



Scrutiny Work Programme

Woking Borough Council runs three Scrutiny Committees: Communities & Housing Scrutiny Committee, Environment & Place Scrutiny Committee, and Resource and Finance Scrutiny Committee.

Each Committee is composed of seven Councillors. Any Councillor may sit on a Scrutiny Committee apart from members of the Executive.

This document is published with the purpose of assisting the Council in its overview and scrutiny role. The Work Programme covers the following areas:

- A forward plan of items to be received at future meetings of the three Scrutiny Committees and the expected meeting at which each item will be received.
- Suggested items for the Forward Plans.
- Any Scrutiny Review Topics proposed by Members of the Council and reviewed by the Chair and Vice-Chair of the respective Committee.
- A tracker of the recommendations and actions made by any of the Committees.
- The draft forward programme for the Executive.
- Details of any current Task and Working Groups set up by any of the Scrutiny Committees.

Any changes to the Work Programme since it was last published have been highlighted in green.

Communities & Housing	Environment & Place	Resource & Finance
Chair:	Chair:	Chair:
Cllr Steve Greentree	Cllr John Morley	Cllr Amanda Boote
Vice-Chair:	Vice-Chair:	Vice-Chair:
Cllr Daryl Jordan	Cllr Chris Martin	Cllr Leslie Rice
Members:	Members:	Members:
Cllr Attia Aslam Cllr Bonsundy-O'Bryan Cllr Mukherjee Cllr Mumtaz Cllr Sullivan	Cllr Akberali Cllr Graves Cllr Kuipers Cllr Leach Cllr Raja	Cllr Cosnahan Cllr Greentree Cllr Javaid Cllr Oades Cllr Pandher Cllr Pearce
Meeting Dates:	Meeting Dates:	Meeting Dates:
30 July 2024 8 October 2024 7 January 2025	18 July 2024 3 December 2024 4 March 2025	9 July 2024 10 September 2024 5 November 2024 4 February 2025 6 March 2025

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 Amanda Boote
Email: CllrAmanda.Boote@woking.gov.uk

Contact Person: Toby Nash, Scrutiny and Democratic Services Officer
Email: toby.nash@woking.gov.uk, Extn: 3056

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REPORT ENDS

Forward Plans of the Scrutiny Committees

As well as items listed below for each Committee, there shall be a number of standing items for consideration. These include, but are not limited to:

- Scrutiny Work Programme
- Recommendation & Action Tracker
- Performance Management Information
- Task or Working Group Updates

Communities & Housing Scrutiny Committee

30 July 2024 | 8 October 2024 | 7 January 2025

Meeting Date	Item	Added	Item Owner

Environment & Place Scrutiny Committee

18 July 2024 | 3 December 2024 | 4 March 2025

Meeting Date	Item	Added	Item Owner

Resource & Finance Scrutiny Committee

9 July 2024 | 10 September 2024 | 5 November 2024 | 4 February 2025 | 6 March 2025

Meeting Date	Item	Added	Item Owner

Suggested Items for the Forward Plans

Set out below are topics suggested for a future meeting of the Scrutiny Committees along with proposer, proposal date, and officer comment.

At the end of the 2023/24 Municipal Year the Council reconstituted its single Overview & Scrutiny Committee into three, directorate-specific Scrutiny Committees.

| Key: O&S – Overview & Scrutiny Committee | C&H – Communities and Housing Scrutiny Committee | E&P – Environment & Place Scrutiny Committee | R&F – Resource & Finance Scrutiny Committee |

Topic	Proposed by	Date	Intended Committee	Officer Comment
Biannual Overview of Complaints Report	Chair and Vice-Chair	2021/21 Municipal Year	R&F	Following the meeting of the Committee on 21 February 2022 it was expressed by Members that the possibility of having this report appear at the Committee twice a year, as opposed to once a year would be beneficial.
Invite Thames Water	O&S	2023/24 Municipal Year	E&P	In recognition of the Work Programme for the remainder of the Municipal Year and the position of Thames Water the item has been delayed for consideration until the next Municipal Year.
Invite Commissioners	O&S Chair & Committee	2023/24 Municipal Year	C&H E&P R&F	Invite the DLUHC-appointed Commissioners to a future meeting of the Committee.
Scrutiny of definitions of statutory and non-statutory services	O&S Chair & Committee	2023/24 Municipal Year	R&F	The Committee is interested in considering how Officers determined statutory and non-statutory services.
Review of Member Development	O&S Committee	2023/24 Municipal Year	R&F	At its meeting on 28 February 2024 the Committee requested a report on Member development.
Plan for Member and Officer Finance Training	O&S Committee	2023/24 Municipal Year	R&F	At its meeting on 28 February 2024 the Committee requested a report on plans for financial training for Members and Officers.
St Johns Footbridge	O&S Committee	2023/24 Municipal Year	E&P	The Chair and Vice-Chair agreed to put onto the Work Programme consideration of inviting Network Rail to discuss plans to replace the St Johns Footbridge.

