



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:
Vacant	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 Spenser Cllr Sullivan	Cllr Akberali Cllr Graves Cllr Kuipers Cllr Leach Cllr Raja	Cllr Cosnahan Cllr Javaid Cllr Morley Cllr Oades Cllr Pandher Cllr Pearce
Meeting Dates:	Meeting Dates:	Meeting Dates:
30 July 2024 8 October 2024 7 January 2025	18 July 2024 (cancelled) 5 September 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: The Chair

Contact Person: Toby Nash, Scrutiny and Democratic Services Officer

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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*	Strategic Director of Communities
8 October 2024	CAT Policy and Update	WPS	PMO Project Manager
8 October 2024	Housing Revenue Account Business Plan	WPS	Strategic Director of Communities
7 January 2025	Housing Complaints	WPS	Resident Engagement Team Leader
7 January 2025	Fees and Charges for Discretionary Services	WPS	Strategic Director of Communities
7 January 2025	Report from Tenant Panel	WPS	Resident Engagement Team Leader

Environment & Place Scrutiny Committee

18 July 2024-(cancelled) | 5 September 2024 | 3 December 2024 | 4 March 2025

Meeting Date	Item	Added	Item Owner
3 December 2024	Local Plan – Timeframe	WPS	Planning Policy Manager
3 December 2024	Environmental Health Service Plans: Food Safety, Health and Safety, and Housing Standards	WPS	Head of Environmental Health
3 December 2024	Invitation to Thames Water	EPSC (5/09/2024)	Scrutiny and Democratic Services Officer
4 March 2025	Emergency Planning and Business Continuity	Officers	Interim Strategic Director of Place
4 March 2025	UKSPF Projects Update	Officers	Interim Strategic Director of Place
4 March 2025	Approach to Retender of Waste Contract	Officers	Head of Environmental Services

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	Head of Property Services
5 November 2024	Management of Assets	WPS	Head of Property Services
5 November 2024	Companies Governance Overview	WPS	Strategic Director of Corporate Resources
2025	Overview of Internal Audit	WPS	Head of Commercial, Corporate Strategy, and Performance Service
6 March 2025	Financial Management Information	WPS	Section 151 Officer
6 March 2025	Items for consideration on the 2025/26 Work Programme	RFSC (10/09/24)	Scrutiny Officer

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 | CHSC – Communities & Housing Scrutiny Committee | EPSC – Environment & Place Scrutiny Committee | RFSC – 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	RFSC	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 Commissioners	O&S Chair & Committee	2023/24 Municipal Year	CHSC EPSC RFSC	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	RFSC	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	RFSC	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	EPSC	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.
Treasury Management Mid-Year Review	Officers	August 2024	RFSC	To scrutinise the treasury management. Target meeting: 5 November 2024.
Risk Register	RFSC Committee	10 September 2024	RFSC	Requested by the Committee for a future meeting. A preferred meeting to be agreed with the Chair.

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 | CHSC – Communities and Housing Scrutiny Committee | EPSC – Environment & Place Scrutiny Committee | RFSC – 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: CHSC – Communities & Housing Scrutiny Committee | EPSC – Environment & Place Scrutiny Committee | RFSC – Resource & Finance Scrutiny Committee

Topic	Meeting Date/ Item	Target Committee/ Member/ Officer	Response	Status (target date)
Status of Finance training for Officers.	09/07/2024 Item 5 RFSC	Section 151 Officer		Open
Add sections on potential impact of delaying or not undertaking a project to the template project mandate.	09/07/2024 Item 6 RFSC	Commercial, Corporate Strategy and Performance	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 RFSC	Commercial, Corporate Strategy and Performance	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 RFSC	Commercial, Corporate Strategy and Performance	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 RFSC	Commercial, Corporate Strategy and Performance	Both percentages and raw numbers can be added to certain performance indicators	Open

