

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 20 November 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.

Background Papers: None.

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

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Matters Arising from the Previous Minutes

Update on Actions Arising from the Overview and Scrutiny Committee held on 11 September 2023.

Minute 3		Matters Arising from the Previous Minutes
3.1	Action	Biannual Review of Complaints
	Progress	<i>From the meeting of the Committee on 10 July 2023.</i> 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.
	Responsible Person	Gareth John / Beverley Kuchar / Toby Nash
	Status	Ongoing
3.2	Action	Officers to provide information on why the percentage of rising 18-year-olds was significantly lower than previous years.
	Progress	<i>From the meeting of the Committee on 10 July 2023.</i> 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 in 2019. 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

Matters Arising from the Previous Minutes (11 September 2023)

3.3	Action	Officers to provide information on the Council's ability to deliver affordable homes in light of its financial position.
	Progress	<i>From the meeting of the Committee on 10 July 2023.</i> Woking Borough Council will focus on securing affordable homes through the planning process and building relationships with housing associations, which was the subject of discussion at the October meeting of the Housing Working Group.
	Responsible Person	Louise Strongitharm
	Status	Completed
3.4	Action	Information on if an apprenticeship scheme was in place at the ThamesWey Group.
	Progress	ThamesWey currently has no apprentices.
	Responsible Person	ThamesWey
	Status	Completed
3.5	Action	The ThamesWey Group information to be updated to a more readable format, in line with that provided at Member briefings.
	Progress	<i>From the meeting of the Committee on 10 July 2023.</i> The information presented in the Green Book, as well as how the information is presented, is currently under review.
	Responsible Person	Pino Mastromarco
	Status	Ongoing

Matters Arising from the Previous Minutes (11 September 2023)

3.6	Action	Officers to provide information on externally funded posts at the Council.
	Progress	<i>From the meeting of the Committee on 14 August 2023.</i> Efforts to establish as many staff as possible through external funding and transfer to partners is ongoing through the organisation redesign. Once the restructure has occurred information can be provided to Members.
	Responsible Person	Directors
	Status	Completed
3.7	Action	A glossary of terms to be produced to accompany the Improvement and Recovery Report.
	Progress	<i>From the meeting of the Committee on 14 August 2023.</i> A glossary of terms has been produced (Appendix 1) and shall be included in updates to the Improvement and Recovery Programme.
	Responsible Person	Lee Danson
	Status	Completed

Minute 9	Work Programme	
9.1	Action	Officers to draft a Terms of Reference for the HS2 Brookwood Cemetery Funding Task & Finish Group
	Progress	A draft Terms of Reference has been included for the Committee's consideration.
	Responsible Person	Toby Nash
	Status	Completed
9.2	Action	Officers to arrange workshop(s) ahead of Budget setting for the 2024/25 year, which was to occur in February 2024.
	Progress	Officers have built into the timetable for the finance papers dates for workshop.
	Responsible Person	Section 151 Officer / Democratic Services
	Status	Completed

Matters Arising from the Previous Minutes (11 September 2023)

Minute 10		MTFS (Medium Term Financial Strategy)
10.1	Action	Officers to provide more details on the cost of delivery services.
	Progress	This is being developed for future editions of the MTFS.
	Responsible Person	Corporate Leadership Team
	Status	Completed
10.2	Action	Officers undertook to provide details on the cost of running Pool in the Park and subsidy from the Council.
	Progress	Officers are working to provide the information to Members.
	Responsible Person	Section 151 Officer / Strategic Director of Communities.
	Status	Ongoing
10.3	Action	Officers undertook to review the costs of pavilions and if they could be split by facility.
	Progress	On review, the piece of work is significant and complex due to much of the cost being bundled into larger contracts. Officers instead propose working with any interested party, once identified, to consider all costs associated with a pavilion.
	Responsible Person	Corporate Leadership Team
	Status	Completed

END OF REPORT