



WOKING BOROUGH COUNCIL

Overview and Scrutiny Work Programme

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INTRODUCTION TO WOKING BOROUGH COUNCIL'S

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 is covers the following areas:

- Items for consideration at future meetings of the Overview and Scrutiny Committee.
- An extract from the latest version of the Council's Forward Plan.
- Any Scrutiny Review Topics proposed by Members of the Council for inclusion on the Work Programme.
- Any topics identified for pre-decision scrutiny.
- 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.

The Committee

Chairman: Councillor I Johnson

Vice-Chairman: Councillor D E Hughes

Councillor H J Addison

Councillor S Hussain

Councillor J Bond

Councillor R Mohammed

Councillor G G Chrystie

Councillor M I Raja

Councillor K Howard

Councillor C Rana

2018/19 Committee Dates

- 18 June 2018
- 16 July 2018
- 17 September 2018
- 26 November 2018
- 21 January 2019
- 25 February 2019
- 25 March 2019

Suggested Additions to the Work Programme

Decision to be Taken	Proposed by	Officer Comment
Review of Play Areas. To explore the provision of play areas in the Borough, including programme of refurbishment and equipment maintenance.	Chairman and Vice-Chairman	A review is scheduled for later this year to refresh the Council's Play Strategy – the outcome of which will influence future provision and investment. In light of this it is proposed that the Committee is invited to comment on the draft Strategy once completed, potentially early next year.
Review of Grounds Maintenance. To review the grounds maintenance programme, exploring the standard of sports provision such as football and cricket pitches to ensure the facilities are fit for purpose. Feedback to be sought from users of the facilities.	Chairman and Vice-Chairman	Update – Item added to the Work Programme for the meeting on 26 November 2018.
Health and Well-Being and the Role of Leisure Facilities. To explore options to build strong links between the health and well-being objectives of the Council and the Borough's leisure facilities.	Chairman and Vice-Chairman	Subject to further details of the proposal, Officers may be in a position to report on this topic later in the year.
Support Services for those Discharged from Hospital. To explore the different support services offered to those residents of Borough discharged from hospital.	Chairman and Vice-Chairman	There is significant amount of joint work being undertaken with partners within North West Surrey. It is suggested that the scope of the topic is discussed with Officers before a commitment can be given for a future meeting of the Committee.
Closure of Children's Centres. To consider the impact in the Borough of the County Council's proposals to close Children's Centres.	Chairman and Vice-Chairman	Further information on the current proposal of Surrey County Council will be needed before a commitment can be given for a future meeting of the Committee.

Activity Plan for the Overview and Scrutiny Committee

Overview and Scrutiny Committee Meeting – 17 September 2018			
Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr Ian Johnson
Presentations			
Dementia Friendly Borough. To receive a presentation on the work done by Woking Borough Council to support and enable individuals, communities and businesses to become Dementia Friendly across the Borough.	None	None	Jade Buckingham
Enterprise M3. Enterprise M3 is the Local Enterprise Partnership under which Woking falls and, following on from the work of the work of the Effective Scrutiny Task Group, representatives have been invite to attend the meeting of the Committee to present the Annual Report.	None	None	Frank Jeffrey

Matters for Scrutiny			
Update on Raynes Close. To receive an update on Raynes Close to ensure all the outstanding actions had been completed.	None	None	Ian Lelliott
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Councillor Ian Johnson
Basingstoke Canal Proposals Update. To receive an update on the possibility of funding dredging work as part of the Council's ambitions for the Canal, together with options to undertake litter clearing of the Canal banks.	None	None	Ray Morgan
Scrutiny Briefing Paper No. 4 – The Scrutiny Toolkit. To receive a briefing paper setting out the Council's Scrutiny Toolkit.	None	None	Frank Jeffrey
Task Group Updates			
Housing Task Group Update. To receive an update on the work of the Housing Task Group under the remit of the Committee.	None	None	Cllr I Johnson
Finance Task Group Update. To receive an update on the work of the Finance Task Group under the remit of the Committee.	None	None	Cllr K Davis

Overview and Scrutiny Committee Meeting – 26 November 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Frank Jeffrey
Countryside Estate. To receive a report exploring the options available to the Council to support the work undertaken to manage the Borough's countryside portfolio (arising from the Surrey Heathlands Project site meeting and subsequent discussions).	None	None	Ray Morgan
Update on Victoria Square Development. The Committee to receive an update on the Victoria Square Development.	None	None	Ray Morgan
Review of Grounds Maintenance. To review the grounds maintenance programme, exploring the standard of sports provision such as football and cricket pitches to ensure the facilities are fit for purpose.	Feedback to be sought from users of the facilities.	None	Geoff McManus

