



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 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). 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.

Chairman

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The Committee

Chairman: Councillor I Johnson

Vice-Chairman: Councillor K Davis

Councillor H J Addison

Councillor A-M Barker

Councillor J Bond

Councillor G G Chrystie

Councillor J Kingsbury

Councillor R Mohammed

Councillor M I Raja

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 – 22 January 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
Work Programme – For the Committee to receive the updated Work Programme.	None	None	Beth Hayllor
Performance & Financial Monitoring Information – For the Committee to consider the Performance & Financial Monitoring Information (Green Book)	None	None	Cllr I Johnson
Update on Basingstoke Canal Proposals	Portfolio Holders	Review of Basingstoke Canal Presentation Slides (Overview and Scrutiny Committee 27/02/17); Overview and Scrutiny Committee Meeting Minutes, 27 February 2017.	Cllr I Johnson and Cllr K Davis
Update on Raynes Close	Portfolio Holders	Thameswey group – Rayne's Close Development Final Report, Overview and Scrutiny Committee 24 July 2017 ; Final Report OSC17-017 Lessons learnt from the Rayne's Close Development 24 July 2017, Overview and Scrutiny Committee 27 July 2017 and the Overview and Scrutiny Committee Meeting minutes 24 July 2017.	Cllr I Johnson

Overview and Scrutiny Committee Meeting – 26 February 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
Work Programme – For the Committee to receive the updated Work Programme.	None	None	Beth Hayllor
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
Woking 2050 and Climate Change Agenda Update	Portfolio Holder	None	Cllr I Johnson
Air Quality Monitoring and Management	Portfolio Holder	None	Cllr I Johnson

Overview and Scrutiny Committee Meeting – 26 March 2018

Decision to be Taken	Consultation	Background Documents	Contact Person
Work Programme – For the Committee to receive the updated Work Programme.	None	None	Beth Hayllor
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
Preparations for Brexit	To be confirmed	To be confirmed	Cllr K Davis
Countryside Access	To be confirmed	To be confirmed	Cllr I Johnson
Affordable Housing Proposal	To be confirmed	To be confirmed	Cllr I Johnson/ Ray Morgan

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.

23 November 2017

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
*	Thamesway Business Plans 2018	To consider the Company Business Plan and recommend thereon to Council.	Leader of the Council.	Previous Thamesway Business Plans and Statutory Accounts and Reports.	Leigh Clarke
*	Woking Gateway	To recommend to Council the appointment of a developer for the Woking Gateway Scheme - Chapel Street to Sparrow Park.	Portfolio Holder.	None.	Douglas Spinks
*	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

*	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
	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.	Peter Bryant
	Calendar of Meetings 2018-19	To recommend to Council the Calendar of Meetings for 2018-19.	Portfolio Holder.	None.	Ray Morgan
	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
*	Potential Housing Sites	To consider proposed small site developments across Woking.	Portfolio Holder, NVH, Pinnacle.	None.	Corporate Management Group
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Ray Morgan

*	Victoria Square Update	<p>To consider an update on the Victoria Square Development and recommend accordingly to Council.</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>	Leader of the Council.	None.	Ray Morgan
*	Woking Gateway	<p>To recommend to Council the appointment of 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 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>	Portfolio Holder.	None.	Douglas Spinks

*	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 paragraph 3 of Part 1 of Schedule 12A, to the Local Government 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
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Special Grants Executive - 14 December 2017

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
	Applications for Financial Assistance 2018-19	To receive the annual report on the community grants programme.	Portfolio Holder Relevant Service Areas Council appointed representatives on the relevant groups.	None	Ray Morgan
*	Age Concern Woking - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant Application	Ray Morgan
	Barnsbury Primary School PTA - Application for Financial Assistance	To determine the grant application	Portfolio Holder Internal Officers	Application form	Ray Morgan
*	Boom Credit Union - Application for Financial Assistance	To determine the grant application	Portfolio Holder Internal Officers	Grant Application	Ray Morgan
	Browns Community Services CIC - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application form.	Ray Morgan
*	Byfleet Methodist Church - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant Application	Ray Morgan
	Byfleet Village Football Club - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Challengers - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan

