



# **WOKING BOROUGH COUNCIL**

## **Overview and Scrutiny**

### **Work Programme**

**CIVIC OFFICES  
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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 is published in five sections as follows:-

- Section A – Details items for consideration at future meetings of the Overview and Scrutiny Committee.
- Section B – Outlines the proposed topics for future review by Woking Borough Council.
- Section C – Provides the latest version of the Council's Forward Plan, showing all changes to the Forward Plan since last considered by the Committee. Key decisions to be taken by the Executive are identified by an asterisk in the left hand column.
- Section D – Sets out the topics identified for pre-decision scrutiny.
- Section E – Lists the current Task Groups, including Membership details, resource implications and purpose of the reviews.

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.

Any published reports (with the exception of confidential information) can be viewed at the Civic Offices, or are available on the Council Web site ([www.woking.gov.uk](http://www.woking.gov.uk)). A notice setting out the outcome of the meeting will be available following the relevant meeting. For further details contact Members Services on 01483 743863 or e-mail [memberservices@woking.gov.uk](mailto:memberservices@woking.gov.uk).

**Chairman**

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## **The Committee**

**Chairman:** Councillor I Johnson

**Vice-Chairman:** Councillor K Davis

Councillor H J Addison

Councillor J Kingsbury

Councillor A-M Barker

Councillor R Mohammed

Councillor J Bond

Councillor M I Raja

Councillor G G Chrystie

Councillor C Rana

## **Officers**

### **Corporate Management Group**

**Chief Executive:**

Ray Morgan

**Deputy Chief Executive:**

Douglas Spinks

**Strategic Director**

Sue Barham

**Head of Democratic & Legal Services/  
Monitoring Officer**

Peter Bryant

**Chief Finance Officer**

Leigh Clarke

## Section A

### Committee's Approved Activity Plan Matters For Future Consideration

Overview and Scrutiny Committee Meeting – 27 November 2017

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Work Programme</b> – For the Committee to receive the updated Work Programme.	None	None	Beth Hayllor
<b>Performance &amp; Financial Monitoring Information</b> - To consider the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
<b>Overview of Complaints Received – Biannual Update</b> To consider the complaints received between March 2017 and September 2017	None	None	Peter Bryant
<b>Celebrate Woking 2017 Review and Forward Plan</b> - To note the outcomes of the events over the past year and to be informed of future plans for encouraging visitors into the area.	None	None	Riette Thomas/ Chris Norrington
<b>Health and Wellbeing Agenda/Independent Living</b>	Portfolio Holder	None	Cllr I Johnson
<b>Energy Innovation (including Solar).</b> Date to be confirmed.	Thameswey	None	Cllr I Johnson
<b>Rail Network – New Franchisee and Rail Track Modifications.</b> Date to be confirmed.	Douglas Spinks/ MTR	None	Cllr I Johnson

Overview and Scrutiny Committee Meeting – 22 January 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Work Programme</b> – For the Committee to receive the updated Work Programme.	None	None	Beth Hayllor
<b>Performance &amp; Financial Monitoring Information</b> – For the Committee to consider the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
<b>Woking 2050 and Climate Change Agenda</b>	Portfolio Holders	None	Cllr I Johnson
<b>Air Quality Monitoring</b>	Portfolio Holders	None	Cllr I Johnson

Overview and Scrutiny Committee Meeting – 26 February 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Work Programme</b> – For the Committee to receive the updated Work Programme.	None	None	Beth Hayllor
<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>Online transactions – impact and issues</b>	To be confirmed	None	Cllr I Johnson

Overview and Scrutiny Committee Meeting – 26 March 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Work Programme</b> – For the Committee to receive the updated Work Programme.	None	None	Beth Hayllor
<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>Preparations for Brexit</b>	To be confirmed	None	Cllr K Davis





## Section C

### Latest Version of the Annual 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. Whilst still published monthly, the Forward Plan in this work programme will show the decisions to be taken over the coming twelve months.

