



# 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.
- Strategic Risk Register (Appendix).

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

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

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

**Date Published:** 22 July 2024

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          |
|----------------|---|-------|---------------------|
| 8 October 2024 | Housing Improvement Programme               | WPS*  | Louise Strongitharm |
| 8 October 2024 | CAT Policy and Update                       | WPS   | Riëtte Thomas       |
| 8 October 2024 | Housing Revenue Account Business Plan       | WPS   | Louise Strongitharm |
| 7 January 2025 | Housing Complaints                          | WPS   | Rosalynn Funnell    |
| 7 January 2025 | Fees and Charges for Discretionary Services | WPS   | Louise Strongitharm |
| 7 January 2025 | Report from Tenant Panel                    | WPS   | Rosalynn Funnell    |

\*WPS – Work Programming Session

Environment & Place Scrutiny Committee

18 July 2024 | 5 September 2024 | 3 December 2024 | 4 March 2025

| Meeting Date     | Item  | Added | Item Owner  |
|------------------|---|-------|-------------|
| 5 September 2024 | Community Infrastructure Levy                         | WPS*  | Jill Peet   |
| 5 September 2024 | Fees and Charges 2024-25 – Review of Car Park Tariffs | WPS   | Mark Tabner |
| 5 September 2024 | Climate Change Strategy                               | WPS   | Jill Peet   |
| 3 December 2024  | Local Plan – Timeframe                                | WPS   | Jill Peet   |
| 3 December 2024  | Renters Reform Bill                                   | WPS   | Emma Bourne |
| To be confirmed  | Food Safety Service Plan                              | WPS   | Emma Bourne |

\*WPS – Work Programming Session

**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         |
|-------------------|---|-------|--------------------|
| 10 September 2024 | Contracts, Procurement, and New Legislation | WPS*  | Kevin Foster       |
| 10 September 2024 | Commercial Protocol                         | WPS   | Kevin Foster       |
| 5 November 2024   | Insourcing of Facilities Management         | WPS   | David Loveless     |
| 5 November 2024   | Management of Assets                        | WPS   | David Loveless     |
| 5 November 2024   | Companies Governance Overview               | WPS   | Kevin Foster       |
| 2025              | Overview of Internal Audit                  | WPS   | Pino Mastromarco   |
| 2025              | Financial Management Information            | WPS   | Stephen Fitzgerald |

\*WPS – Work Programming Session

## 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.   |
| 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.

| 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 | 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.

| 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  | Meeting Date/ Item       | Target Committee/ Member/ Officer | Response | Status (open/ closed) |
|--|--------------------------|-----------------------------------|----------|-----------------------|
| Status of Finance training for Officers.   | 09/07/2024<br>Item 5 R&F | Stephen Fitzgerald                |          | Open                  |
| Add sections on potential impact of delaying or not undertaking a project to the template project mandate. | 09/07/2024<br>Item 6 R&F | Pino Mastromarco                  |          | Open                  |
| A review of what is considered to be a project be undertaken.  | 09/07/2024<br>Item 6 R&F | Pino Mastromarco                  |          | Open                  |
| Review the Council's approach to risk appetite   | 09/07/2024<br>Item 7 R&F | Pino Mastromarco                  |          | Open                  |
| Absolute value be included for certain performance indicators.   | 09/07/2024<br>Item 8 R&F | Pino Mastromarco                  |          | Open                  |
| A performance indicator that captured the substance of complaints be developed.                            | 09/07/2024<br>Item 8 R&F | Pino Mastromarco                  |          | Open                  |
| Performance indicators for staff turnover and vacancies be included.                                       | 09/07/2024<br>Item 8 R&F | Pino Mastromarco                  |          | Open                  |
| An age analysis of past dues for Council Tax and Rateable Value (Business Rates) be produced)              | 09/07/2024<br>Item 8 R&F | Kevin Foster                      |          | Open                  |



## 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) Leisure Services                                       | Executive Resolve |
| 3) Equalities Annual Report 2024 including Pay Gap Report | Executive Resolve |
| 4) Treasury Management Annual Report 2023-24              | Executive Resolve |

### Executive – 12 September 2024

| Matters for Consideration  | Decision Type     |
|--|-------------------|
| 1) Improvement and Recovery Plan Progress                        | Rec to Council    |
| 2) Fees and Charges 2024-25 Review for Car Park Tariffs          | Rec to Council    |
| 3) Climate Change Strategy                                       | Rec to Council    |
| 4) Sheerwater Land Transfer                                      | Executive Resolve |
| 5) Asset Disposal  | Executive Resolve |
| 6) Draft List of Locally Listed Heritage Assets 'The Local List' | Executive Resolve |
| 7) Performance Management Report                                 | Executive Resolve |
| 8) Budget Monitoring Q1  | Executive Resolve |
| 9) Project Monitoring Report                                     | Executive Resolve |
| 10) 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  | Rec to Council    |
| 2) 30 Year Housing Revenue Account (HRA) Business Plan                         | Rec to Council    |
| 3) Calendar of Meetings 2025-26  | Rec to Council    |
| 4) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2025-26 | Executive Resolve |
| 5) Draft Housing Revenue Account Budget Update 2025-26                         | Executive Resolve |
| 6) Draft Capital Programme 2024-25 to 2028-29                                  | Executive Resolve |
| 7) Asset Disposal  | Executive Resolve |
| 8) Performance Management Report   | Executive Resolve |
| 9) Budget Monitoring Q2  | Executive Resolve |
| 10) Asset Disposal (PART II)   | Executive Resolve |

Executive – 5 December 2024

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

**Executive – 16 January 2025**

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

**Executive – 13 February 2025**

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

**Executive – 13 March 2025**

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

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    |  |
|--------------------------|--|
| <b>Remit:</b>            | <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 Performance Monitoring Information. Its Work Programme will be received at each Working Group meeting.</p> |
| <b>Membership:</b>       | Cllrs Boote (Chair), Rice (Vice-Chair), Greentree, Morley, Oades, Pandher  |
| <b>Resources:</b>        | Officer and Councillor time.   |
| <b>Date Established:</b> | 25/05/06   |