



# 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
<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 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
<b>Meeting Dates:</b>	<b>Meeting Dates:</b>	<b>Meeting Dates:</b>
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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## 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

Environment & Place Scrutiny Committee

18 July 2024 | 3 December 2024 | 4 March 2025

Meeting Date	Item	Added	Item Owner
3 December 2024	Local Plan – Timeframe	WPS	Jill Peet
3 December 2024	Environmental Health Service Plans: Food Safety, Health and Safety, and Housing Standards	WPS	Emma Bourne

**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
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
6 March 2025	Financial Management Information	WPS	Stephen Fitzgerald

## 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.
Emergency Planning and Business Continuity	Officers	August 2024	E&P	Review the emergency planning and business continuity procedures in place.
UKSPF Projects Update	Officers	August 2024	E&P	To receive an update on the UKSPF projects.
Approach to Retender of Waste Contract	Officers	August 2024	E&P	Receive an overview of the waste contract retender.

## The Scrutiny Work Programme

Treasury Management Mid-Year Review	Officers	August 2024	R&F	To scrutinise the treasury management. Target meeting: 5 November 2024.
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### 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: C&H – Communities & 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 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 Item 6 R&F	Pino Mastromarco	Already included in the project workbook. Can be added to the project mandate pending approval from CLT.	Open
A review of what is considered to be a project be undertaken.	09/07/2024 Item 6 R&F	Pino Mastromarco	Project definition will be added to the Council's intranet to provide guidance for Officers.	Open
Review the Council's approach to risk appetite	09/07/2024 Item 7 R&F	Pino Mastromarco	Pino Mastromarco to raise at future Assurance meetings with CLT to enable risk appetite to be reviewed and adjusted as necessary.	Open
Absolute value be included for certain performance indicators.	09/07/2024 Item 8 R&F	Pino Mastromarco	Both percentages and raw numbers can be added to certain performance indicators	Open
A performance indicator that captured the substance of complaints be developed.	09/07/2024 Item 8 R&F	Gareth John	This is being developed and will be reported on in due course.	Open
Performance indicators for staff turnover and vacancies be included.	09/07/2024 Item 8 R&F	Pino Mastromarco	Officers will look to add numbers to the percentages in current key performance indicators where appropriate. Vacancies fluctuate frequently throughout each reporting period and Officers consider this may not be a useful metric.	Open



**The Scrutiny Work Programme**

An age analysis of past dues for Council Tax and Rateable Value (Business Rates) be produced)	09/07/2024 Item 8 R&F	Kevin Foster	This is being reviewed by Officers.	Open
Complaints handling training material for Officers be shared with Members	30/07/2024 Item 9 C&H	Rosalynn Funnell		Open
The Committee discussed the planned tenant engagement sessions, and it was requested which ones Councillors could attend	30/07/2024 Item 9 C&H	Rosalynn Funnell		Open
The Committee discussed the potential for tenant representatives to be involved with the Committee.	30/07/2024 Item 9 C&H	Rosalynn Funnell		Open
Officers agreed to provide Councillors with details of the groups that could be set up by tenants.	30/07/2024 Item 9 C&H	Rosalynn Funnell		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 – 12 September 2024

Matters for Consideration	Decision Type
1) Grounds Maintenance and Street Cleaning Contract Re-tender	Rec to Council
2) Climate Change Strategy	Rec to Council
3) Housing Standards Enforcement Policy and Housing Standards Civil Penalty Notice (CPN) Policy	Rec to Council
4) Improvement and Recovery Plan Progress	Executive Resolve
5) Local Authority Housing Fund (LAHF)	Executive Resolve
6) Legacy Adjustments to the Housing Revenue Account (HRA)	Executive Resolve
7) Draft List of Locally Listed Heritage Assets 'The Local List'	Executive Resolve
8) Performance Management Report	Executive Resolve
9) Budget Monitoring Q1 2024-25	Executive Resolve
10) Grounds Maintenance and Street Cleaning Contract Re-tender (PART II)	Rec to Council

### Executive – 17 October 2024

Matters for Consideration	Decision Type
1) Working for All Strategy	Rec to Council
2) Grant Thornton Remuneration	Executive Resolve
3) UK Shared Prosperity Fund (UKSPF)	Executive Resolve
4) Asset Disposal	Executive Resolve
5) 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) Sheerwater Land Transfer	Executive Resolve
8) Asset Disposal	Executive Resolve
9) Performance Management Report	Executive Resolve
10) Budget Monitoring Q2 2024-25	Executive Resolve
11) 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 2024-25	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 Green Book. 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