Matters for Scrutiny			
Celebrate Woking 2018/19 Review and Forward Plan. For the Committee to be updated on the outcomes of the various events that have taken place within the Borough over the past year and to be informed of future plans for encouraging visitors into the area.	None	None	Riette Thomas/ Chris Norrington
Task Group Updates			
Economic Development Task Group Update. To receive an update on the work of the Economic Development Task Group under the remit of the Committee.	None	None	Cllr I Johnson
Finance Task Group Update. To receive an update on the work of the Finance Task Group under the remit of the Committee.	None	None	Cllr K Davis
Housing Task Group Update. To receive an update on the work of the Housing Task Group under the remit of the Committee.	None	None	Cllr I Johnson

Overview and Scrutiny Committee Meeting – 21 January 2019			
Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Frank Jeffrey
Matters for Scrutiny			
Overview of Complaints Received – Biannual Update. For the Committee to consider the report of Complaints received since July 2018.	None	None	Joanne McIntosh
Task Group Updates			
Economic Development Task Group Update. To receive an update on the work of the Economic Development Task Group under the remit of the Committee.	None	None	Cllr I Johnson

Overview and Scrutiny Committee Meeting – 25 February 2019			
Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Frank Jeffrey
Task Group Updates			
Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.	None	None	Cllr I Johnson

Latest Version of the Forward Plan

The Forward Plan gives an indication of the decision to be taken by the Executive. Published monthly, the Forward Plan has traditionally given an indication of the decisions to be taken over the following four months.

28 June 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Notice of Motion - Cllr A-M Barker - Tackling Plastics	To consider the Notice of Motion from Cllr A-M Barker referred to the Executive by Council on 5 April 2018.	Council.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Economic Development Strategy Annual Report 2017-18	To report on the progress of the Economic Development Strategy during 2017-18.	Economic Regeneration Task Group, Cllr Davis, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Woking Integrated Transport Package	To support a bid for further Enterprise M3 funding for sustainable transport.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Treasury Management Annual Report 2017-18	To receive the Annual Treasury Management Report.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

No	Community Infrastructure Levy – Enforcement	To seek delegated authority for the Deputy Chief Executive to administer CIL enforcement in accordance with the requirements of the Community Infrastructure Levy Regulations 2010 (as amended).	Cllr Bowes, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Risk Management and Business Continuity Annual Report	To receive the annual report on Risk Management and Business Continuity.	Cllr Bittleston, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Land Management - Byfleet	<p>To consider the acquisition of land.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

12 July 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Equalities Annual Report - 2018	To receive an annual report detailing progress on the equalities agenda.	Cllr Kemp, Portfolio Holder, employees, a range of voluntary and community sector groups and organisations.	None.	Chief Executive (Ray Morgan)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Cllr Bittleston, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

Yes	Land Management - Westfield Avenue	<p>To consider the feasibility study.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
Yes	Brookwood Cemetery	<p>To consider a joint venture proposal for a development at Brookwood Cemetery.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

Yes	School Place Provision	<p>To consider a proposal to support the provision of new school places.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	Cllr Bittleston, Leader of the Council.	None.	Chief Executive (Ray Morgan)
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13 September 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	ATG Cinemas	To consider proposals for redevelopment of the Cinemas.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	ATG Cinemas	<p>To receive confidential financial information in respect of ATG Cinemas in Part I of the agenda.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

No	Contaminated Land Strategy Review Report and Future Funding	<p>To receive the Contaminated Land Strategy Review Report and the requirements for future funding of desk top studies and site investigations.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
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11 October 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Medium Term Financial Strategy (MTFS) Investment Strategy Update	Following a review of the Investment Strategy, the Executive to consider proposals to generate £3.5m of savings or income required by March 2022.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

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.

Task Group	Topic	Membership	Resources	Date Established	Anticipated Completion Date
Economic Development Task Group	To identify and seek the implementation of measures to mitigate the impact of the economic downturn on the residents, community organisations and businesses in the Borough of Woking.	Cllrs Addison, Ali, Azad, Barker, Chrystie. Davis and Johnson.	Officer and Councillor time.	11.03.09	Ongoing
Standing Finance Task Group	To review Financial issues as and when identified by the Committee. Financial Performance of the Council Management and Administration of Accounts procurement Strategy, Pension fund, Financial Strategy.	Cllrs Ashall, Azad, Barker, Bond, Davis, Hughes, and Martin.	Officer and Councillor time.	25.05.06	Ongoing
Standing Housing Task Group	To review Housing issues as and when identified by the Committee, including Housing Strategy, Housing Business Plan, Housing Service Plans, Housing Revenue Account, Housing Conditions, Housing Needs, Private Sector Housing, Home Improvement Agency, Housing and Council Tax Benefits, and monitor/review progress of the PFI Scheme	Cllrs Addison, Aziz, Bridgeman, Hughes, Johnson, Kemp and Mohammad.	Officer and Councillor time.	25.05.06	Ongoing