14 September 2017

<b>Key Decision</b>	<b>Subject</b>	<b>Decision to be Taken</b>	<b>Consultation (Undertaken prior to the meeting unless otherwise stated)</b>	<b>Background Documents</b>	<b>Contact Officer</b>
	Private Rented Sector Access Scheme Policy	To recommend to Council that the Private Rented Sector Access Scheme Policy be adopted.	Internal only, Portfolio Holder.	None.	Sue Barham
	Licensing Private Rented Accommodation - Proposal to make a selective licensing designation in part of Canalside Ward	To recommend to Council whether a selective licensing designation be made in part of Canalside Ward.	Portfolio Holder, Residents, Private Landlords, Landlord Associations.	Public consultation proposal document Canalside stock condition survey headline report Canalside stock condition survey report Public consultation analysis report	Sue Barham
	Major Works Affecting Leaseholders and Arrangement for the Payment of Service Charges	To recommend to Council that the proposed updated consultation arrangements and payment plan options for notifying and recharging Leaseholders are	New Vision Homes, Housing Task Group Members, Leaseholders Forum, Portfolio Holder.	Leaseholders in Housing: Paying for major works (England) Right To Buy Service	Sue Barham

		adopted.		Charge Loans Previous Policy - dated June 2006	
	Business Rates Relief Schemes	To receive details of the schemes to assist small businesses facing increases in their business rates, announced by the Chancellor of the Exchequer on 8 March 2017.	Portfolio Holder.	None.	David Ripley
*	Heathside Crescent Car Park Extension	To authorise the implementation of the Investment Programme project to extend Heathside Crescent car park.	Portfolio Holder.	Planning Application.	Geoff McManus
*	Housing Infrastructure Fund	To authorise submission of bids for grant funding for projects where the Financial Viability, based on normal commercial terms, is marginal and submitting with Surrey County Council an Expression of Interest for major infrastructure work to facilitate housing growth.	Portfolio Holder.	None.	Leigh Clarke
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Ray Morgan
*	Land Management - Acquisition of Woking Town Centre Property	To authorise the acquisition of a property in Woking Town Centre to help secure the economic vitality of the Town Centre and support the Council's Medium Term Financial Strategy.  (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	Leader of the Council, Portfolio Holder.	Medium Term Financial Strategy.	Ian Tomes

		item, there would be disclosure to them of exempt information as defined in para 3 of Part 1 of Schedule 12A, to the Local Gov Act 1972.)			
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12 October 2017

<b>Key Decision</b>	<b>Subject</b>	<b>Decision to be Taken</b>	<b>Consultation (Undertaken prior to the meeting unless otherwise stated)</b>	<b>Background Documents</b>	<b>Contact Officer</b>
	Parking Standards Supplementary Planning Document (SPD)	To note the analysis of various responses to the consultation on the Parking Standards and to recommend to Council the adoption of the Parking Standards SPD for the purposes of managing development across the Borough.	Portfolio Holder, Local Development Framework Working Group.	Woking Core Strategy. National Planning Policy Framework. Parking Standards Supplementary Planning Document (SPD) – July 2006.	Douglas Spinks
	Self-build and Custom Housebuilding Guidance Note	To note the analysis of the various responses to the consultation on the Self-build and Custom Housebuilding Guidance Note and to recommend to Council to adopt the Guidance Note to provide advice to those who wish to acquire serviced plots for self build and custom housebuilding.	Portfolio Holder, Local Development Framework Working Group.	1. Self-build and Custom Housebuilding Act (2015) 2. Self-build and Custom Housebuilding (Register) Regulations 2016 3. Housing and Planning Act 2016 4. Development Management	Douglas Spinks

				Policies Development Plan Document (DPD)	
	The Transformation Agenda - Mandatory Training Programme for Elected Members	To consider proposals to introduce mandatory training for Members.	Lead Members for Learning and Development, Group Leaders.	None.	Ray Morgan
*	Adoption of Ordinary Watercourse Byelaws	To recommend to Council to consult on the adoption of ordinary watercourse byelaws throughout the whole Borough.	Portfolio Holder.	None.	Douglas Spinks
*	Small Site Developments in Woking	To consider proposed small site developments across Woking.	Portfolio Holder, NVH, Pinnacle.	None.	Sue Barham
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Ray Morgan
	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Portfolio Holder.	None.	Ray Morgan
	Hardship Relief on Business Rates	To determine the application for hardship relief on business rates.  (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 para 3 of Part 1 of Schedule 12A, to the Local Gov Act 1972.)	Portfolio Holder.	None.	David Ripley

