



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 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	

2020/21 Committee Dates

- 15 June 2020
- 13 July 2020
- 14 September 2020
- 19 October 2020
- 23 November 2020
- 25 January 2021
- 22 February 2021
- 22 March 2021

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	The Finance Task Group would review the conditions once made available.
Treasury Management Policy. To review the policy and procedures and making recommendations to the responsible body	Finance Task Group	
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.	Chairman and Vice-Chairman	It was scheduled to be viewed at the meeting on 23 March 2020, which was cancelled due to the COIV19 outbreak.
Flood Alleviation Plan.	Chairman and Vice-Chairman	
Task Groups. For the Committee to receive the Terms of Reference for each task group, and review the link with the Committee.	Chairman and Vice-Chairman	

Overview and Scrutiny Committee Meeting – 14 September 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 Consideration			
Housing Topic Scrutiny – Current Position. Feedback from the Housing Task Group that looks at the Housing Needs and Supply within the Borough.	None	None	Louise Strongitharm
Youth Service Provisions. For the Committee to receive an updates on the current youth services available in the borough.	None	None	Sandie Bolger Adam Thomas SCC Representative
Surrey Police – Youth Support.	None	None	Detective Inspector David Bentley

Serco. To receive an update on Service KPI's, planned works, recruitment capacity and future aspirations of joint working.	None	None	Geoff McManus
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 – 19 October 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 Consideration			
Housing Topic Scrutiny – Delivery. Feedback from the Housing Task Group, review of planning policies, recent deliveries and proposals, potential barriers and specific projects.	None	None	Louise Strongitharm
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 – 23 November 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 Consideration			
Sheerwater Regeneration Project Update.	None	None	Ray Morgan
Housing Topic Scrutiny – Future Housing Strategy. Feedback from the Housing Task Group, and identifying our priorities over the next 3 to 5 years, 10 years and the delivery of this.	None	None	Louise Strongitharm
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.	None	None	Riette Thomas Chris Norrington

Treasury Management Mid-year Review 2020/21.	None	None	Leigh Clarke
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 January 2021

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 Consideration			
Joint Waste Management Performance Review. To review the level of complaints and service KPI's provided by JWS.	None	None	Richard Bisset
Freedom Leisure. For the Committee to receive an annual review and an update since the 2019/20 review.	None	None	Angela Baillie
Play Area Maintenance. To review the maintenance work completed since the last update in November 2019, and whether the programme can be changed from 25 years to a shorter period.	None	None	Arran Henderson Tracey Haskins
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
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Overview and Scrutiny Committee Meeting – 22 February 2021

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 Consideration			
Freedom of Information Requests. To review the statistics and requests that proceed to the Information Commissioners Office.	None	None	Hanna Taylor
Overview of Complaints Received and Contract Review. For the Committee to review the complaints for 2020 and identify any trends. The Committee wish to review some areas of the contract.	None	None	Joanne McIntosh New Vision Homes
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 – 22 March 2021

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 Consideration			
Family Centres Update. For the Committee to receive an update a year on from the consultation that determined the re-modelling of the remaining Children’s Centres in the Borough to create Family Centres as part of a wider Family Service, led by Woking Borough Council.	None	None	Adam Thomas
Freedom Leisure. Update from FL, to compare questionnaire results, a year on from the last survey.	None	None	Angela Baillie
Annual Report of the Overview & Scrutiny Committee.	None	None	Chairman

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

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.

22 June 2020 (Rescheduled from 18 June 2020)

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 A-M Barker - Fireworks	To consider the Notice of Motion from Cllr A-M Barker referred to the Executive on 26 March 2020 by Council on 13 February 2020.	Cllr Davis, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Notice of Motion - Cllr G Chrystie - Confidential Reporting at Council and Committees	To consider the Notice of Motion from Cllr G Chrystie referred to the Executive on 26 March 2020 by Council on 13 February 2020.	Cllr Azad, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)
Yes	Brookwood Cemetery Masterplan	To recommend to Council the Brookwood Cemetery Masterplan.	Cllr Azad, Portfolio Holder, and Cllr Cundy, Lead Member for Brookwood Cemetery.	None.	Deputy Chief Executive (Douglas J Spinks)

No	Caring for Children and Young People Policy - HR Policy for Woking Borough Council Employees	To recommend to Council that the Caring for Children and Young People Policy be approved.	Cllr Bittleston, Portfolio Holder, Unison.	None.	Chief Executive (Ray Morgan)
No	Woking Borough Council's Response to COVID 19 - Update	To receive an update on the activities undertaken by the Council in light of the Coronavirus Pandemic or otherwise referred to as COVID 19.	Cllr Bittleston, Leader of the Council.	None.	Chief Executive (Ray Morgan)
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	Executive Undertakings - Woking Football Club (PLAN/2019/1176) and Egley Road (PLAN/2019/1177) Planning Applications	The Executive will be asked to consider agreeing to give effect to the requirements of the Local Planning Authority in respect of Planning Applications PLAN/2019/1177 and PLAN/2019-1176.	Cllr Bittleston, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)
No	Woking Walk In Centre (WIC) Consultation Update	To receive an update on the consultation being undertaken by North West Surrey CCG concerning the future of the Woking Walk In Centre (WIC) at Woking Community Hospital and its review of urgent care services in North West Surrey.	Cllr Bittleston, Leader of the Council, Cllr Kemp, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

No	Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report	To receive details of RIPA authorisations during 2019 calendar year.	Cllr Azad, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)
No	Write off of Irrecoverable Debt	To write off debts over £10,000.	Cllr Azad, Portfolio Holder.	None.	Director of Finance (Leigh Clarke)
No	Risk Management and Business Continuity Annual Report	To receive the annual report on Risk Management and Business Continuity.	Cllr Bittleston, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
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>Commercial Tenant Management</p>	<p>To receive a report on Commercial Tenant Management.</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>Chief Executive (Ray Morgan)</p>
<p>Yes</p>	<p>Victoria Square Update</p>	<p>To receive a Victoria Square Update report.</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 Executive (Ray Morgan)</p>

16 July 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Woking Anti Social Behaviour Policy and Delegated Authority Request	To recommend to Council that the Anti Social Behaviour Policy and Delegated Authority request be approved.	Portfolio Holder.	None.	Director of Community Services (Julie Fisher)
No	Independent Directors of Subsidiaries	To consider revised arrangements for Independent Directors.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
No	Churchyard Closure and Transfer of Maintenance Responsibility – St Mary The Virgin Horsell	The Executive is requested to resolve that the responsibility for the maintenance of the closed churchyard at St Mary The Virgin Horsell is transferred to Woking Borough Council.	Cllr Davis, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Treasury Management Annual Report 2019-20	To receive the Annual Treasury Management Report.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Equalities Annual Report - 2020	To receive an annual report detailing progress on the equalities agenda.	Portfolio Holder, employees, a range of voluntary and community sector groups and organisations.	None.	Chief Executive (Ray Morgan)

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)
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10 September 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
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 Centre	To recommend to Council funding arrangements for the implementation of the approved scheme.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
No	Woking Town Centre Place Identity	To receive a report regarding Woking Town Centre Brand Identity.	Cllr Bittleston, Leader of the Council.	None.	Chief Executive (Ray Morgan)
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)

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