



WOKING BOROUGH COUNCIL

Overview and Scrutiny Work Programme

**CIVIC OFFICES
GLOUCESTER SQUARE
WOKING GU21 6YL
01483 755855
www.woking.gov.uk**

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 D E Hughes

Vice-Chairman: Councillor M Whitehand

Councillor J Bond

Councillor R Mohammed

Councillor G G Chrystie

Councillor M I Raja

Councillor S Hussain

Councillor C Rana

Councillor J R Sanderson

2019/20 Committee Dates

- 17 June 2019
- 15 July 2019
- 16 September 2019
- 21 October 2019
- 25 November 2019
- 20 January 2020
- 24 February 2020
- 23 March 2020

Suggested Additions to the Work Programme

Decision to be Taken	Proposed by	Officer Comment
Housing Infrastructure Fund. For the Committee to receive the HIF Bid conditions once received from Homes England.	Chairman and Vice-Chairman	

Overview and Scrutiny Committee Meeting – 21 October 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	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Scrutiny			
Procurement Process. For the Committee to consider the Official Journal of the European Union (OJEU) requirements when going to tender and review local examples.	None	None	Lara Pereira
Freedom Leisure. To review the findings from the site visit on 1 October and to receive Freedom Leisure's draft business plan. Freedom Leisure will respond to questions submitted by the Committee prior to the meeting.	None	None	Chairman Representative from Freedom Leisure

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	Chairman

Overview and Scrutiny Committee Meeting – 25 November 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	Chairman
Presentation			
Park and Play Area Maintenance. For the Committee to receive a presentation on the maintenance and inspection programme for repairs in Parks and Play Areas.	None	None	Arran Henderson
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Scrutiny			
Freedom Leisure. To review the contracts between Freedom Leisure and Woking Borough Council, and to consider the costs and budget plan for improvements to Pool in the Park.	None	None	Michelle Melia

<p>Celebrate Woking 2019/20 Review and Forward Plan. 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.</p>	None	None	Chris Norrington / Riette Thomas
<p>Treasury Management Mid-year Review 2018/19.</p>	None	None	Leigh Clarke
<p>Task Group Updates</p>			
<p>Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.</p>	None	None	Chairman

Overview and Scrutiny Committee Meeting – 20 January 2020

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	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Scrutiny			
Serco. For the Committee to review the services provided by Serco and their capacity to achieve and improve services.	None	None	Geoff McManus
Waste Management Contract Review. To review the level of complaints and service provided by Joint Waste Solutions.	None	None	Richard Bisset
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	Chairman

Overview and Scrutiny Committee Meeting – 24 February 2020

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	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Scrutiny			
Children and Family Centres. For the Committee to capture the feedback from the closure of some children’s centres, the transitional effects on those that are operational.	None	None	Adam Thomas
Empty Homes Strategy. For the Committee to review the updated Empty Homes Strategy and to see how the Committee and Councillors can support the programme.	None	None	Louise Strongitharm
Freedom of Information Requests. To review the statistics and requests that proceed to the Information Commissioners Office.	None	None	Hanna Taylor

<p>Overview of Complaints Received and Contract Review. For the Committee to review the complaints for 2019 and identify any trends. The Committee wish to review some areas of the contract.</p>	None	None	Joanne McIntosh
<p>Task Group Updates</p>			
<p>Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.</p>	None	None	Chairman

Overview and Scrutiny Committee Meeting – 23 March 2020

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	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Scrutiny			
Community Infrastructure Levy. For the Committee to review the CIL proposals and the management plans for the future.	None	None	Ernest Amoako
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

<p>Anti-Social Behaviour. For the Committee to understand the youth provisions within the borough and the statistics on anti-social behaviour.</p>	None	None	<p>Camilla Edmiston Adam Thomas Cllr Kemp</p>
<p>Task Group Updates</p>			
<p>Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.</p>	None	None	<p>Chairman</p>

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.

12 September 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Notice of Motion - Cllr I Johnson - Heathrow Rail Link	To consider the Notice of Motion from Cllr I Johnson referred to the Executive on 12 September 2019 by Council on 25 July 2019.	Cllr Cundy, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Notice of Motion - Cllr G Cundy - Introduce a planning policy to green new development over 15 storeys	To consider the Notice of Motion from Cllr G Cundy referred to the Executive on 12 September 2019 by Council on 25 July 2019.	Cllr Cundy, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Notice of Motion - Cllr A-M Barker - Fiery Bird Venue/Phoenix Cultural Centre	To consider the Notice of Motion from Cllr A-M Barker referred to the Executive on 12 September 2019 by Council on 25 July 2019.	Cllr Kemp, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

No	Notice of Motion - Cllr M Ali - Chairmanship of Oversight Panels	To consider the Notice of Motion from Cllr M Ali referred to the Executive on 12 September 2019 by Council on 25 July 2019.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
No	Notice of Motion - Cllr A-M Barker - Review of Kingfield development stadium capacities	To consider the Notice of Motion from Cllr A-M Barker referred to the Executive on 12 September 2019 by Council on 25 July 2019.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
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	Housing Infrastructure Bid - A320 Woking Town Centre	To agree to enter into an agreement with SCC to deliver the infrastructure improvements.	Cllr Bittleston, Leader of the Council.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Victoria Arch Scheme - Release of Funds	To consider a £3m funding request to enable Network Rail to continue its work in developing plans for the replacement of Victoria Arch.	Cllr Bittleston, Leader of the Council.	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)

10 October 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Flood Risk Management	Authorisation to release remaining funds to allow scheme to be constructed.	Cllr Davis, Portfolio Holder.	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.	Cllr Bittleston, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

<p>Yes</p>	<p>School Place Provision</p>	<p>To consider an update to the proposal to support 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 Finance Officer (Leigh Clarke)</p>
-------------------	-------------------------------	---	--	--------------	---

21 November 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Review of Fees and Charges 2020-21	To recommend to Council that the discretionary Fees and Charges for 2020-21 be approved.	Cllr Azad, Portfolio Holder, and service users where appropriate.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Robin Hood	To recommend to Council the provision of Loan Finance to Rutland Woking for the development of the former Pub site for a Community Transport Depot and residential accommodation.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Smarts Heath Road Woking Gymnastic Center	To recommend to Council funding arrangements for the implementation of the approved scheme.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
No	Calendar of Meetings 2020-21	To recommend to Council the Calendar of Meetings for 2020-21.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)

No	Draft General Fund Budget 2020-21	To receive the draft General Fund 2020-21 for the purpose of finalising proposals for service budgets and Council Tax.	Cllr Azad, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
No	Draft Housing Revenue Account Budget Update 2020-21	To receive the draft Housing Revenue Account estimates 2020-21 for the purposes of finalising proposals for service.	Cllr Azad, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Draft Investment Programme 2019-20 to 2023-24	To receive the draft Investment Programme.	Cllr Azad, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
No	GDPR Compliance/Cyber Security	To note the position regarding GDPR compliance and cyber security.	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)

Special Grants Executive - 12 December 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Applications for Financial Assistance 2020-21	To receive the annual report on applications for the Community Support Scheme for the 2020/21 financial year.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

Applications will be added after the Grants application deadline.

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 Ali, Azad, Barker, Bond, Davis, Elson, and Johnson.	Officer and Councillor time.	11.03.09	Ongoing
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, Aziz, Bond, Davis, Hughes, and Sanderson.	Officer and Councillor time.	25.05.06	Ongoing
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 Aziz, Bridgeman, Forster, Harlow, Johnson, Kemp and Mohammad.	Officer and Councillor time.	25.05.06	Ongoing