23 November 2017

<b>Key Decision</b>	<b>Subject</b>	<b>Decision to be Taken</b>	<b>Consultation (Undertaken prior to the meeting unless otherwise stated)</b>	<b>Background Documents</b>	<b>Contact Officer</b>
*	Thameswey Business Plans 2018	To consider the Company Business Plan and recommend thereon to Council.	Leader of the Council.	Previous Thameswey Business Plans and Statutory Accounts and Reports.	Leigh Clarke
*	Review of Fees and Charges 2018-19	To recommend to Council that the discretionary Fees and Charges for 2018-19 be approved.	Portfolio Holder, service users where appropriate.	None.	Leigh Clarke
	Calendar of Meetings 2018-19	To recommend to Council the Calendar of Meetings for 2018-19.	Portfolio Holder.	None.	Ray Morgan
	Update of Financial Regulations	To update the Council's Financial Regulations.	Portfolio Holder.	None.	Leigh Clarke
	Update of Contract Standing Orders	To update the Council's Contract Standing Orders.	Portfolio Holder.	None.	Ray Morgan
*	Leisure Management Contract - Extension and Variations	To agree to extend the Leisure Management Contract and incorporate variations to the Contract (for investment and addition of Hoe Valley Leisure facilities).	Greenwich Leisure Limited, Freedom Leisure Limited, Leisure Partnership Board, Portfolio Holder.	Invitation Document for Contract Extension and Variations - dated 8 August 2017.	Sue Barham
	Draft General Fund Budget 2018-19	To receive the draft General Fund 2018-19 for the purpose of finalising proposals for service budgets and Council Tax.	Portfolio Holder, Business Managers.	None.	Leigh Clarke

	Draft Housing Revenue Account Budget Update 2018-19	To receive the draft Housing Revenue Account estimates 2018-19 for the purposes of finalising proposals for service.	Portfolio Holder, Business Managers.	None.	Leigh Clarke
*	Draft Investment Programme 2017-18 to 2020-21	To receive the draft Investment Programme.	Portfolio Holder, Business Managers.	None.	Leigh Clarke
*	Woking Gateway	To appoint a developer for the Woking Gateway Scheme - Chapel Street to Sparrow Park.	Portfolio Holder.	None.	Douglas Spinks
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Ray Morgan
*	Leisure Management Contract - Extension and Variations	<p>To award Extension to Contract and Variations - to include Investments and Hoe Valley Leisure Facilities.</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 para 3 of Part 1 of Schedule 12A, to the Local Gov Act 1972.)</p>	Greenwich Leisure Limited, Freedom Leisure Limited, Leisure Partnership Board, Portfolio Holder.	Invitation Document for Extension and Variations - Financial Schedule Returns.	Sue Barham
*	Woking Gateway	<p>To appoint a developer for the Woking Gateway Scheme - Chapel Street to Sparrow Park.</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</p>	Portfolio Holder.	None.	Douglas Spinks

		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 para 3 of Part 1 of Schedule 12A, to the Local Gov Act 1972.)			
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18 January 2018

<b>Key Decision</b>	<b>Subject</b>	<b>Decision to be Taken</b>	<b>Consultation (Undertaken prior to the meeting unless otherwise stated)</b>	<b>Background Documents</b>	<b>Contact Officer</b>
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<b>*</b>	Hoe Valley Flood Alleviation and Environmental Enhancement Scheme	Authorisation to release remaining funds to allow scheme to be constructed.	Portfolio Holder.	None.	Douglas Spinks
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Ray Morgan
	Contaminated Land Strategy Review Report and Future Funding	To receive the Contaminated Land Strategy Review Report and the requirements for future funding of desk top studies and site investigations.  (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	Portfolio Holder.	None.	Ian Tomes

		them of exempt information as defined in para 3 of Part 1 of Schedule 12A, to the Local Gov Act 1972.)			
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01 February 2018

<b>Key Decision</b>	<b>Subject</b>	<b>Decision to be Taken</b>	<b>Consultation (Undertaken prior to the meeting unless otherwise stated)</b>	<b>Background Documents</b>	<b>Contact Officer</b>
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Ray Morgan
	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Portfolio Holder.	None.	Ray Morgan

22 March 2018

<b>Key Decision</b>	<b>Subject</b>	<b>Decision to be Taken</b>	<b>Consultation (Undertaken prior to the meeting unless otherwise stated)</b>	<b>Background Documents</b>	<b>Contact Officer</b>
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Ray Morgan



## Section E

### 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 Regeneration 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.	Councillors Addison, Ali, Barker, Chrystie. Hussain, Johnson and Kingsbury.	Officer and Councillor time.	11 March 2009	
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.	Councillors Bond, Chrystie, Davis, Hughes, Morales, Pengelly and Rana.	Officer and Councillor time.	25 May 2006	Ongoing
Standing Housing Task Group	To review Housing issues as and when identified by the Committee.  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 Monitor and review the progress of the PFI Scheme	Councillors Addison, Aziz, Barker, Bridgeman, Harlow, Johnson and Mohammad.	Officer and Councillor time.	25 May 2006	Ongoing