

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 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.
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Background Papers: None.

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

Date Published: 20 February 2024

Matters Arising from the Previous Minutes

Update on Actions Arising from the Overview and Scrutiny Committee held on 29 January 2024.

Minute 3		Matters Arising from the Previous Minutes
3.1	Action	Biannual Review of Complaints
	Progress	<i>From the meeting of the committee on 20 November 2023.</i> Officers were requested to explore the possibility of bringing a report on complaints to the November Committee meeting. 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.
	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	<i>From the Committee meeting – 20 November 2023.</i> As part of the company governance framework the performance indicators are being reviewed.
	Responsible Person	Pino Mastromarco
	Status	Ongoing
3.3	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	<i>From the Committee meeting – 20 November 2023.</i> Due to the work programme of the FWG and resources required to deliver the various budget and capital items this has necessarily been delayed. It will form part of the Medium Term financial update to the Executive in the first quarter of 2024/25.
	Responsible Person	Eugene Walker / Democratic Services
	Status	Ongoing

Matters Arising from the Previous Minutes

3.4	Action	Officers were requested to provide information on the running costs of the Homelink service.
	Progress	<i>From the Committee meeting – 20 November 2023.</i> 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	Completed
3.5	Action	Inclusion of voter registration information in future editions.
	Progress	<i>From the Committee meeting – 11 December 2023.</i> 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
3.6	Action	Officers sought to clarify the expenditure of Voter ID funds provided by the Government.
	Progress	<i>From the Committee meeting – 11 December 2023.</i> 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	Completed
3.7	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

Matters Arising from the Previous Minutes

3.8	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	Completed

Minute 6		Financial Monitoring Report - Budget Monitoring and Forecast 2023-24 - Quarter 3
6.1	Action	Table headings to carry overpage.
	Progress	This will be reflected in the next edition.
	Responsible Person	Kevin Foster
	Status	Ongoing
6.2	Action	Officers to provide an explanation of the £705,000 overspend on National Non-Domestic Rates (NNDR) for Red car park.
	Progress	As the car park was a new building, estimates were made for what the proposed costs may be for NNDR in 2022. These estimates proved to be lower than the rateable value determined by the Valuation Office Agency (VOA). No bill was generated and sent to WBC for 2022/23 within that financial year. Once the NNDR bill was received, it included a significant variation on the rateable value for previous years that the VOA did not apply until 24/04/23 but backdated it for previous years. This unfortunately meant it was after our internal cut offs for accruals from the previous year, and so the payments made in 2023/24 included these VOA variations to previous years bills at a further additional cost of £364,614.14 combined
	Responsible Person	Mark Tabner / Beverley Kuchar
	Status	Completed

Matters Arising from the Previous Minutes

Minute 8		General Fund Budgets Update 2024-25
8.1	Action	Officers to provide a job description for the role of the debt coordinator post as part of Council papers.
	Progress	This has been superseded by the proposed hardship policy that will be presented to Council on 4 th March. Details of this appear at item 9 of the Committee's agenda.
	Responsible Person	Julie Fisher
	Status	Completed

Minute 9		Housing Revenue Account Budgets 2024-25
9.1	Action	The Committee recommended that residents be provided communication that although works had been provisioned in the budget the programme would take time to be fulfilled.
	Progress	Information on the programme has been communicated in the tenant newsletter.
	Responsible Person	Louise Strongitharm / Julie Fisher
	Status	Completed

END OF REPORT