	Chobham Rugby Football Club - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application.	Ray Morgan
*	Citizens Advice Woking - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Community Advice Forum - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application form	Ray Morgan
	Coram Life Education - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application Form.	Ray Morgan
*	Crossroads Care Surrey - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application Form.	Ray Morgan
	Cruse Bereavement Care - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant Application	Ray Morgan
	Family Voice Surrey - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Fox Corner Community Conservation Area Association - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	Friends of the Elderly - Application for Financial Assistance	To determine the grant application.	Portfolio Holder. Internal Officers.	Application Form.	Ray Morgan
	GASP Motor Project - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Goldsworth Park Rangers Football Club - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan

	Home-Start Runnymede and Woking - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Horsell Bowling Club - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant Application	Ray Morgan
	Lakeview Community Action Group - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Let's Read Ltd - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	Maybury and Sheerwater Community Trust - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application form	Ray Morgan
	Outline - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application form	Ray Morgan
	Peer Productions - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Pyrford and Wisley Flower Show and Fete - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application form.	Ray Morgan
*	Relate West Surrey - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application form.	Ray Morgan
	St Mary of Bethany Church - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application form.	Ray Morgan
	Sight for Surrey - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application form	Ray Morgan
	Surrey Care Trust - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application Form.	Ray Morgan

	Surrey Welfare Rights - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant Application	Ray Morgan
	Surrey Youth Focus - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	TALK - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	The Club at Old Woking - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	The Counselling Partnership - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	The Eikon Charity - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	Application Form.	Ray Morgan
	The Lightbox - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	The Lighthouse - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	The Maybury Centre - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	The Therapy Garden - Application for Financial Support	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Victim Support - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	We Shine - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan

	West Byfleet Neighbourhood Forum - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	Westfield Football Club - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Westfield and District Cricket and Sports Club - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	West Surrey Mediation Service - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	Woking Hospice - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	Woking and Weybridge Branch of Parkinson's UK - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Woking Community Furniture Project - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	Woking Community Transport (Bustler Service) - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Woking Community Transport (Town Centre Buggy) - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Woking District Scouts - Application for Financial Support	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Woking District Scouts (Handicamp) - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	Woking Mental Health Centre (Cornerstone) - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan

	Woking Mind - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Woking People of Faith - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	Woking ShopMobility - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Woking Street Angels - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
	Woking Talking Newspapers - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	York Road Project - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan
*	Your Sanctuary - Application for Financial Assistance	Determine the grant application.	Portfolio Holder Internal Officers	Grant application	Ray Morgan

18 January 2018

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
	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.	<ol style="list-style-type: none"> 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 Policies Development Plan Document (DPD) 	Douglas Spinks

*	Hoe Valley Flood Alleviation and Environmental Enhancement Scheme	Authorisation to release remaining funds to allow scheme to be constructed.	Portfolio Holder.	None.	Douglas Spinks
	Parking for the Faith Community and Community Groups	To review the Council's policy statement for parking charges for the faith community.	As identified in the review of the Equality Impact Assessment (EqIA) being undertaken, Portfolio Holder.	Equality Impact Assessment (EqIA).	Peter Bryant
	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	<p>To receive the Contaminated Land Strategy Review Report 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>	Portfolio Holder.	None.	Ian Tomes

1 February 2018

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
*	General Fund, Service Plans, Budgets and Prudential Indicators 2018-19	To recommend to Council the General Fund, Service Plans, Budgets and Prudential Indicators for 2018-19.	Portfolio Holder, Business Managers.	None.	Leigh Clarke
*	Housing Revenue Account Budgets 2018-19	To recommend to Council the Housing Revenue Account Budgets for 2018-19.	Portfolio Holder, Business Managers.	None.	Leigh Clarke
*	Investment Programme 2017-18 to 2020-21	To recommend to Council the full review of the Investment Programme and priorities.	Portfolio Holder, Business Managers, Finance Task Group.	None.	Leigh Clarke
*	Treasury Management Strategy and Prudential Indicators 2018-19	To recommend to Council the Treasury Management Strategy for 2018-19.	Portfolio Holder.	None.	Leigh Clarke
	Homelessness Reduction Act - Implications arising from its implementation	To seek approval to new and amendment of existing Policies and Practices as maybe necessary to enable the Homelessness Reduction Act 2017 to be implemented successfully.	Housing Task Group, Portfolio Holder and colleagues.	Homelessness Reduction Act 2017, DCLG - Homelessness Code of Guidance for Local Authorities.	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
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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.

Task Group	Topic	Membership	Resources	Date Established	Anticipated Completion Date
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