

## MATTERS ARISING FROM THE PREVIOUS MINUTES

### Executive Summary

This report provides an update on matters arising from the previous meetings of the Overview and Scrutiny Committee. The details summarise the progress made on achieving the desired outcomes from decisions taken by the Committee and requests from individual Elected Members. Once an action has been closed and the outcome reported to the Committee it will be removed from future reports.

Actions arising from the Committee are managed through the Council's Action Management system which was developed to capture and monitor the actions arising from (i) meetings of the Council and (ii) Internal Audit Reviews.

This is the a regular report that is brought the Committee and covers the actions identified at the previous meetings. The next version of this report, listing any actions previously identified together with the progress achieved shall be brought to the next meeting of the Overview and Scrutiny Committee on 5 June 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.
--

<b>Background Papers:</b>	None.
<b>Reporting Person:</b>	Councillor Ayesha Azad cllrayesha.azad@woking.gov.uk
<b>Portfolio Holder:</b>	Councillor Ann-Marie Barker cllrann-marie.barker@woking.gov.uk
<b>Shadow Portfolio Holder:</b>	Councillor Ayesha Azad cllrayesha.azad@woking.gov.uk
<b>Date Published:</b>	10 March 2023

Matters Arising from the Previous Minutes

Update on Actions Arising from the Overview and Scrutiny Committee held on 23 January 2023.

Minute 3		Matters Arising from the Previous Minutes
3.1	Action	<i>From Minute 6 of the meeting held on 21 November 2022 - Celebrate Woking 2022/2023 Review and Forward Plan.</i> Officers were asked to explore means of promoting events held by local sports clubs in the 2023 Celebrate Woking programme.
	Progress	A promotion inviting all local clubs to submit their events to the 2023 calendar was included in the last edition of Woking Magazine. Officers will continue to monitor this.
	Responsible Person	Riëtte Thomas
	Status	Completed
3.2	Action	<i>From Minute 8 of the meeting held on 23 January 2023 – Joint Waste Solutions Performance Review, Forward Plan and Interim Strategy.</i> JWS to clarify the procedures for ‘missed bin’ reporting. This will use common ‘missed bin’ scenarios to outline the customer journey for reporting, any exceptions, feedback & resolution processes.
	Progress	A response is being prepared by Joint Waste Solutions.
	Responsible Person	Mark Tabner
	Status	Ongoing
3.3	Action	<i>From Minute 8 of the meeting held on 23 January 2023 – Joint Waste Solutions Performance Review, Forward Plan and Interim Strategy.</i> JWS to clarify the formula for calculating the Green Book indicator - number of missed bins per 100,000 collections and explain which incidents are included or excluded from the calculation.
	Progress	A response is being prepared by Joint Waste Solutions.
	Responsible Person	Mark Tabner
	Status	Ongoing

Matters Arising from the Previous Minutes

Minute 6		Affinity Water – Water Resources Management Plan
6.1	Action	Re-invite Affinity Water as they did not attend either the meeting held on 23 January or that held on 20 February.
	Progress	Affinity Water has confirmed that they are reviewing why their representative did not attend and the Council awaits their response.
	Responsible Person	Toby Nash
	Status	Ongoing

Minute 7		WEAct
7.1	Action	The Committee agreed to provide recommendations to the Executive on actions the Council should consider following the presentation:
	Progress	An item has been added to the agenda with a list of recommendations for the Committee to submit to the Executive.
	Responsible Person	The Overview and Scrutiny Committee / Chairman / Giorgio Framaliccio
	Status	Completed

Minute 8		Annual Update on Climate Change
8.1	Action	A request from Committee Member to add to the Work Programme Scrutiny of the results of the energy monitoring software trial currently being undertaken by Building Services.
	Progress	Officers have advised that the pilot is in its earliest stages and limited to only the largest commercial buildings. It is planned that the Greener Working Working Group will receive any results of the pilot.
	Responsible Person	Lara Beattie / Building Services.
	Status	Completed

Matters Arising from the Previous Minutes

Minute 10		Review of the Amended Constitution
10.1	Action	For clarification to be made regarding the Councillor election term length.
	Progress	The clause has been rewritten and will be reflected in the item when presented at the Standards Committee.
	Responsible Person	Joanne McIntosh
	Status	Completed
10.2	Action	As a courtesy to all Councillors, the Director of Legal and Democratic Services will communicate clarity on Committee etiquette, appropriate use of Points of Order and Personal Explanations ahead of the next Council meeting.
	Progress	Explanations have been provided to all Members.
	Responsible Person	Joanne McIntosh
	Status	Completed

REPORT ENDS