



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.

Recommendations

The Committee is requested to:

RESOLVE

That the report be noted.

Background Papers: **None.**

Reporting Person: **Cllr Tom Bonsundy-O'Bryan**

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Committee Composition and Meeting Dates

Communities & Housing	Environment & Place	Resource & Finance
Chair:	Chair:	Chair:
Cllr Tom Bonsundy-O'Bryan	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 11 December 2024 (new) 21 January 2025 25 March 2025 (proposed)	18 July 2024 (cancelled) 5 September 2024 3 December 2024 28 January 2025 (new) 4 March 2025	9 July 2024 10 September 2024 5 November 2024 2 December 2024 (extra, cancelled) 4 February 2025 6 March 2025

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 Report (as updated)
- Task or Working Group Updates
- Risk Registers (as updated)

Communities & Housing Scrutiny Committee

**30 July 2024 | 8 October 2024 | 11 December 2024 | 21 January 2025 |
25 March 2025 (proposed)**

Key: WPS – Work Programming Session

Meeting Date	Item	Added	Item Owner
30 July 2024	Housing Improvement Programme Update	WPS – 2/7/24	Strategic Director of Communities
30 July 2024	Fire Remedial Actions Progress	WPS – 2/7/24	Acting Head of Housing
30 July 2024	Tenant Satisfaction Measures	WPS – 2/7/24	Resident Engagement Team Leader
11 December 2024	Housing Revenue Account (HRA) Business Plan	CHSC 9/10/24	Strategic Director of Communities
11 December 2024	Brockhill Report	Chair	Strategic Director of Communities
21 January 2025	Housing Resident Engagement Strategy Draft	WPS – 2/7/24	Resident Engagement Team Leader
21 January 2025	Freedom Leisure Performance Review	WPS – 2/7/24	Head of Leisure Services
21 January 2025	Overview of Resettlement Services	CHSC 9/10/24	Head of Living Well
21 January 2025	Overview of Homelessness	CHSC 9/10/24	Housing Solutions Manager
25 March 2025 (proposed)	Housing Complaints	WPS – 2/7/24	Resident Engagement Team Leader

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25 March 2025 (proposed)	Community Safety Plan	Officers	Community Safety Policy Officer
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Environment & Place Scrutiny Committee

18 July 2024 (cancelled) | 5 September 2024 | 3 December 2024 | 28 January 2025 | 4 March 2025

Key: WPS – Work Programming Session

Meeting Date	Item	Added	Item Owner
5 September 2024	Planning Obligations Review	WPS – 25/6/25	Planning Policy Manager
5 September 2024	Climate Change Strategy	WPS – 25/6/25	Planning Policy Manager
5 September 2024	Fees and Charges 2024/25 Review of Car Park Tariffs - Withdrawn	Officers	Strategic Director of Place
3 December 2024	Local Plan – Timeframe	WPS – 25/6/25	Planning Policy Manager
3 December 2024	Invitation to Thames Water	EPSC Chair (5/09/2024)	Scrutiny and Democratic Services Officer
3 December 2024	Joint Waste Solutions Performance	Officers	Head of Environmental Services
28 January 2025	Joint Waste Collections Services Contract Re-tender	EPSC – 3/12/24	Head of Environmental Services
4 March 2025	Emergency Planning and Business Continuity	Officers	Strategic Director of Place
4 March 2025	UKSPF Projects Update	Officers	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 Sept 2024 | 5 Nov 2024 | 2 Dec 2024 (canc'd) | 4 Feb 2025 | 6 March 2025

