



# 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 A Azad

**Vice-Chairman:** Councillor J Sanderson

Councillor H Akberali

Councillor C Kemp

Councillor A Caulfield

Councillor A Kirby

Councillor K Davis

Councillor J Morley

Councillor P Graves

Councillor M I Raja

## 2022/23 Committee Dates

6 June 2022

21 November 2022

11 July 2022

23 January 2023

12 September 2022

20 February 2023

17 October 2022

20 March 2023

**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 Ayesha Azad  
Email: cllrayesha.azad@woking.gov.uk

**Contact Person:** Frank Jeffrey, Head of Democratic Services  
Email: frank.jeffrey@woking.gov.uk, Extn: 3012

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

**Shadow Portfolio Holder:** Councillor Ayesha Azad  
Email: cllrayesha.azad@woking.gov.uk

**Date Published:** 25 May 2022

REPORT ENDS

**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  |
|---|----------------------------|--|
| Biannual Overview of Complaints Report              | Chairman and Vice-Chairman | Following the meeting of the Committee on 21 February it was expressed by Members that the possibility of having this report appear at the Committee twice a year, as opposed to once a year would be beneficial.  |
| Overview and Scrutiny Committee Communications Plan | Chairman and Vice-Chairman | Following the work that was undertaken to develop a communications plan for the Committee it was advised to the Chairman that it would be beneficial for the 2022/2023 Committee to receive a report on the Communications Plan.   |
| Report from the HIF Housing Outputs Task Group      | Task Group                 | At the Overview and Scrutiny Committee on 21 March 2022, an oral update from the Chairman of the Task Group (Councillor Kirby) was received and it was stated that it was intended to present a written report to the Committee in the new Municipal Year. No meetings of the Task Group have been held since the update (next meeting 15 June). |

**The Work Programme 2022/23**

Set out over the coming pages are the items programmed for consideration over the 2022/23 Municipal Year.

**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                 | 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 Interim Performance and Financial Monitoring Review Report.** For the Committee to receive an interim report of the Performance and Financial Monitoring Review.

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Adam Walther        |

**2.3 Company Governance Review.** For the Committee to receive a report on the Company Governance Review.

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Joanne McIntosh     |

**2.4 Quarterly Noise Complaints Update.** The Committee to receive the Quarterly Noise Complaints Update. This item has been deferred to the July meeting to enable a full three months' reporting to be available, and the quarterly updates adjusted for the remaining meetings in the year.

| 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.

| <b>Consultation</b> | <b>Background Documents</b> | <b>Contact Person/Team</b>  |
|---------------------|-----------------------------|-----------------------------|
| 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                 | 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 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 Framaliccio<br>Leigh Clarke |

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

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Steve May           |

**2.4 Survey of Leisure Facility Users.** For the Committee to receive the survey results from the Leisure Services Manager.

| 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 – 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                 | 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 Centres for the Community.** To receive an update from the Family and Community Services Manager.

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Adam Thomas         |

**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 – 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                 | 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 2022/2023 Review and Forward Plan** For the Committee to receive 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 latest review of the Play Areas Provision.

| Consultation | Background Documents | Contact Person/Team    |
|--------------|----------------------|------------------------|
| None         | None                 | Neighbourhood Services |

**2.4 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        |

### 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                 | 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** For the Committee to receive the latest Performance Review of Joint Waste Management.

| Consultation | Background Documents | Contact Person/Team    |
|--------------|----------------------|------------------------|
| None         | None                 | Neighbourhood Services |

**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 – 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                 | 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                 | Natalie Khan<br>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<br>Adam Browne |

**2.4 Enterprise M3.** The receive a presentation on the work carried out by Enterprise M3.

| Consultation | Background Documents | Contact Person/Team                   |
|--------------|----------------------|---------------------------------------|
| None         | None                 | Stephen Martin<br>Giorgio Framallicco |

### 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                 | 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 | 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        |

