



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.

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Portfolio Holder: Councillor Ann-Marie Barker
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Shadow Portfolio Holder: Councillor Ayesha Azad
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Date Published: 13 January 2023

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 of Company Governance Structure	Chairman & Vice-Chairman	To be reviewed one year after the structure is in place.

The Work Programme 2022/23

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 Presentation from WEAct. For the Committee to receive a presentation from representatives of WEAct.

Consultation	Background Documents	Contact Person/Team
None	None	Tracey Haskins

2.3 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

2.4 Overview of Complaints Received and Contract Review Annual Report. A review of the complaints received over the past year and to identify any trends.

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

Consultation	Background Documents	Contact Person/Team
None	None	Joanne McIntosh

The Overview and Scrutiny Work Programme

2.5 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 Framalitto

2.6 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

2.7 Review of the Constitution. For the Committee to review the revisions to the Constitution.

Consultation	Background Documents	Contact Person/Team
None	None	Jo McIntosh

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 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 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

2.5 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

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

2023/24 Committee Dates

At the meeting of the Council held on 1 December 2022 the following dates were agreed for the meetings of the Overview and Scrutiny Committee to be held in the Municipal Year 2023/24. All meetings will be held on Mondays at 7:00pm unless otherwise stated.

6 June 2023	10 July 2023
11 September 2023	16 October 2023
20 November 2023	22 January 2024
19 February 2024	18 March 2024

The Work Programme 2023/24 (provisional)

Overview and Scrutiny Committee Meeting – 6 June 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		Chairman

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	Chairman

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	Toby Nash/Frank Jeffrey

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 – 10 July 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	Chairman

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	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

Overview and Scrutiny Committee Meeting – 11 September 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	Chairman

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	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 – 19 January 2023

Matters for Consideration

- 1) Notice of Motion – Cllr S Dorsett – Renaming of Henry Plaza
 - 2) Notice of Motion – Cllr S Dorsett – Minutes of Council Meetings
 - 3) Notice of Motion – Cllr W Forster – Community Diagnostic Centre in Woking
 - 4) Medium Term Financial Strategy (MTFS)
 - 5) Review of the Constitution
 - 6) Cost of Living Crisis Update
 - 7) Risk Management Update
 - 8) Performance and Financial Monitoring Information
 - 9) Monitoring Reports - Projects
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Executive – 2 February 2023

Matters for Consideration

- 1) ThamesWey Business Plan
- 2) Masterplan Update and Next Stage
- 3) Play Areas Refurbishment Update
- 4) SEP 2025 – A Partnership Approach to Waste Prevention and Recycling
- 5) CIL – Application for Funding – All Saints Church, Woodham
- 6) Performance and Financial Monitoring Information
- 7) Monitoring Reports – Woking For All Strategy

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) Review of the Constitution
- 6) Cost of Living Crisis Update
- 7) Revocation of the Air Quality Management Area (AQMA) at Anchor Hill, Knaphill
- 8) Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report
- 9) Write off of Irrecoverable Debt
- 10) Performance and Financial Monitoring Information
- 11) Monitoring Reports - Projects

Executive – 15 June 2023

Matters for Consideration

- 1) Treasury Management Annual Report 2022-23
- 2) Risk Management and Business Continuity Annual Report
- 3) Performance and Financial Monitoring Information
- 4) Monitoring Reports - Projects
- 5) Monitoring Reports – Working For All Strategy

Executive – 13 July 2023

Matters for Consideration

- 1) Equalities Annual Report - 2023
- 2) Working For All Performance Report

Executive – 14 September 2023

Matters for Consideration

- 1) Monitoring Reports - Projects

Executive – 5 October 2023

Matters for Consideration

- 1) Confidentiality Protocol Annual Report
 - 2) Performance and Financial Monitoring Information
 - 3) Working For All Performance Report
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Executive – 16 November 2023

Matters for Consideration

- 1) ThamesWey Business Plan
 - 2) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2024-25
 - 3) Draft Housing Revenue Account Budget Update 2024-25
 - 4) Draft Investment Programme 2023-24 to 2027-28
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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 Akberali, Aziz, Davis, Elson, Morley, Oades and Roberts.
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 Akberali, Azad, Aziz, Davis, Kirby, Oades and Sanderson.
Resources:	Officer and Councillor time.
Date Established:	25.05.06
Completion Date:	Ongoing

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HIF Task Group	
Remit:	<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>
Membership:	Councillors Akberali, Ali, Azad, Johnson, Kemp, Lyons and Nicholson.
Resources:	Officer and Councillor time.
Date Established:	23.05.22
Completion Date:	Ongoing

HIF Housing Outputs 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.</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>
Membership:	Councillors Akberali, Ali, Azad, Forster, Johnson, Kemp and Kirby.
Resources:	Officer and Councillor time.
Date Established:	24.01.22
Completion Date:	To be confirmed.

The Overview and Scrutiny Work Programme

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