



# 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.
- Scrutiny Review Topics proposed by Members of the Council for inclusion on the Work Programme.
- Topics identified for pre-decision scrutiny.
- The draft forward programme of work for the Executive.
- Details of the current Task and Working 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 work, topics 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.*

<b>The Committee</b>	
<b>Chairman:</b> Councillor Josh Brown	
<b>Vice-Chairman:</b> Councillor Adam Kirby	
Councillor H Akberali	Councillor A Caulfield
Councillor K Davis	Councillor A Javaid
Councillor R Leach	Councillor J Morley
Councillor L Rice	Councillor M Sullivan
<b>2023/24 Committee Dates</b>	
05 June 2023	10 July 2023
11 September 2023	16 October 2023
20 November 2023	22 January 2024
19 February 2024	18 March 2024

## 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 Josh Brown  
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**Contact Person:** Toby Nash, Scrutiny and Democratic Services Officer  
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**Date Published:** 30 June 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 suggested or requested but are yet to be included against a specific meeting of the Committee.

Topic	Proposed by	Officer Comment
Biannual Overview of Complaints Report	Chair and Vice-Chair (2021/22)	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	Chair & Vice-Chair (2022/23)	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	Overview and Scrutiny Committee	To reinvoke Affinity Water following their agreement to attend first the January and then February 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.
Member Training Update	Overview and Scrutiny Committee	For the Committee to receive a report on the Member training programme, its effectiveness, and for the Committee to consider how it can be strengthened going forwards.
Invite Commissioners	Chair and Overview and Scrutiny Committee	Invite the DLUHC-appointed Commissioners to a future meeting of the Committee.
Commissioner-Officer Working Relationship	Chair	Understand how the relationship between the Corporate Leadership Team and DLUHC-appointed commissioners works and how effective it has so far been.
Scrutiny of definitions of statutory and non-statutory services	Chair and Overview and Scrutiny Committee	The Committee is interested in considering how Officers determined statutory and non-statutory services.
Invite South Western Railway	Chair	Woking has a large commuter population that relies on train services. It would be beneficial to invite representatives from South Western Railway to consider post-Covid services.

**The Work Programme 2023/24**

**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	Councillor Brown

**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	Councillor Brown

**2.2 Pre-Decision Scrutiny: Review of the Core Strategy.**

Consultation	Background Documents	Contact Person/Team
None	None	Beverley Kuchar

**3 – Working Group Updates**

**3.1 Working Group Update.** To receive an update from any meetings of the Working Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chair of each Working 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	Councillor Brown

**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	Councillor Brown

**2.2 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 – Working Group Updates**

**3.1 Working Group Update.** To receive an update from any meetings of the Working Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chair of each Working 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	Councillor Brown

### 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	Councillor Brown

**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

**2.4 Housing Revenue Account.**

Consultation	Background Documents	Contact Person/Team
None	None	Louise Strongitharm

### 3 – Working Group Updates

**3.1 Working Group Update.** To receive an update from any meetings of the Working Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chair of each Working 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	Councillor Brown

**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	Councillor Brown

**2.2 Joint Waste Management Performance Review.**

Consultation	Background Documents	Contact Person/Team
None	None	Neighbourhood Services

**3 – Working Group Updates**

**3.1 Working Group Update.** To receive an update from any meetings of the Working Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chair of each Working 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	Councillor Brown

### 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	Councillor Brown

**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 – Working Group Updates

**3.1 Working Group Update.** To receive an update from any meetings of the Working Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chair of each Working Group



## Overview and Scrutiny Committee Meeting – 18 March 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	Councillor Brown

### 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	Councillor Brown

**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	Councillor Brown

**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 – Working Group Updates

**3.1 Working Group Update.** To receive an update from any meetings of the Working Groups under the remit of the Committee.

