



# 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 (cancelled)

26 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.

## The Overview and Scrutiny Work Programme

**Background Papers:** None.

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

**Contact Person:** Toby Nash, Scrutiny and Democratic Services Officer  
Email: toby.nash@woking.gov.uk, Extn: 3056

**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:** 11 November 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.
Update on Company Governance Structure	Leader	The Committee would receive a report on the progress made to Company Governance Structure once sufficient progress had been made.
Review Bus Back Better Policy	Chairman	Surrey County Council has proposed revisions to the County bus service. It is proposed scrutinising the revisions to ensure it is to the benefit of Residents.
Invite representatives of Thames Water	Overview and Scrutiny Committee	Following the meeting of the Committee on 17 October 2022 a proposal was made to invite representatives of Thames Water.

## The Work Programme 2022/23

### 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.

*Requested by Members of the O&S Committee 24 July 2017*

Consultation	Background Documents	Contact Person/Team
None	None	Neighbourhood Services

**2.3 Noise Complaints Update.** For the Committee to receive the Noise Complaints Update (pending the Review of Performance and Financial Monitoring Information).

*Requested by Members of the O&S Committee 7 June 2021*

Consultation	Background Documents	Contact Person/Team
None	None	Emma Bourne

**2.4 Overview and Scrutiny Committee Communications Plan.** For the Committee to receive an update on the Overview and Scrutiny Committee Communications Plan.

Consultation	Background Documents	Contact Person/Team
None	None	Democratic Services

**2.4 Play Area Provision.** For the Committee to receive a report on the proposals for play areas.

Consultation	Background Documents	Contact Person/Team
None	None	Giorgio Framaliccio

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from any meetings of the 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.

*Requested by Members of the O&S Committee 16 July 2018*

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.

*Requested by Members of the O&S Committee 28 November 2016*

Consultation	Background Documents	Contact Person/Team
None	None	Joanne McIntosh

**2.4 Enterprise M3.** To receive a presentation on the work carried out by Enterprise M3 and future plans.

*Requested by Members of the O&S Committee 13 September 2021*

Consultation	Background Documents	Contact Person/Team
None	None	Stephen Martin & Giorgio Framaliccio

**2.5 Annual Update on Climate Change.**

*Requested addition to the Work Programme by the Chairman 19 October 2020*

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 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 – 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

### 3 – Task Group Updates

**3.1 Task Group Update.** To receive an update from any meetings of the 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 – 17 November 2022

#### Matters for Consideration

- 1) Notice of Motion – Cllr J Morley – Fair Tax
- 2) Victoria Place Update
- 3) Woking Strategic Partnerships
- 4) Review of Fees and Charges 2023-24
- 5) Calendar of Meetings 2023-24
- 6) Cost of Living Crisis Update
- 7) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2023-24
- 8) Draft Housing Revenue Account Budget Update 2023-24
- 9) Draft Investment Programme 2022-23 to 2026-27
- 10) Affordable Housing Delivery Supplementary Planning Document (SPD)
- 11) Property Management
- 12) Performance and Financial Monitoring Information
- 13) Property Management (Part II)

**Executive – 8 December 2022**

**Matters for Consideration**

- 1) Medium Term Financial Strategy (MTFS)
- 2) Empty Homes Plan
- 3) Housing Infrastructure Fund (HIF) - Update
- 4) Cost of Living Crisis Update
- 5) Performance and Financial Monitoring Information

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**Executive – 19 January 2023**

**Matters for Consideration**

- 1) Town Centre Masterplan
- 2) Review of the Constitution
- 3) Cost of Living Crisis Update
- 4) Risk Management Update
- 5) Performance and Financial Monitoring Information
- 6) Monitoring Reports - Projects
- 7) Monitoring Reports – Working For All Strategy

**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) Cost of Living Crisis Update
- 6) Play Areas Update
- 7) Performance and Financial Monitoring Information

**Executive – 23 March 2023**

**Matters for Consideration**

- 1) Medium Term Financial Strategy (MTFS)
- 2) Greener Woking - Draft Revised Climate Change Strategy
- 3) Climate Change Supplementary Planning Document (SPD)
- 4) Affordable Housing Delivery Supplementary Planning Document (SPD)
- 5) Cost of Living Crisis Update
- 6) Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report
- 7) Write off of Irrecoverable Debt
- 8) 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 and 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 Outputs 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.

<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