Key: WPS – Work Programming Session

Meeting Date	Item	Added	Item Owner
9 July 2024	Project Management	WPS	Corporate Strategy Manager
9 July 2024	Principles of Risk Management	WPS	Corporate Strategy Manager
9 July 2024	Performance Management and Report	WPS	Corporate Strategy Manager
10 September 2024	Legacy Adjustments to the Housing Revenue Account (HRA)	Officers	Strategic Director of Finance
10 September 2024	Contracts, Procurement, and New Legislation	WPS – 11/6/24	Strategic Director of Corporate Resources
10 September 2024	Commercial Protocol	WPS – 11/6/24	Strategic Director of Corporate Resources
10 September 2024	Improvement and Recovery Programme (IRP) Update	Officers	IRP Programme Manager
5 November 2024	Reporting Process for Improvement and Recovery Programme (IRP)	Officers/Chair	IRP Programme Manager
5 November 2024	Summary of Statutory Duties of Local Authorities	Officers/Chair	Strategic Director of Corporate Resources
5 November 2024	Staffing and Fit for the Future Restructure	Officers/Chair	Strategic Director of Corporate Resources
5 November 2024	Treasury Management Mid-Year Review	Officers	Strategic Director of Finance
2 December 2024 (cancelled)	Overview of Complaints	Officers/Chair	Strategic Director of Corporate Resources
2 December 2024 (cancelled)	Future of Companies	WPS – 5/11/24	Strategic Director of Corporate Resources
2 December 2024 (cancelled)	Allocation of Overheads	Officers	Strategic Director of Corporate Resources

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6 March 2025	Overview of Internal Audit	WPS – 11/6/24	Head of Commercial, Corporate Strategy, and Performance Service
6 March 2025	Financial Management Information	WPS – 11/6/24	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	2021/22 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.
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.
Review of Refugee Support	CHSC Committee	9 October 2024	CHSC	Suggested by the Chair as an opportunity to understand and review the provision of services that the Council offers for refugees.

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Environmental Health Service Plans: Food Safety, Health and Safety, and Housing Standards	EPSC Committee	3 December 2024	WPS – 25/6/24	To report on the service plans of Environmental Health.
Analysis of tenants in temporary accommodation by bedroom need	CHSC Committee	9 October 2024	CHSC	Arising from an action from the Committee. Officers can provide when programmed.

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 Trackers

The Recommendations and Actions Trackers allow the scrutiny committees to monitor responses, actions and outcomes against their recommendations or requests for further action. The trackers are 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

Communities and Housing Scrutiny Committee					
	Topic	Meeting Date/ Item	Target Committee/ Member/ Officer	Response	Status (target date)
35	Updates on the Council's plan to improve moving tenants from temporary to long-term accommodation and the use of choice-based lettings and direct offers.	8/10/2024 Item 7	Housing Allocations	This is covered in the Overview of Homelessness paper to CHSC on 21 January 2025.	To Close (21/01/2025)
38	Analysis of tenants in temporary accommodation by bedroom need.	8/10/2024 Item 7	Housing Allocations	This is covered in the Overview of Homelessness paper to CHSC on 21 January 2025.	To Close (21/01/2025)
40	A Member briefing be organised explaining the work and responsibilities of Housing Assets and Repairs teams and their programme of works.	8/10/2024 Item 8	Acting Head of Housing/ Democratic Services	This has been organised.	To Close (21/01/25)

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42	Officers are requested to continue updating residents on CAT progress.	8/10/2024 Item 9	Head of Leisure Services		Open (11/12/2024)
53	Ongoing updates on the Tenant Satisfaction Survey.	11/12/2024 Item 5	Housing Solutions		Open
54	Include reasonable estimates and additional detail in the narrative around KPIs, included in the Performance Management Report.	11/12/2024 Item 6	Strategic Director of Communities	To be looked at for next financial year and KPI Task Group.	Open
55	Detailed report on Homelessness be brought to a future meeting of the Committee.	11/12/2024 Item 6	Housing Solutions	An Overview of Homelessness report is on the 21 January 2025 CHSC Agenda.	To Close (21/01/25)
56	To carry out a broader review on performance indicators, with Councillors' input, perhaps through a small Task Group.	11/12/2024 Item 6	Strategic Director of Communities/ Councillors	To be discussed with Chair.	Open (Feb 2025)
57	Provide the Committee with an update on the Stock Condition Survey results once concluded in early 2025.	11/12/2024 Item 7	Acting Head of Housing	This will be available in the Spring.	Open