Consultation	Background Documents	Contact Person/Team
None	None	Chair of each Working 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 – 13 July 2023**

**Matters for Consideration**

- |    |  |
|----|--|
| 1) | Medium Term Financial Strategy (MTFS)                  |
| 2) | Sheerwater Regeneration                                |
| 3) | Housing Revenue Account (HRA) Recovery Plan            |
| 4) | Public Realm Usage Policy                              |
| 5) | Town Centre Masterplan                                 |
| 6) | Equalities Annual Report 2023 including Pay Gap Report |
| 7) | Financial Monitoring Report                            |
| 8) | Performance and Financial Monitoring Information       |

**Executive – 14 September 2023**

**Matters for Consideration**

- |    |   |
|----|---|
| 1) | 2023-24 to 2026-27 Woking For All Refresh                                 |
| 2) | Victoria Arch - Housing Infrastructure Fund (HIF) Project                 |
| 3) | CIL – Application for Funding – West Byfleet Rec Tennis Court Enhancement |
| 4) | Treasury Management Annual Report 2022-23                                 |
| 5) | Write off of Irrecoverable Debt   |
| 6) | Performance and Financial Monitoring Information                          |
| 7) | Monitoring Reports - Projects   |

**Executive – 5 October 2023**

**Matters for Consideration**

- 1) Climate Change Strategy
- 2) Review of the Core Strategy
- 3) Confidentiality Protocol Annual Report

**Executive – 16 November 2023**

**Matters for Consideration**

- 1) Review of Fees and Charges 2024-25
- 2) Calendar of Meetings 2024-25
- 3) ThamesWey Business Plan
- 4) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2024-25
- 5) Draft Housing Revenue Account Budget Update 2024-25
- 6) Draft Investment Programme 2023-24 to 2027-28
- 7) Write off of Irrecoverable Debt
- 8) Performance and Financial Monitoring Information

**Executive – 18 January 2024**

**Matters for Consideration**

- 1) Monitoring Reports - Projects

**Executive – 1 February 2024**

**Matters for Consideration**

- 1) Medium Term Financial Strategy (MTFS), General Fund, Service Plans, Budgets and Prudential Indicators 2024-25
- 2) Housing Revenue Account Budgets 2024-25
- 3) Investment Programme 2023-24 to 2027-28
- 4) Capital, Investment and Treasury Management Strategies
- 5) Performance and Financial Monitoring Information

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**Executive – 21 March 2024**

**Matters for Consideration**

- 1) Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report
  - 2) Write off of Irrecoverable Debt
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**Current Working and Task Groups Responsible to the Committee**

The table below provides a list of current Working and Task Groups established by the Committee, including an indication of the resource requirements and the anticipated completion date. Any updates on the progress of individual Working and Task Groups are included elsewhere on the Committee's agenda.

<b>Economic Development Working Group</b>	
<b>Remit:</b>	<p>The Economic Development Working 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 Working Group will be expected to gain the views of Councillors/ Officers/ other representatives with a view to reporting those views to the Working Group.</p> <p>Members of the Working Group may also be charged with specific areas to research and report back on to the Working Group.</p> <p>Members of the Working Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p>
<b>Membership:</b>	Councillors Barker, Davis, Javaid, Morley, Mukherjee, Oades, Roberts.
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	11.03.09

<b>Finance Working Group</b>	
<b>Remit:</b>	<p>The Working Group has been established as a Standing Working Group to review financial issues as identified either by itself or the Overview and Scrutiny Committee. The Working 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 Working 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 Working Group meeting.</p>
<b>Membership:</b>	Councillors Akberali, Aziz, Davis, Kirby, Oades, Rice, Roberts.
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	25.05.06

## The Overview and Scrutiny Work Programme

<b>HIF Working Group</b>	
<b>Remit:</b>	<p>The HIF Working 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 Working 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.</p> <p>Members of the Working 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 Working Group.</p> <p>Members of the Working Group may also be charged with specific areas to research and report back on to the Working Group.</p> <p>Working 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, Boote, Cosnahan, Dorsett, Johnson, Lyons, Sullivan.
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	23.05.22

<b>Housing Working Group</b>	
<b>Remit:</b>	<p>The Housing Working 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.</p> <p>Members of the Working 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 Working Group.</p> <p>Members of the Working Group may also be charged with specific areas to research and report back on to the Working Group.</p> <p>Working 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 Aziz, Boote, Cosnahan, Dorsett, Johnson, Lyons, Sullivan.
<b>Resources:</b>	Officer and Councillor time.
<b>Date Established:</b>	25.05.06