

## 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 19 February 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.
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**Background Papers:** None.

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

**Date Published:** 19 January 2024

Matters Arising from the Previous Minutes

Update on Actions Arising from the Overview and Scrutiny Committee held on 20 November 2023.

Minute 3		Matters Arising from the Previous Minutes
3.1	Action	Biannual Review of Complaints
	Progress	<p><i>From the meeting of the committee on 20 November 2023.</i></p> <p>Officers were requested to explore the possibility of bringing a report on complaints to the November Committee meeting.</p> <p>It has not been possible to bring a report to the meeting due to Officer resource and time constraints. Officers will endeavour to bring a report at the earliest opportunity and will engage with Members on its content.</p>
	Responsible Person	Gareth John / Beverley Kuchar / Toby Nash
	Status	Ongoing
3.2	Action	The ThamesWey Group information to be updated to a more readable format, in line with that provided at Member briefings.
	Progress	As part of the company governance framework the performance indicators are being reviewed.
	Responsible Person	Pino Mastromarco
	Status	Ongoing
3.3	Action	Officers undertook to provide details on the cost of running Pool in the Park and subsidy from the Council.
	Progress	Figures for 2023/24 show total running costs of £2.79m and an expected subsidy from the Council of £641,000.
	Responsible Person	Eugene Walker / Louise Strongitharm.
	Status	Completed

Matters Arising from the Previous Minutes

3.4	Action	Officers undertook to review the costs of pavilions.
	Progress	Each pavilion will require a condition survey to give accurate figures. Where there is interest from a community group in taking on one or more pavilion, this work can be pursued.
	Responsible Person	Corporate Leadership Team
	Status	Completed

Minute 4		Urgent Business
4.1	Action	Development of a new Fees and Charges report with more contextual information in was added to the work programme of the Finance Working Group. The Group was requested to provide an update, including indicative timescales to the February meeting of the Overview and Scrutiny Committee.
	Progress	The item has been added to the Working Group's work programme.
	Responsible Person	Eugene Walker / Democratic Services
	Status	Ongoing
4.2	Action	Officers were requested to provide information on the running costs of the Homelink service.
	Progress	The service is externally funded by a £1.3m grant from central government that is distributed by Surrey County Council. All staff and expenditure is from the capital grant and external funding and consequently there is no cost to Woking Borough Council.
	Responsible Person	Louise Strongitharm
	Status	Ongoing

Matters Arising from the Previous Minutes

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

Minute 9		Performance Monitoring Information
9.1	Action	Officers were requested to explain why Byfleet ward had -£4000 in its Community Infrastructure Levy Account and how this would be brought back to balance.
	Progress	A proportion of West Byfleet moneys received was unfortunately misattributed to Byfleet Ward. This error has now been picked up and corrections to the database made. As more CIL money is received for Byfleet it shall be recouped.
	Responsible Person	Beverley Kuchar
	Status	Completed
9.2	Action	Inclusion of voter registration information in future editions.
	Progress	Officers continue to review the content of the Performance Monitoring Information and can include such information in future editions.
	Responsible Person	Julie Fisher / Emera Chown
	Status	Ongoing
9.3	Action	Officers sought to clarify the expenditure of Voter ID funds provided by the Government.
	Progress	The costs related to the total forecast overspend in electoral services of which spend on Voter ID was part. The variance continues to be explored and will be reported in due course.
	Responsible Person	Julie Fisher / Emera Chown
	Status	Ongoing

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9.4	Action	The Committee recommended several areas for improvement and increased clarity for the Performance Monitoring Information including consistent use of red, amber, green for figures.
	Progress	Officers have taken on board all feedback from the Committee as well as continuing to review the information and would update the next edition.
	Responsible Person	Pino Mastromarco
	Status	Ongoing

Minute 10		Financial Monitoring Report – Budget Monitoring and Forecast 2023-24 – Quarter 2
10.1	Action	To provide a breakdown of electricity costs for Red car park.
	Progress	Since opening in April 2023 until the end of November 2023 a total of £30,020 +VAT of energy has been used.
	Responsible Person	Kevin Foster
	Status	Ongoing

END OF REPORT