

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 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 16 October 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.
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Background Papers: None.

Reporting Person: Councillor Josh Brown
CllrJosh.Brown@woking.gov.uk

Date Published: 1 September 2023

Matters Arising from the Previous Minutes

Update on Actions Arising from the Overview and Scrutiny Committee held on 10 July 2023.

Minute 3		Matters Arising from the Previous Minutes
3.1	Action	<p><i>From the meeting of the Committee on 20 March 2023.</i></p> <p><i>Last update given at the meeting of the Committee 10 July 2023</i></p> <p>To consider as an item for the Work Programme, inviting South East Coast Ambulance Service and Surrey Fire and Rescue to provide updates to the Committee.</p>
	Progress	The Committee agreed to remove the item at its meeting on 10 July 2023.
	Responsible Person	The Committee / Beverley Kuchar / Mark Tabner
	Status	Completed
3.2	Action	Write to the CEO of Affinity Water asking that representatives attend a meeting of the Committee in person.
	Progress	Given the focus of the Committee in the coming months, it is suggested that this be closed and reconsidered as a Suggested Addition to the Work Programme at a future date.
	Responsible Person	Toby Nash
	Status	Ongoing
3.3	Action	Biannual Review of Complaints
	Progress	<p><i>From the meeting of the Committee on 10 July 2023.</i></p> <p>Officers to consult with Members on information, statistics and complaints for the report to ensure all queries are satisfied and define those that are otherwise reported to other Committees and Working Groups.</p>
	Responsible Person	Gareth John / Beverley Kuchar / Toby Nash
	Status	Ongoing

Matters Arising from the Previous Minutes (10 July 2023 & 14 August 2023)

Minute 6		Performance and Financial Monitoring Information
6.1	Action	The Committee requested that historic statistics on number of full-time equivalent staff be included going forward.
	Progress	Officers have drafted a table to be included in future editions of the Green Book that covers full-time equivalent staff numbers per month for the previous three years.
	Responsible Person	Human Resources
	Status	Completed
6.2	Action	Officers to provide an explanation for the high benefits overpayment collection figure.
	Progress	An explanatory note will be provided in the Green Book.
	Responsible Person	David Ripley
	Status	Completed
6.3	Action	Officers were asked to provide context for the reported visits to food premises by the Environmental Health team for the year to date.
	Progress	Officers confirmed that the figure was relative to the target set for each month, i.e. the number of premises visited was 100% of the target set for that month. Officers are reviewing the presentation of information in the Green Book so that it is clearer.
	Responsible Person	Emma Bourne
	Status	Completed

Matters Arising from the Previous Minutes (10 July 2023 & 14 August 2023)

6.4	Action	Officers to provide information on why the percentage of rising 18-year-olds was significantly lower than previous years.
	Progress	The number of attainers (16- and 17-year-olds) registering to vote has declined over the past several years across all Local Authorities in Surrey, declining at a similar rate to that seen in Woking. As of December 2022, there were 486 attainers on the electoral register. As comparison, there were 923 attainers on the register. As part of the yearly canvas this year electoral Officers will be raising awareness of the ability to register to vote with 16- and 17-year-olds and such will be promoted by social media.
	Responsible Person	Emera Chown
	Status	Completed
6.5	Action	Officers to provide information on the Council's ability to deliver affordable homes in light of its financial position.
	Progress	Officers are working towards this and will provide update in due course.
	Responsible Person	Louise Strongitharm
	Status	Ongoing
6.6	Action	The ThamesWey Group information to be updated to a more readable format, in line with that provided at Member briefings.
	Progress	Officers are assessing the suitability of the format for the Green Book.
	Responsible Person	Pino Mastromarco
	Status	Ongoing
6.7	Action	Officers to clarify the Council Tax target and benchmarking.
	Progress	The exact target for Council Tax is 98.5%, which Officers consider is achievable and has been achieved previously. Benchmarking is performed and Surrey-wide stands at approximately 98.4%.
	Responsible Person	David Ripley
	Status	Completed

Matters Arising from the Previous Minutes (10 July 2023 & 14 August 2023)

6.8	Action	Information on if an apprenticeship scheme was in place at the ThamesWey Group.
	Progress	A request for information has been sent to ThamesWey.
	Responsible Person	ThamesWey
	Status	Ongoing
6.9	Action	Officers to provide information on externally funded posts at the Council.
	Progress	Officers are working towards this and will provide update in due course.
	Responsible Person	Directors
	Status	Ongoing

Minute 8		External Assurance Review and Recovery First Steps
8.1	Action	The Chief Executive undertook to review an unsuccessful bid that was submitted to the Government in 2021 for funding.
	Progress	Attached to this report are the report from the then MHCLG (Appendix 1) and the Minister's response (Appendix 2).
	Responsible Person	Julie Fisher
	Status	Completed

END OF JULY MATTERS

Matters Arising from the Previous Minutes (10 July 2023 & 14 August 2023)

Update on Actions Arising from the Overview and Scrutiny Committee held on 14 August 2023.

Minute 5		Improvement and Recovery Programme Progress Report –August 2023
5.1	Action	A glossary of terms to be produced to accompany the Improvement and Recovery Report.
	Progress	Officers are producing a glossary of terms.
	Responsible Person	Lee Danson
	Status	Ongoing
5.2	Action	Officers to consider how the Committee could be involved in the development of the process and framework for ongoing community engagement on the Improvement and Recovery Programme.
	Progress	Officers are considering the manner in which the Committee could best contribute.
	Responsible Person	Lee Danson
	Status	Ongoing
5.3	Action	Future consultations to include questions on respondent Ward.
	Progress	Officers have agreed to consider this in future consultations.
	Responsible Person	Lee Danson
	Status	Completed
5.4	Action	The Improvement and Recovery Programme Risk Register to be supplied with all Programme progress reports received by the committee.
	Progress	Officers have confirmed that the Risk Register will form part of the progress reports.
	Responsible Person	Lee Danson
	Status	Completed

Matters Arising from the Previous Minutes (10 July 2023 & 14 August 2023)

Minute 6		Neighbourhood Community Infrastructure Levy
6.1	Action	Officers to communicate with neighbourhood forums directly.
	Progress	Officers have been in contact with neighbourhood forums.
	Responsible Person	Beverley Kuchar
	Status	Completed
6.2	Action	Officers to publish a formal statement on the website regarding Neighbourhood Community Infrastructure Levy.
	Progress	A statement has been published on the website.
	Responsible Person	Beverley Kuchar / Andy Denner
	Status	Completed

END OF AUGUST MATTERS

END OF REPORT