Environment and Place Scrutiny Committee					
	Topic	Meeting Date/ Item	Target Committee/ Member/ Officer	Response	Status (target date)
14	The effectiveness of the mobile CCTV cameras in reducing fly tipping.	05/09/2024 Item 6	Head of Environmental Services	Officers had spoken to Cllr Morley regarding concerns about fly tipping at Pares Close. It was explained how the CCTV cameras were deployed.	Open (03/12/24)
15	Pass on praise for the marked increase in users of leisure services to the Strategic Director of Communities.	05/09/2024 Item 6	Strategic Director of Communities		Open (03/12/24)
16	Ongoing concern from the previous Overview and Scrutiny Committee on bin collections.	05/09/2024 Item 6	Head of Environmental Services	Joint Waste Solutions have re-issued the guide explaining how missed bins are recorded and offered to answer any specific questions that Councillors may have. Joint Waste Solutions advise that no questions had been raised so far.	Open (03/12/24)
17	It was requested whether handling of allergens was part of food premises inspections.	05/09/2024 Item 6	Head of Environmental Health	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 for allergens however, and complaints are passed to them for investigation	Open (03/12/24)
18	It was queried why there were five complaints about exhumation and public burial.	05/09/2024 Item 6	Head of Environmental Health	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.	Open (03/12/24)

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				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	
19	Draft terms of reference for Task and Finish Group to determine the priorities of the new 123 List	05/09/2024 Item 7	Scrutiny Officer/ Strategic Director of Place	An update on this will be given at the EPSC meeting on 3 December 2024.	Open (03/12/24)
20	Officers undertook to hold a conversation with UK100 representatives on the potential benefits of its support	05/09/2024 Item 8	Strategic Director of Place		Open (03/12/24)

Resource and Finance Scrutiny Committee

	Topic	Meeting Date/ Item	Target Committee/ Member/ Officer	Response	Status (target date)
6	A performance indicator that captured the substance of complaints be developed.	09/07/2024 Item 8	Monitoring Officer	This is being developed and will be reported on in due course.	Open
7	Performance indicators for staff turnover and vacancies be included.	09/07/2024 Item 8	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

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8	An age analysis of past dues for Council Tax and Rateable Value (Business Rates) be produced	09/07/2024 Item 8	Strategic Director of Corporate Resources	This is being reviewed by Officers.	Open
29	The Committee members to discuss scrutiny of the performance of existing contracts outside of Committee.	10/9/2024 Item 7	RFSC	Discussed at Work Programming Session held on 5 November 2024.	To close (02/12/2024)
44	Fees and charges reports from Communities and Housing and Environment and Place Scrutiny Committees be fed into the next meeting.	5/11/2024 Item 5	Strategic Director of Finance	The Fees and Charges reports have not been received by the respective Scrutiny Committees time.	To close (02/12/2024)
45	The recommendation and action tracker be separated by Committee.	5/11/2024 Item 5a	Scrutiny Officer	Completed.	To close (02/12/2024)
46	Directorate risk register be made available for the next meeting.	5/11/2024 Item 5b	Strategic Director of Corporate Resources	There has been insufficient time to complete this and the risk register will be refreshed in due course.	Open (02/12/2024)
47	Review the Council's Strategic Asset Register – ensure it is on the website	5/11/2024 Item 6	Strategic Director of Corporate Resources	The Strategic Asset Register is available via https://www.woking.gov.uk/property-and-land/asset-management , with the most recent versions of the General Fund and HRA Asset Register dated 12 December 2024.	To close (02/12/2024)
48	Officers to share a letter detailing the removal of the 1% premium on PWLB loans with Members	5/11/2024 Item 7	Strategic Director of Finance	Completed. Details emailed to Elected Members on 22 November 2024	To close (02/12/2024)

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49	Officers would seek to hold external training on treasury management for Members.	5/11/2024 Item 7	Strategic Director of Finance	The Treasury Management training has been organised to take place on 18 February and an invitation has been sent out to all Members.	To Close (02/12/2024)
50	It was suggested that the full year treasury management report should state compliance with CIPFA guidance.	5/11/2024 Item 7	Strategic Director of Finance	Finance has advised that the Treasury management Strategies will be going with the 2025/26 Budget Papers so the compliance with CIPFA Guidance will be discussed as part of that report.	To Close (02/12/2024)
51	Recommendation to the Executive: that a limit of 20% of the Council's total liquid assets held by any one organisation be placed.	5/11/2024 Item 7	Executive	Submitted to the meeting of the Executive to be held on 6 December 2024	To Close (02/12/2024)
52	More details on staffing changes across directorate throughout the year.	5/11/2024 Item 9	Strategic Director of Corporate Resources		Open (02/12/2024)

Actions 9-12 closed 8/10/2024 by CHSC.

