



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>Review of Play Areas. To explore the provision of play areas in the Borough, including programme of refurbishment and equipment maintenance.</p>	Chairman and Vice-Chairman	There are four remaining play areas due for refurbishment on the current programme and intend to progress later this year. Once completed, Officers will develop a new play strategy. In light of this it is proposed that the Committee is invited to comment on the draft Strategy once completed.
<p>Closure of Children's Centres. 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.
<p>Review of Surrey County Council Services Consultation. To review the consultation on services such as Children's Centre, libraries, recycling, special educational needs and disabilities.</p>	Chairman and Vice-Chairman	Surrey County Council's Cabinet will consider the recommendations from the consultation on the 29 January 2019.
<p>Review of Leisure Facilities. To review the provision of Leisure facilities within the Borough, in particularly Pool in the Park, including equipment maintenance and service.</p>	Chairman and Vice-Chairman	

Overview and Scrutiny Committee Meeting – 25 March 2019

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Scrutiny			
Safer Woking Partnership – Community Safety Plan. The Police and Justice Act 2006 gave local authorities responsibility for considering crime and disorder matters. In 2010 the Committee agreed that the Safer Woking Partnership Plan would be brought forward annually for scrutiny.	None	None	Camilla Edmiston
Environmental Health. For the Committee to review the scoring process and catering outlets that were rated as zero in the hygiene report.	None	None	Emma Bourne

New Vision Homes Complaints Review. To invite New Vision Homes to the Committee to provide a better understanding of the work undertaken, how complaints are logged and what defines a formal complaint.	None	None	Martin Craven
Flood Prevention Scheme. For the Committee to review and update on the Flood Prevention Scheme, specifically in Hoe Valley	None	None	Katherine Waters
Annual Report. For the Committee to receive the annual report of the Overview and Scrutiny Committee.	None	None	Cllr I Johnson
Task Group Updates			
Task Group Update. 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.

7 February 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Petition - Ice-Cream Van in Woking Park	To consider the petition referred to the Executive by Council on 6 December 2018, and to submit a recommendation to Council.	Cllr Kemp, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	General Fund, Service Plans, Budgets and Prudential Indicators 2019-20	To recommend to Council the General Fund, Service Plans, Budgets and Prudential Indicators for 2019-20.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Housing Revenue Account Budgets 2019-20	To recommend to Council the Housing Revenue Account Budgets for 2019-20.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Investment Programme 2018-19 to 2022-23	To recommend to Council the full review of the Investment Programme and priorities.	Portfolio Holder, Business Managers, Finance Task Group.	None.	Chief Finance Officer (Leigh Clarke)

Yes	Capital, Investment and Treasury Management Strategies	To recommend to Council the Treasury Management Strategy for 2019-20.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Citizens Advice Woking - Business Plan	To consider the Business Plan submitted by Citizens Advice Woking as requested by the Executive at its meeting on 13 December 2018.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Woking College 3G Pitch Development	To authorise the development of the Woking College 3G Football Artificial Turf Pitch and pavilion project.	Cllr Kemp, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Application for Financial Assistance - Woking Blackhawks Basketball Club	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Deputy Chief Executive (Douglas J Spinks)
No	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)
No	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)

28 March 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Contaminated Land Strategy	To recommend to Council the Contaminated Land Strategy following completion of the technical consultation.	Cllr Mrs Hunwicks, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Application for Financial Assistance - Royal Horticultural Society (Wisley)	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Citizens Advice Woking - Business Plan Update	To consider an update on the Business Plan submitted by Citizens Advice Woking as requested by the Executive at its meeting on 13 December 2018.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Duke's Court Plaza Project	To approve the project which includes the creation of a new landscaped pedestrianised plaza, improvements to the appearance of the main Duke's Court reception and the provision of new restaurant space.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)

No	Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report	To receive details of RIPA authorisations during 2018 calendar year.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
No	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)
No	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 paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

<p>Yes</p>	<p>Land Management - Elizabeth House and Cornerstone</p>	<p>To agree the detailed arrangements.</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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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.

Task Group	Topic	Membership	Resources	Date Established	Anticipated Completion Date
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