The Scrutiny Work Programme

A performance indicator that captured the substance of complaints be developed.	09/07/2024 Item 8 RFSC	Monitoring Officer	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 RFSC	Commercial, Corporate Strategy and Performance	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
An age analysis of past dues for Council Tax and Rateable Value (Business Rates) be produced)	09/07/2024 Item 8 RFSC	Strategic Director of Corporate Resources	This is being reviewed by Officers.	Open
Complaints handling training material for Officers be shared with Members	30/07/2024 Item 9 CHSC	Resident Engagement Team Leader		Open (08/10/2024)
The Committee discussed the planned tenant engagement sessions, and it was requested which ones Councillors could attend	30/07/2024 Item 9 CHSC	Resident Engagement Team Leader	<p>Email was sent out to councillors. At present, Councillors can attend the community events and public events held.</p> <p>The focus groups are not for any other WBC staff or councillors to be attending (apart for resident engagement team), this ensures responses are honest and the meeting is open.</p> <p>The RLP is currently being restructured through the resident engagement strategy and its terms of reference reviewed, we would hope for councillors to be able to attend, when required, in future. Any changes need to be confirmed with tenants/leaseholders through consultation and the formation of the resident engagement strategy.</p>	Open (08/10/2024)
The Committee discussed the potential for tenant representatives to be involved with the Committee.	30/07/2024 Item 9 CHSC	Resident Engagement Team Leader	Meeting held – the RLP structure is being reviewed and a representative will be reviewed	Open (08/10/2024)

The Scrutiny Work Programme

<p>Officers agreed to provide Councillors with details of the groups that could be set up by tenants.</p>	<p>30/07/2024 Item 9 CHSC</p>	<p>Resident Engagement Team Leader</p>	<p>Housing Resident Engagement have our own set groups which will be being formed in the Resident Engagement Strategy development and through social housing tenant/leaseholder consultation.</p> <p>If residents want to set up their own groups e.g. Resident Action Groups, they are able to, this is not to be managed by the council and is managed by the residents themselves. If residents are unsure on how to set up groups or would like to discuss – they can do so by contacting the resident engagement team, we can advise the documentation required and look at supporting, if this supports our resident engagement strategy.</p>	<p>Open (08/10/2024)</p>
<p>Council housing stock without confirmed electrical certification and smoke detection.</p>	<p>05/09/2024 Item 6 EPSC</p>	<p>Strategic Director of Communities</p>		<p>Open (03/12/24)</p>
<p>The effectiveness of the mobile CCTV cameras in reducing fly tipping.</p>	<p>05/09/2024 Item 6 EPSC</p>	<p>Head of Environmental Services</p>		<p>Open (03/12/24)</p>
<p>Pass on praise for the marked increase in users of leisure services to the Strategic Director of Communities.</p>	<p>05/09/2024 Item 6 EPSC</p>	<p>Strategic Director of Communities</p>		<p>Open (03/12/24)</p>
<p>Ongoing concern from the previous Overview and Scrutiny Committee on bin collections.</p>	<p>05/09/2024 Item 6 EPSC</p>	<p>Head of Environmental Services</p>	<p>A meeting with the Head of Environmental Services.</p>	<p>Open (03/12/24)</p>
<p>It was requested whether handling of allergens was part of food premises inspections.</p>	<p>05/09/2024 Item 6 EPSC</p>	<p>Head of Environmental Health</p>	<p>Allergens are part of food hygiene inspections, checking for cross-contamination risks present The Council provides advice to businesses about allergen information for customers. Surrey County Council Trading Standards carry out enforcement</p>	<p>Open (03/12/24)</p>

The Scrutiny Work Programme

			for allergens however, and complaints are passed to them for investigation	
It was queried why there were five complaints about exhumation and public burial.	05/09/2024 Item 6 EPSC	Head of Environmental Health	<p>These were service requests, as opposed to complaints. The Council receives a statutory notice from the coroner requiring that it organise a funeral where no family / friends are present to make arrangements for the deceased.</p> <p>The cemetery, requiring a licence from the Ministry of Justice, notifies the Council that an exhumation is to be conducted. The Council is required to attend to ensure there is no public health risk</p>	Open (03/12/24)
Draft terms of reference for Task and Finish Group to determine the priorities of the new 123 List	05/09/2024 Item 7 EPSC	Scrutiny Officer		Open (03/12/24)
Officers undertook to hold a conversation with UK100 representatives on the potential benefits of its support	05/09/2024 Item 8 EPSC	Interim Strategic Director of Place		Open (03/12/24)
A review date be added to the Climate Change Strategy, to be set 5 years from the start of the Government intervention at Woking Borough Council.	05/09/2024 Item 8 EPSC	Executive	The Executive considered the recommendation at its meeting on 12 September 2024 and endorsed it as a recommendation onto Council.	Closed (12/09/24)
Officers be requested to amend the committee report template to include 'environment and climate change' as an implication.	05/09/2024 Item 8 EPSC	Executive	The Executive considered the recommendation at its meeting on 12 September 2024 and endorsed it as a recommendation onto Council.	Closed (12/09/24)
A report on the overview of complaints be brought to the next meeting of the Committee.	10/9/2024 Item 5 RFSC	Monitoring Officer		Open (05/11/2024)

