme 2021-22 to 2025-26
- 8) Review of Fees and Charges 2022-23
- 9) Safeguarding Policy
- 10) Community Memorial Woodland
- 11) Monitoring Reports – Projects
- 12) Performance and Financial Monitoring Information

Executive – 9 December 2021 (Special Meeting)

Matters for Consideration

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

Executive – 20 January 2022

Matters for Consideration

- 1) Review of the Statement of Community Involvement (SCI)
- 2) Review of the Outlook, Amenity and Daylight Supplementary Planning Document
- 3) Review of the Thames Basin Heaths Special Protection Areas Avoidance Strategy
- 4) Phase 2 - Infrastructure Capacity Study and Delivery Plan (IDP)
- 5) Housing Assistance Policy
- 6) Update on progress of Corporate Strategy and Medium Term Financial Strategy (MTFS) against Corporate Plan
- 7) Performance and Financial Monitoring Information

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) New MTFS and Budget
 - 6) Corporate Strategy
 - 7) Smarts Heath Road Woking Gymnastic Centre
 - 8) Monitoring Reports - Projects
 - 9) 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
 - 4) Performance and Financial Monitoring Information
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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.

Economic Development Task Group	
Remit:	<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>
Membership:	Councillors Ali, Barker, Davis, Johnson, Mohammed, Roberts and Whitehand.
Resources:	Officer and Councillor time.
Date Established:	11.03.09
Completion Date:	Ongoing

Finance Task Group	
Remit:	<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>
Membership:	Councillors Azad, Aziz, Davis, Johnson, Kirby, Sanderson and Whitehand
Resources:	Officer and Councillor time.
Date Established:	25.05.06
Completion Date:	Ongoing

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Housing Task Group	
Remit:	<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>
Membership:	Councillors Aziz, Barker, Bridgeman, Dorsett, Harlow, Hughes, Kirby and Whitehand.
Resources:	Officer and Councillor time.
Date Established:	25.05.06
Completion Date:	Ongoing