



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 D Bittleston

Councillor S Hussain

Councillor J Bond

Councillor R Mohammed

Councillor G G Chrystie

Councillor M I Raja

Councillor J R Sanderson

2020/21 Committee Dates

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

Suggested Additions to the Work Programme

Decision to be Taken	Proposed by	Officer Comment
Safer Working 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 Working 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 Covid outbreak.
Investment Strategy. To understand the Council's position on funding for projects and schemes such as the Flood Alleviation Plan, due to Covid-19.	Chairman and Vice-Chairman	This item will be carried over into the 2021/22 municipal year.
Freedom Leisure. For the Committee to receive an annual review and an update since the 2019/20 review.	Chairman and Vice-Chairman	This item will be carried over into the 2021/22 municipal year.

Annual Items of the Committee

Item	Month Scheduled	Reporting Officer
JWS Management Performance	January	Richard Bisset
Annual FOI report Annual NVH Complaints Review Report	February	Hanna Taylor Jo McIntosh
Safer Working Partnership – Community Plan Annual Report of the Overview and Scrutiny Committee	March	Camilla Edmiston Chairman of the OS Cttee
Celebrate Woking Review and Forward Plan Treasury Management Mid-Year Review	November	Chris Norrington / Riette Thomas Leigh Clarke

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			
Woking Football Club & Associated Developments Task Group. For the Chairman to provide an update following the independent legal review and report to Council.	None	None	Chairman
Housing Scrutiny Topic Review. For members to reflect on the three sessions with officers that reviewed housing topics, policies and progress made.	None	None	Chairman Vice-Chairman
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 2020 and identify any trends. The Committee wish to review some areas of the contract.</p>	None	None	<p>Joanne McIntosh New Vision Homes</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>
<p>Task Group Terms of Reference Update. To receive the draft terms of reference for each of the task groups that report to the Committee.</p>	None	None	<p>Chairman</p>

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
Climate Change Emergency. To understand what actions have been taken since the Climate Change Emergency had been declared.	None	None	TBC
Annual Report of the Overview & Scrutiny Committee.	None	None	Chairman

Task Group Updates

Task Group Update. To receive an update on the terms of reference of the three 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.

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 T Aziz - Viability of Affordable Homes	To consider the Notice of Motion from Cllr T Aziz referred to the Executive on 14 January 2021 by Council on 3 December 2020.	Cllr Elson, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Independent Directors of Subsidiaries	To determine the process for the appointment of Independent Directors.	Cllr Azad, 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 Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

4 February 2021

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	General Fund, Service Plans, Budgets and Prudential Indicators 2021-22	To recommend to Council the General Fund, Service Plans, Budgets and Prudential Indicators for 2021-22.	Cllr Ashall, Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Housing Revenue Account Budgets 2021-22	To recommend to Council the Housing Revenue Account Budgets for 2021-22.	Cllr Ashall, Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Investment Programme 2020-21 to 2024-25	To recommend to Council the full review of the Investment Programme and priorities.	Cllr Ashall, 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 Capital, Investment and Treasury Management Strategies for 2021-22.	Cllr Ashall, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Housing Management and Maintenance Service	To recommend to Council that the delivery approach for Housing Management and Maintenance Services from 1 April 2022 be confirmed (following resident consultation).	Cllr Harlow, Portfolio Holder and Housing Task Group, tenant and leaseholder consultation.	None.	Director of Housing (Louise Strongitharm)

Yes	Monument Way West Development Proposals	To authorise the framework which will include affordable housing and Woking Community Transport relocation.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
No	Terms of Joint Study on the Future Infrastructure Requirements of the East of Woking	To agree terms of a joint study with other authorities and partners on the future infrastructure requirements of the east of Woking, based on both current demand and future demand.	Cllr Elson, 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 Azad, 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 Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

<p>Yes</p>	<p>Monument Way West Development Proposals</p>	<p>To receive confidential information in respect of the Monument Way West Development Proposals in Part I of the agenda.</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>Development Agreement - New Central Extension</p>	<p>To authorise a development agreement.</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>

Special Executive - 25 February 2021

Following the Special Grants Executive held on 10 December 2020, a Special Executive has been scheduled to review the allocation of funds in the event either the Revenue Grant budget or the Capital Grant budget is reduced as part of budgetary considerations.

25 March 2021

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Medium Term Financial Strategy	The decision is sought to set the framework for Officers to develop detailed proposals for consideration by the Council to ensure the medium term financial stability of the Council in the context of its objective to support growth and to maintain services for local people.	Cllr Ashall, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
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)
Yes	Robin Hood	To recommend to Council the provision of Loan Finance to Rutland Woking for the development of the former Pub site for residential accommodation.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)

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.	Director of Neighbourhood Services (Geoff McManus)
No	Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report and IPSO Report	To receive details of RIPA authorisations during 2020 calendar year, and to receive the IPSO report and agree any necessary resulting actions.	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 Ashall, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Azad, 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