Actions 32 – 34 closed 11/12/24 by CHSC.

Action 36 - 37, 39, 41 & 43 closed 11/12/24 by CHSC.

Actions 21-22 closed as recommendations from the EPSC submitted to the Executive.

Actions 1-5 closed 5/11/2024 by RFSC.

Actions 23-31 closed 5/11/2024 by RFSC.

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 of 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 – 16 January 2025

Matters for Consideration	Decision Type
1) 2025-26 Budget Update	Executive Resolve
2) Devolution and Local Government Reorganisation	Executive Resolve
3) Asset Disposal – Egley Road Barn Site	Executive Resolve
4) Asset Disposal – Sheerwater Nursery	Executive Resolve
5) Asset Disposal (PART II) – Egley Road Barn Site	Executive Resolve
6) Asset Disposal (PART II) – Sheerwater Nursery	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) Review of Fees and Charges 2025-26	Rec to Council
4) Capital Programme 2024-25 to 2028-29	Rec to Council
5) Capital, Investment and Treasury Management Strategies and MRP Statement	Rec to Council
6) Joint Waste Collection Services Contract Re-tender	Rec to Council
7) Housing Resident Engagement Strategy	Rec to Council

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8) Grant Thornton Remuneration	Executive Resolve
9) Asset Disposal	Executive Resolve
10) Performance Management Report	Executive Resolve
11) Budget Monitoring Q3 2024-25	Executive Resolve
12) Asset Disposal (PART II)	Executive Resolve
13) Joint Waste Collection Services Contract Re-tender (PART II)	Rec to Council

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

Executive – 12 June 2025

Matters for Consideration	Decision Type
1) Risk Management and Business Continuity Annual Report	Executive Resolve
2) Asset Disposal	Executive Resolve
3) Performance Management Report	Executive Resolve
4) Budget Monitoring Q4 2024-25	Executive Resolve
5) Monitoring Reports - Projects	Executive Resolve
6) Asset Disposal (PART II)	Executive Resolve

Executive – 10 July 2025

Matters for Consideration	Decision Type
1) Equalities Annual Report - 2025	Executive Resolve
2) Treasury Management Annual Report 2024-25	Executive Resolve
3) Asset Disposal	Executive Resolve
4) Asset Disposal (PART II)	Executive Resolve

Special Executive – 1 September 2025

Matters for Consideration	Decision Type
1) Outcome of Leisure Procurement Exercise	Rec to Council

Executive – 11 September 2025

Matters for Consideration	Decision Type
1) Improvement and Recovery Plan Progress	Rec to Council
2) Asset Disposal	Executive Resolve
3) Performance Management Report	Executive Resolve
4) Budget Monitoring Q1 2025-26	Executive Resolve
5) Monitoring Reports - Projects	Executive Resolve
6) Asset Disposal (PART II)	Executive Resolve

Executive – 16 October 2025

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

Executive – 13 November 2025

Matters for Consideration	Decision Type
1) Review of Fees and Charges 2026-27	Rec to Council
2) Calendar of Meetings 2026-27	Rec to Council
3) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2026-27	Executive Resolve
4) Draft Housing Revenue Account Budget Update 2026-27	Executive Resolve
5) Draft Capital Programme 2025-26 to 2029-30	Executive Resolve
6) Asset Disposal	Executive Resolve
7) Performance Management Report	Executive Resolve
8) Budget Monitoring Q2 2025-26	Executive Resolve
9) Asset Disposal (PART II)	Executive Resolve

Executive – 4 December 2025

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

Current Working and Task Groups Responsible to the Committee

Listed below are active Working and Task Groups established by the Scrutiny committees. Including are resource requirements and, where applicable, 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: 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.

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.

Membership: Cllrs Boote (Chair), Rice (Vice-Chair), Greentree, Morley, Mukherjee, Oades

Resources: Officer and Councillor time.

Date Established: 25/05/2006