



**WOKING BOROUGH COUNCIL**

# Overview and Scrutiny Work Programme

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## **INTRODUCTION TO WOKING BOROUGH COUNCIL'S OVERVIEW AND SCRUTINY WORK PROGRAMME**

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

- Items for consideration at future meetings of the Overview and Scrutiny Committee.
- An extract from the latest version of the Council's Forward Plan.
- Any Scrutiny Review Topics proposed by Members of the Council for inclusion on the Work Programme.
- Any topics identified for pre-decision scrutiny.
- Details of the current Task Groups under the Committee's remit.

The Work Programme is designed to assist the Council with its overview and scrutiny role by providing Members with an indication of the current workload, subjects to be considered for review and items which the Executive expects to consider at its future meetings, so that matters can be raised beforehand and/or consultations undertaken with a Member of the Executive prior to the relevant meeting.

### **The Committee**

**Chairman:** Councillor I Johnson

**Vice-Chairman:** Councillor D E Hughes

Councillor H J Addison

Councillor S Hussain

Councillor J Bond

Councillor R Mohammed

Councillor G G Chrystie

Councillor M I Raja

Councillor K Howard

Councillor C Rana

### **2018/19 Committee Dates**

- 18 June 2018
- 16 July 2018
- 17 September 2018
- 26 November 2018
- 21 January 2019
- 25 February 2019
- 25 March 2019



**Suggested Additions to the Work Programme**

Decision to be Taken	Proposed by	Officer Comment
<p><b>Review of Play Areas.</b> To explore the provision of play areas in the Borough, including programme of refurbishment and equipment maintenance.</p>	Chairman and Vice-Chairman	A review is scheduled for later this year to refresh the Council's Play Strategy – the outcome of which will influence future provision and investment. In light of this it is proposed that the Committee is invited to comment on the draft Strategy once completed, potentially early next year.
<p><b>Health and Well-Being and the Role of Leisure Facilities.</b> To explore options to build strong links between the health and well-being objectives of the Council and the Borough's leisure facilities.</p>	Chairman and Vice-Chairman	Subject to further details of the proposal, Officers may be in a position to report on this topic later in the year.
<p><b>Support Services for those Discharged from Hospital.</b> To explore the different support services offered to those residents of Borough discharged from hospital.</p>	Chairman and Vice-Chairman	There is significant amount of joint work being undertaken with partners within North West Surrey. It is suggested that the scope of the topic is discussed with Officers before a commitment can be given for a future meeting of the Committee.
<p><b>Closure of Children's Centres.</b> To consider the impact in the Borough of the County Council's proposals to close Children's Centres.</p>	Chairman and Vice-Chairman	Further information on the current proposal of Surrey County Council will be needed before a commitment can be given for a future meeting of the Committee.

**Activity Plan for the Overview and Scrutiny Committee**

<b>Overview and Scrutiny Committee Meeting – 26 November 2018</b>			
<b>Decision to be Taken</b>	<b>Consultation</b>	<b>Background Documents</b>	<b>Contact Person</b>
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
<b>Presentations</b>			
<b>Enterprise M3.</b> Enterprise M3 is the Local Enterprise Partnership under which Woking falls and, following on from the work of the work of the Effective Scrutiny Task Group, representatives have been invite to attend the meeting of the Committee to present the Annual Report.	None	None	Chris Norrington / Dave Axam from Enterprise M3
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor

<b>Countryside Estate.</b> To receive a report exploring the options available to the Council to support the work undertaken to manage the Borough's countryside portfolio (arising from the Surrey Heathlands Project site meeting and subsequent discussions).	None	None	Tracey Haskins
<b>Update on Victoria Square Development.</b> The Committee to receive an update on the Victoria Square Development.	None	None	Ray Morgan
<b>Review of Grounds Maintenance.</b> To review the grounds maintenance programme, exploring the standard of sports provision such as football and cricket pitches to ensure the facilities are fit for purpose.	Feedback to be sought from users of the facilities.	None	Geoff McManus

<b>Matters for Scrutiny</b>			
<b>Celebrate Woking 2018/19 Review and Forward Plan.</b> For the Committee to be updated on the outcomes of the various events that have taken place within the Borough over the past year and to be informed of future plans for encouraging visitors into the area.	None	None	Riette Thomas/ Chris Norrington
<b>Task Group Updates</b>			
<b>Economic Development Task Group Update.</b> To receive an update on the work of the Economic Development Task Group under the remit of the Committee.	None	None	Cllr I Johnson

<b>Finance Task Group Update.</b> To receive an update on the work of the Finance Task Group under the remit of the Committee.	None	None	Cllr K Davis
<b>Housing Task Group Update.</b> To receive an update on the work of the Housing Task Group under the remit of the Committee.	None	None	Cllr I Johnson



**Overview and Scrutiny Committee Meeting – 21 January 2019**

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
<b>Matters for Scrutiny</b>			
<b>Overview of Complaints Received – Biannual Update.</b> For the Committee to consider the report of Complaints received since July 2018.	None	None	Joanne McIntosh
<b>Waste Management Contract Review.</b> To review the level of complaints and service provided by Serco.	None	None	Richard Bisset
<b>Freedom of Information.</b> To receive a report on the FOIs received.	None	None	Frank Jeffrey
<b>Brexit.</b> To explore the possible impacts and risks from Brexit, and how it could affect the Council and how to prepare for changes.	None	None	TBC

**Task Group Updates**

**Economic Development Task Group Update.** To receive an update on the work of the Economic Development Task Group under the remit of the Committee.