### 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 – 16 June 2022

#### Matters for Consideration

- 1) Notice of Motion – Cllr K Davis – Housing Allocations
- 2) Notice of Motion – Cllr D Roberts – Benefits Management
- 3) Review of Community Grants
- 4) Housing Delivery Test and Action Plan
- 5) Update on Community Provision in Sheerwater
- 6) Treasury Management Annual Report 2021-22
- 7) Risk Management and Business Continuity Annual Report
- 8) Performance and Financial Monitoring Information
- 9) Monitoring Reports - Projects

### Executive – 14 July 2022

#### Matters for Consideration

- 1) Medium Term Financial Strategy (MTFS)
- 2) Company Governance
- 3) Draft Town Centre Masterplan
- 4) Equalities Annual Report - 2022
- 5) Performance and Financial Monitoring Information

**Executive – 8 September 2022**

**Matters for Consideration**

- 1) Animal Welfare Policy
- 2) Performance and Financial Monitoring Information

**Executive – 6 October 2022**

**Matters for Consideration**

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

**Executive – 17 November 2022**

**Matters for Consideration**

- 1) Town Centre Masterplan
- 2) Review of the Constitution
- 3) Thamesway Business Plans
- 4) Review of Fees and Charges 2023-24
- 5) Calendar of Meetings 2023-24
- 6) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2023-24
- 7) Draft Housing Revenue Account Budget Update 2023-24
- 8) Draft Investment Programme 2022-23 to 2026-27
- 9) Performance and Financial Monitoring Information

**Executive – 8 December 2022 (Special Meeting)**

**Matters for Consideration**

- 1) Grants for Voluntary and Community Organisations 2023/24
- 

**Executive – 19 January 2023**

**Matters for Consideration**

- 1) Performance and Financial Monitoring Information
- 

**Executive – 2 February 2023**

**Matters for Consideration**

- 1) Medium Term Financial Strategy (MTFS), General Fund, Service Plans, Budgets and Prudential Indicators 2023-24
  - 2) Housing Revenue Account Budgets 2023-24
  - 3) Investment Programme 2022-23 to 2026-27
  - 4) Capital, Investment and Treasury Management Strategies
  - 5) Performance and Financial Monitoring Information
  - 6) Monitoring Reports - Projects
-

**Executive – 23 March 2023**

**Matters for Consideration**

- 1) Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report
  - 2) Write off of Irrecoverable Debt
  - 3) Performance and Financial Monitoring Information
-

**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 Akberali, Aziz, Davis, Elson, Morley, Oades, Roberts.  |
| <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 Akberali, Azad, Aziz, Davis, Kirby, Oades and Sanderson   |
| <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>HIF Task Group</b>    |   |
|--------------------------|---|
| <b>Remit:</b>            | <p>The HIF Task Group has been established following the decision on 23 May 2022 to taking on the responsibilities of the Aggregates Site Working Group and the HIF Oversight Panel.</p> <p>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 housing budget. Offsite visits will be ad hoc. Requests for additional funds for the purpose would be submitted to the Portfolio Holder.</p> <p>Task Group Members may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p> |
| <b>Membership:</b>       | Councillors Akberali, Ali, Azad, Johnson, Kemp, Lyons and Nicholson.  |
| <b>Resources:</b>        | Officer and Councillor time.  |
| <b>Date Established:</b> | 23.05.22  |
| <b>Completion Date:</b>  | Ongoing   |

| <b>HIF Housing Output Task Group</b> |   |
|--------------------------------------|---|
| <b>Remit:</b>                        | <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.</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>Task Group Members may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p> |
| <b>Membership:</b>                   | Councillors Akberali, Ali, Azad, Forster, Johnson, Kemp and Kirby.  |
| <b>Resources:</b>                    | Officer and Councillor time.  |
| <b>Date Established:</b>             | 24.01.22  |
| <b>Completion Date:</b>              | To be confirmed.  |

## 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>Task Group Members may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p> |
| <b>Membership:</b>        | Councillors Akberali, Aziz, Cosnahan, Dorsett, Johnson, Lyons and Whitehand.   |
| <b>Resources:</b>         | Officer and Councillor time.   |
| <b>Date Established:</b>  | 25.05.06   |
| <b>Completion Date:</b>   | Ongoing  |