



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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Shadow Portfolio Holder: Councillor Ayesha Azad
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Date Published: 10 March 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 2022 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.
Invite Thames Water	Overview and Scrutiny Committee	Following the meeting of the Committee on 23 January 2023 it was suggested that Thames Water be invited to attend a future meeting of the OSC once improvements to local treatment works had been completed.
Invite Affinity Water	Chairman	To reinvoke Affinity Water following their agreement to attend first the January and then February meetings.
Woking For All Strategy Out-turn	Strategic Director of Place	It is proposed that the out-turn from the Woking For All strategy be presented to the Committee. It would be appropriate to receive this at approximately the June 2023 meeting.
Woking For All Strategy Refresh	Strategic Director of Place	It is proposed that an update on the most recent refresh be of the Woking For All strategy be received by the Committee. It would be appropriate to receive that at approximately the July 2023 meeting
Community Grants Update	Strategic Director of Place	Following the changes to the handling of Community Grants, it is proposed that the Committee receive an update on how the process is working. It is proposed that this be received at approximately the September or October meeting.

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

2.3 Review of the Overview and Scrutiny Communications Plan

Consultation	Background Documents	Contact Person/Team
None	None	Toby Nash

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

2.2 Noise Complaints Update. For the Committee to receive the regular, six-monthly Noise Complaints Update.

Consultation	Background Documents	Contact Person/Team
None	None	Emma Bourne

2.3 Freedom Leisure Annual Review. For the Committee to receive the annual performance review and survey.

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 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 – 16 October 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 – 20 November 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

2.2 Celebrate Woking, For the Committee to receive a review of the year and receive the forward plan.

Consultation	Background Documents	Contact Person/Team
None	None	Riëtte Thomas

2.3 Treasury Management Mid-Year Review.

Consultation	Background Documents	Contact Person/Team
None	None	Section 151 Officer

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 – 22 January 2024

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

2.2 Joint Waste Management Performance Review.

Consultation	Background Documents	Contact Person/Team
None	None	Neighbourhood Services

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 – 19 February 2024

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

2.2 Freedom of Information Requests Annual Report.

Consultation	Background Documents	Contact Person/Team
None	None	Monitoring Officer

2.3 Annual Review of Complaints.

Consultation	Background Documents	Contact Person/Team
None	None	Monitoring Officer

2.4 Enterprise M3. To receive a review of the work of the Local Enterprise Partnership.

Consultation	Background Documents	Contact Person/Team
None	None	Strategic Director of Place

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 – 18 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	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 Annual Update on Climate Change.

Consultation	Background Documents	Contact Person/Team
None	None	Green Infrastructure Team

2.3 Annual Report of the Overview and Scrutiny Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chairman

2.4 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	Community Safety Team

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 – 23 March 2023

Matters for Consideration

- 1) Medium Term Financial Strategy (MTFS)
 - 2) Climate Change Strategy Review
 - 3) Recommendation from Overview and Scrutiny Committee following WEAct Presentation
 - 4) Climate Change Supplementary Planning Document (SPD)
 - 5) Affordable Housing Delivery Supplementary Planning Document (SPD)
 - 6) Review of the Constitution
 - 7) Cost of Living Crisis Update
 - 8) Revocation of the Air Quality Management Area (AQMA) at Anchor Hill, Knaphill
 - 9) Appointment of Independent Directors to Council Companies
 - 10) Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report
 - 11) Write off of Irrecoverable Debt
 - 12) Performance and Financial Monitoring Information
 - 13) Monitoring Reports - Projects
-

Executive – 15 June 2023

Matters for Consideration

- 1) Community Grants Update
- 2) Public Realm Usage Policy
- 3) Supporting Carers Policy
- 4) Treasury Management Annual Report 2022-23
- 5) Risk Management and Business Continuity Annual Report
- 6) 2022-23 Working For All Outturn Report on Performance
- 7) Monitoring Reports - Projects

Executive – 13 July 2023

Matters for Consideration

- 1) Medium Term Financial Strategy (MTFS)
- 2) 2023-24 to 2026-27 Working For All Refresh
- 3) Equalities Annual Report - 2023

Executive – 14 September 2023

Matters for Consideration

- 1) Performance and Financial Monitoring Information
- 2) Monitoring Reports - Projects

Executive – 5 October 2023

Matters for Consideration

- 1) Confidentiality Protocol Annual 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
 - 5) Performance and Financial Monitoring Information
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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

The Overview and Scrutiny Work Programme

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