



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.

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: Aadam Ahmed, Scrutiny and Democratic Services Officer
Email: Aadam.ahmed@woking.gov.uk, Extn: 3056

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: 11 February 2022

REPORT ENDS

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
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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.

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	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	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

The Overview and Scrutiny Work Programme

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
None	None	Adam Thomas
2.7 Quarterly Noise Complaints Update. The Committee to receive the Quarterly Noise Complaints Update.		
Consultation	Background Documents	Contact Person/Team
None	None	Emma Bourne
2.8 Performance and Financial Monitoring Information Review. The Committee to receive information on the processes involved in the review of the performance and financial monitoring information.		
Consultation	Background Documents	Contact Person/Team
None	None	Adam Walther

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 – 23 May 2022

1 – Matters for Consideration

1.1 Election of Chairman. For the Committee to elect a Chairman for the Municipal Year.

Consultation	Background Documents	Contact Person/Team
None	None	None

1.2 Election of Chairman. For the Committee to elect a Vice-Chairman for the Municipal Year.

Consultation	Background Documents	Contact Person/Team
None	None	None

1.3 Appointments to Working Groups and Task Groups. For the Committee to appoint Members to Working Groups and Task Groups.

Consultation	Background Documents	Contact Person/Team
None	None	None

Overview and Scrutiny Committee Meeting – 6 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		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	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	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

2.4 Quarterly Noise Complaints Update. The Committee to receive the Quarterly Noise Complaints Update.

Consultation	Background Documents	Contact Person/Team
None	None	Emma Bourne

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

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Overview and Scrutiny Committee Meeting – 11 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	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	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 – 12 September 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	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	Aadam Ahmed

2.2 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
None	None	Giorgio Framallicco Leigh Clarke

2.3 Quarterly Noise Complaints Update. The Committee to receive the Quarterly Noise Complaints Update.

Consultation	Background Documents	Contact Person/Team
None	None	Emma Bourne

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 – 17 October 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	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	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 – 21 November 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	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	Aadam Ahmed

2.2 Celebrate Woking 2022/2023 Review and Forward Plan For the Committee to receive the the latest review of Celebrate Woking and the Forward Plan

Consultation	Background Documents	Contact Person/Team
None	None	Riette Thomas

2.3 Play Areas Provision For the Committee to receive the the latest review of the Play Areas Provision.

Consultation	Background Documents	Contact Person/Team
None	None	Geoff McManus

2.4 Freedom Leisure Performance Review For the Committee to receive the the latest review of Freedom Leisure.

Consultation	Background Documents	Contact Person/Team
None	None	Steve May

2.5 Treasury Management Mid-Year Review For the Committee to receive the Mid-Year Treasury Management Review

Consultation	Background Documents	Contact Person/Team
None	None	Leigh Clarke

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2.6 Quarterly Noise Complaints Update. The Committee to receive the Quarterly Noise Complaints Update.

Consultation	Background Documents	Contact Person/Team
None	None	Emma Bourne

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 – 23 January 2023

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	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	Aadam Ahmed

2.3 Joint Waste Management Performance Review For the Committee to receive the the latest Performance Review of Joint Waste Management.

Consultation	Background Documents	Contact Person/Team
None	None	Geoff McManus

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 – 20 February 2023

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	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	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	Natalie Khan Frank Jeffrey

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

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 – 20 March 2023

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	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	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	Consultation	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 Quarterly Noise Complaints Update. The Committee to receive the Quarterly Noise Complaints Update.

Consultation	Background Documents	Contact Person/Team
None	None	Emma Bourne

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 – 24 March 2022

Matters for Consideration

- 1) Corporate Plan
 - 2) Directorate Plans
 - 3) Safeguarding Policy
 - 4) Animal Welfare Policy
 - 5) Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report
 - 6) Medium Term Financial Strategy (MTFS)
 - 7) Town Centre and Victoria Square Update
 - 8) Report of the GolDev Loan Agreement Task Group
 - 9) Write off of Irrecoverable Debt
 - 10) Performance and Financial Monitoring Information
 - 11) Property Management (PART II)
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Executive – 16 June 2022

Matters for Consideration

- 1) Treasury Management Annual Report 2021-22
- 2) Risk Management and Business Continuity Annual Report
- 3) Performance and Financial Monitoring Information
- 4) Monitoring Reports - Projects

Executive – 14 July 2022

Matters for Consideration

- 1) Equalities Annual Report - 2022
- 2) Performance and Financial Monitoring Information

Executive – 8 September 2022

Matters for Consideration

- 1) Performance and Financial Monitoring Information

Executive – 6 October 2022

Matters for Consideration

- 1) Confidentiality Protocol Annual Report
- 2) Performance and Financial Monitoring Information
- 3) Monitoring Reports - Projects

Executive – 17 November 2022

Matters for Consideration

- 1) Thameswey Business Plans
- 2) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2023-24
- 3) Draft Housing Revenue Account Budget Update 2023-24
- 4) Draft Investment Programme 2022-23 to 2026-27
- 5) Performance and Financial Monitoring Information

Executive – 8 December 2022 (Special Meeting)

Matters for Consideration

- 1) Grants for Voluntary and Community Organisations 2023/24
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The Overview and Scrutiny Work Programme

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

HIF Housing Output Task Group	
Remit:	<p>The HIF Housing Outputs Task Group has been established following the decision on 22 November 2022 to set-up a task group to look at the housing element of the Housing Infrastructure Fund. The 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 Overview and Scrutiny Budget. Offsite visits will be ad hoc.</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, Forster, Harlow, Johnson, Kirby, Mohammed and Whitehand.
Resources:	Officer and Councillor time.
Date Established:	24.01.22

Completion Date:

May 2022