None

None

Cllr I Johnson

**Overview and Scrutiny Committee Meeting – 25 February 2019**

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
<b>Task Group Updates</b>			
<b>Task Group Update.</b> To receive an update on the work of the Task Groups under the remit of the Committee.	None	None	Cllr I Johnson

### Latest Version of the Forward Plan

The Forward Plan gives an indication of the decision to be taken by the Executive. Published monthly, the Forward Plan has traditionally given an indication of the decisions to be taken over the following four months.

### 13 September 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Business Rates Recovery Policy	To recommend to Council that the Business Rates Recovery Policy be adopted.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Council Tax Recovery Policy	To recommend to Council that the Council Tax Recovery Policy be adopted.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	West Byfleet Recreation Ground - Children's Play Area - Consultation Outcome	To receive a report on the outcome of the public consultation regarding the Children's Play Area in West Byfleet Recreation Ground and to agree a timescale for delivery.	Cllr Kemp, Portfolio Holder, Local Residents.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

<p><b>Yes</b></p>	<p>Land Management - Byfleet</p>	<p>To consider the acquisition of land.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	<p>Cllr Azad, Portfolio Holder.</p>	<p>None.</p>	<p>Chief Executive (Ray Morgan)</p>
<p><b>Yes</b></p>	<p>School Place Provision</p>	<p>To consider a proposal to support the provision of new school places.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	<p>Cllr Bittleston, Leader of the Council.</p>	<p>None.</p>	<p>Chief Executive (Ray Morgan)</p>

<p><b>No</b></p>	<p>Contaminated Land Sites Review and Report into Future Funding</p>	<p>To receive an update on the review of contaminated land and the requirements for future funding of desk top studies and site investigations.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	<p>Cllr Azad, Portfolio Holder.</p>	<p>None.</p>	<p>Deputy Chief Executive (Douglas J Spinks)</p>
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## 11 October 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Tree Strategy and Tree Management Policies	To recommend to Council that the Tree Strategy and Tree Management Policies be adopted.	Cllr Mrs Hunwicks, Portfolio Holder, Climate Change Working Group.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>Yes</b>	Medium Term Financial Strategy (MTFS) Investment Strategy Update	Following a review of the Investment Strategy, the Executive to consider proposals to generate £3.5m of savings or income required by March 2022.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Housing Revenue Account Medium Term Financial Strategy	To receive a report detailing the Housing Revenue Account Medium Term Financial Strategy.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Affordable Housing Expenditure Update	To receive a report providing an update on the expenditure incurred on increasing the supply of affordable housing in the Borough.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	ATG Cinemas	To consider proposals for redevelopment of the Cinemas.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	ATG Cinemas	<p>To receive confidential financial information in respect of ATG Cinemas in Part I of the agenda.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)



## 22 November 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Review of Fees and Charges 2019-20	To recommend to Council that the discretionary Fees and Charges for 2019-20 be approved.	Portfolio Holder, service users where appropriate.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Update of Contract Standing Orders/Procurement Procedures	To update the Council's Contract Standing Orders.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
<b>No</b>	Update of Financial Regulations	To update the Council's Financial Regulations.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Calendar of Meetings 2019-20	To recommend to Council the Calendar of Meetings for 2019-20.	Portfolio Holder.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	Hoe Valley Flood Alleviation and Environmental Enhancement Scheme	Authorisation to release remaining funds to allow scheme to be constructed.	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>Yes</b>	Draft Investment Programme 2018-19 to 2021-22	To receive the draft Investment Programme.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)

<b>No</b>	Draft Housing Revenue Account Budget Update 2019-20	To receive the draft Housing Revenue Account estimates 2019-20 for the purposes of finalising proposals for service.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Draft General Fund Budget 2019-20	To receive the draft General Fund 2019-20 for the purpose of finalising proposals for service budgets and Council Tax.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

## 13 December 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Applications for Financial Assistance 2019/20	To receive the annual report on applications for the Community Support Scheme for the 2019/20 financial year.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Progress on the Gender Pay Gap	Following Council on 5 April 2018, to receive a report from the Chief Executive on progress to reduce the gender pay gap.	Cllr Bittleston, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

The meeting on 13 December will consider applications for financial assistance from voluntary and community organisations. The list of applications will be added to the Executive's Forwards Plan once the deadline for applications has passed.

**Current Task Groups Responsible to the Committee**

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

<b>Task Group</b>	<b>Topic</b>	<b>Membership</b>	<b>Resources</b>	<b>Date Established</b>	<b>Anticipated Completion Date</b>
Economic Development Task Group	To identify and seek the implementation of measures to mitigate the impact of the economic downturn on the residents, community organisations and businesses in the Borough of Woking.	Cllrs Addison, Ali, Azad, Barker, Chrystie. Davis and Johnson.	Officer and Councillor time.	11.03.09	Ongoing
Standing Finance Task Group	To review Financial issues as and when identified by the Committee. Financial Performance of the Council Management and Administration of Accounts procurement Strategy, Pension fund, Financial Strategy.	Cllrs Ashall, Azad, Barker, Bond, Davis, Hughes, and Martin.	Officer and Councillor time.	25.05.06	Ongoing
Standing Housing Task Group	To review Housing issues as and when identified by the Committee, including Housing Strategy, Housing Business Plan, Housing Service Plans, Housing Revenue Account, Housing Conditions, Housing Needs, Private Sector Housing, Home Improvement Agency, Housing and Council Tax Benefits, and monitor/review progress of the PFI Scheme	Cllrs Addison, Aziz, Bridgeman, Hughes, Johnson, Kemp and Mohammad.	Officer and Councillor time.	25.05.06	Ongoing