The Scrutiny Work Programme

The Local Government Association's publication on statutory services be brought a future meeting of the Committee.	10/9/2024 Item 5 RFSC	Democratic Services		Open (05/112024)
An update on a request to ensure greater awareness amongst Councillors of treasury management jargon be brought to the next meeting.	10/9/2024 Item 5 RFSC	Section 151 Officer		Open (05/112024)
A list of items to be considered by the Committee for the 2025/26 Municipal Year be presented at the last Committee meeting of the Municipal Year.	10/9/2024 Item 5 RFSC	Scrutiny Officer	This has been added to the Work Programme.	Open (06/03/2025)
The six-monthly review of the Council's risk register prepared by Officers be brought to future meetings of the Committee and be added to the work programme	10/9/2024 Item 5 RFSC	Scrutiny Officer	This has been added to the Work Programme. Preferred meeting date to be agreed with the Chair of the Committee.	Open (05/112024)
Amend the Recommendations and Action Tracker of the Scrutiny Committees' Work Programmes to include target date for action update or completion and change the responsible parties to services and job titles.	10/9/2024 Item 5 RFSC	Scrutiny Officer/ CHSC/ EPSC/ RFSC	The Tracker has been altered and the views of each Committee will be sought.	Open (08/10/2024) (05/112024) (03/12/2024)
The Committee members to discuss scrutiny of the performance of existing contracts outside of Committee.	10/9/2024 Item 7 RFSC	RFSC		Open (05/112024)

The Scrutiny Work Programme

<p>The Committee to receive the Commercial Protocol at a future meeting once it has been revised.</p>	<p>10/9/2024 Item 8 RFSC</p>	<p>Strategic Director of Corporate Resources</p>		<p>Open (05/11/2024)</p>
<p>Officers to review the content of the Improvement and Recovery Plan Progress Update to provide quantifiable analysis of the work of the Improvement and Recovery Programme and detail on how progress was tracked.</p>	<p>10/9/2024 Item 9 RFSC</p>	<p>Transformation</p>		<p>Open (06/03/2025)</p>

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 – 17 October 2024

Matters for Consideration	Decision Type
1) Working for All Strategy	Rec to Council
2) Update on General Fund and Housing Revenue Account Budgets 2025-26	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) Calendar of Meetings 2025-26	Rec to Council
3) Draft Housing Revenue Account Budget Update 2025-26	Executive Resolve
4) Draft Capital Programme 2024-25 to 2028-29	Executive Resolve
5) Sheerwater Land Transfer	Executive Resolve
6) Asset Disposal	Executive Resolve
7) Grant Thornton Remuneration	Executive Resolve
8) Performance Management Report	Executive Resolve
9) Budget Monitoring Q2 2024-25	Executive Resolve
10) Asset Disposal (PART II)	Executive Resolve

Executive – 5 December 2024

Matters for Consideration	Decision Type
1) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2025-26	Executive Resolve
2) Investment Debt Repayment and Standstill 2024-25 and 2025-26	Executive Resolve
3) 30 Year Housing Revenue Account (HRA) Business Plan	Executive Resolve
4) Asset Disposal	Executive Resolve
5) New Local Plan Project Timescales – Local Development Scheme (LDS)	Executive Resolve
6) Project Monitoring Report	Executive Resolve
7) Asset Disposal (PART II)	Executive Resolve
8) Investment Debt Repayment and Standstill 2024-25 and 2025-26 (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) Capital, Investment and Treasury Management Strategies and MRP Statement	Rec to Council
5) Asset Disposal	Executive Resolve
6) Performance Management Report	Executive Resolve
7) Budget Monitoring Q3 2024-25	Executive Resolve
8) 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	
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