Scrutiny Topic Review Requests

Councillors, residents, and those employed or that study in the Borough may submit scrutiny topic review requests to one of the Scrutiny Committees. Each topic request will be considered at first stage by the Chair and Vice-Chair of the respective Committee in consultation with the Proper Officer and Scrutiny Officer. If it is not clear to which Committee the topic pertains it shall be considered by the Chairs' Forum and directed on. Scrutiny topic review requests may not be progressed to publication if, when considered at the first stage, the topic is rejected. Full details on why a topic would be rejected may be found in the Council's Constitution.

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Topic	Submission Date	Submitter	Date of First Stage Review

Recommendations and Actions Tracker

The Recommendations and Actions Tracker allows the scrutiny committees to monitor responses, actions and outcomes against their recommendations or requests for further action. The tracker is updated following each meeting. Once an action has been completed, it will be removed from the tracker following the next meeting.

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Topic	Meeting Date	Target Committee/ Member/ Officer	Response	Status (open/ closed)

The Draft Executive Forward Plan

The following list sets out the draft forward programme of work for the Executive over the coming year. The programme is subject to additions and alterations and will be updated for future meetings of the Scrutiny Committees. The purpose of the list is to enable the Members the Committees to identify those items they would like to scrutinise and perform as pre-decision scrutiny. The list includes those items for recommendation to Council as well as those for determination by the Executive.

Executive – 11 July 2024

Matters for Consideration	Decision Type
1) General Fund Medium Term Financial Strategy (MTFS)	Executive Resolve
2) Fees and Charges 2024-25 Review for Car Park Tariffs	Rec to Council
3) Leisure Services	Executive Resolve
4) Equalities Annual Report 2024 including Pay Gap Report	Executive Resolve
5) Treasury Management Annual Report 2023-24	Executive Resolve

Executive – 12 September 2024

Matters for Consideration	Decision Type
1) Improvement and Recovery Plan	Rec to Council
2) Climate Change Strategy	Rec to Council
3) Sheerwater Land Transfer	
4) Asset Disposal	Executive Resolve
5) Draft List of Locally Listed Heritage Assets 'The Local List'	Executive Resolve
6) Performance Management Report	Executive Resolve
7) Budget Monitoring Q1	Executive Resolve
8) Project Monitoring Report	Executive Resolve
9) Asset Disposal (PART II)	Executive Resolve

Executive – 17 October 2024

Matters for Consideration	Decision Type
1) Asset Disposal	Executive Resolve
2) Asset Disposal (PART II)	Executive Resolve

Executive – 14 November 2024

Matters for Consideration	Decision Type
1) Review of Fees and Charges 2025-26	
2) 30 Year Housing Revenue Account (HRA) Business Plan	
3) Calendar of Meetings 2025-26	
4) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2025-26	
5) Draft Housing Revenue Account Budget Update 2025-26	
6) Draft Capital Programme 2024-25 to 2028-29	
7) Asset Disposal	
8) Performance Management Report	
9) Budget Monitoring Q2	
10) Asset Disposal (PART II)	

Executive – 5 December 2024

Matters for Consideration	Decision Type
1) Asset Disposal	
2) Project Monitoring Report	
3) Asset Disposal (PART II)	

Executive – 16 January 2025

Matters for Consideration	Decision Type
1) Asset Disposal	
2) Asset Disposal (PART II)	

Executive – 13 February 2025

Matters for Consideration	Decision Type
1) General Fund Budget 2025-26	
2) Housing Revenue Account Budgets 2025-26	
3) Capital Programme 2024-25 to 2028-29	
4) Asset Disposal	
5) Performance Management Report	
6) Budget Monitoring Q3	
7) Asset Disposal (PART II)	

Executive – 13 March 2025

Matters for Consideration	Decision Type
1) Improvement and Recovery Plan Progress Update	Rec to Council
2) Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report	
3) Write off of Sundry Debts	
4) Asset Disposal	
5) Project Monitoring Report	
6) Asset Disposal (PART II)	

Current Working and Task Groups Responsible to the Committee

The table below provides a list of current Working and Task Groups established by the Committee, including an indication of the resource requirements and the anticipated completion date. Any updates on the progress of individual Working and Task Groups are included elsewhere on the Committee’s agenda.

Finance Working Group	
Remit:	<p>The Finance Working Group has been established to review financial issues as identified either by itself or the Scrutiny Committees. The Working Group will receive financial information, including reports to the Executive, to enable it to undertake effective scrutiny of the financial performance of the Council.</p> <p>The Working Group will receive reports on areas such as Treasury Management, Budget Process and Financial Forecast, Statement of Accounts, Investment Programme, Review of Fees and Charges, General Fund Budget, Update on Commercial Rents, Update on Irrecoverable Debt, and matters arising from the Green Book. Its Work Programme will be received at each Working Group meeting.</p>
Membership:	Cllrs Boote (Chair), Rice (Vice-Chair), Greentree, Morley, Oades, Pandher
Resources:	Officer and Councillor time.
Date Established:	25.05.06