



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 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
<p>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.</p>	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.
<p>Investment Strategy. To understand the Council's position on funding for projects and schemes such as the Flood Alleviation Plan, due to Covid-19.</p>	Chairman and Vice-Chairman	This item will be carried over into the 2021/22 municipal year.
<p>Freedom Leisure. For the Committee to receive an annual review and an update since the 2019/20 review.</p>	Chairman and Vice-Chairman	This item will be carried over into the 2021/22 municipal year.
<p>Surrey Lifelong Learning Partnership. For the Committee to receive an update on the planned projects and activities at the Lakeview Community Centre in June 2021.</p>	Chairman and Vice-Chairman	This item will be reviewed at a meeting near in June 2021.

Annual Items of the Committee

Item	Month Scheduled	Reporting Officer
JWS Management Performance	January	Sarah Beck
Annual FOI report Annual Overview of Complaints 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

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.

25 March 2021

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 - York Road Project	To consider the Notice of Motion from Cllr I Johnson referred to the Executive on 25 March 2021 by Council on 11 February 2021.	Cllr Harlow, Portfolio Holder.	None.	Director of Housing (Louise Strongitharm)
No	Notice of Motion - Cllr L Lyons - Paperless meetings	To consider the Notice of Motion from Cllr L S Lyons referred to the Executive on 25 March 2021 by Council on 11 February 2021.	Cllr Azad, Leader of the Council and Cllr Davis, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)
No	Notice of Motion - Cllr L Lyons - Woking Station Pedestrian Underpass	To consider the Notice of Motion from Cllr L Lyons referred to the Executive on 25 March 2021 by Council on 11 February 2021.	Cllr Davis, Portfolio Holder.	None.	Director of Neighbourhood Services (Geoff McManus)
No	Notice of Motion - Cllr L Lyons - Provision of Affordable Homes Onsite	To consider the Notice of Motion from Cllr L Lyons referred to the Executive on 25 March 2021 by Council on 11 February 2021.	Cllr Elson, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)

No	Notice of Motion - Cllr L Lyons - Construction Site Noise Limits	To consider the Notice of Motion from Cllr L Lyons referred to the Executive on 25 March 2021 by Council on 11 February 2021.	Cllr Davis, Portfolio Holder.	None.	Director of Neighbourhood Services (Geoff McManus)
Yes	Corporate Plan	To recommend to Council the adoption of the Corporate Plan.	Cllr Azad, Portfolio Holder.	None.	Director of Community Services (Julie Fisher)
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	Update on Council Decisions following the Independent Investigation into the Woking Football Club and Associated Developments	To receive an update on Council Decisions following the Independent Investigation into the Woking Football Club and Associated Developments.	Cllr Azad, Leader of the Council.	None.	Director of Legal and Democratic Services (Peter Bryant)
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	Height and Scale of New Buildings across Woking	Following Cllr Lyon's Notice of Motion at Council on 3 December 2020, the Executive to receive a report setting out existing guidance regarding height and scale of new buildings, along with the consequential impacts which may arise from any changes, with a view to updating the Design Supplementary Planning Document, if appropriate.	Cllr Elson, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Financing Affordable Housing	To consider alternative financial arrangements to secure the delivery of affordable homes.	Cllr Azad, Leader of the Council, Cllr Harlow, Portfolio Holder for Housing, Cllr Ashall, Portfolio Holder for Finance.	None.	Chief Executive (Ray Morgan)

No	Council Tax and Business Rate Debt Collection - Adoption of Council Tax Protocol	Following Cllr Aziz's Notice of Motion at Council on 3 December 2020, the Executive to receive a report considering the adoption of the CAB Protocol or similar regarding collection of unpaid Council Tax and Business Rate debt.	Cllr Ashall, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
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	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 Section 106 planning obligations in respect of Planning Applications PLAN/2019/1177 and PLAN/2019/1176.	Cllr Azad, Leader of the Council.	None.	Director of Legal and Democratic Services (Peter Bryant)
Yes	Old Woking Community Centre and Woking College	To consider varying the lease arrangements to enable Woking College to use part of the community centre facilities and to authorise extensions to the community centre to meet the needs of the community association and the College.	Cllr Azad, 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 Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Monument Way West Development Proposals	<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>	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

<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>
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17 June 2021

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Woking Borough Council Digital Transformation Strategy	To recommend to Council the Woking Borough Council Digital Transformation Strategy.	Cllr Davis, Portfolio Holder.	None.	Director of Planning
No	Animal Welfare Policy	To recommend to Council an Animal Welfare Policy.	Cllr Azad, Leader of the Council, Cllr Davis, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
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	Risk Management and Business Continuity Annual Report	To receive the annual report on Risk Management and Business Continuity.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
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 (Julie Fisher)
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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	<p>To promote a thriving and growing local economy in Woking, while ensuring that residents, community groups and businesses feature in a high quality environment that continues to be an attractive and healthy place to live in, work in and visit.</p> <ul style="list-style-type: none"> • To review and monitor the current Economic Strategy of the Council. <p>The Overview and Scrutiny Committee may refer matters to the task group for further scrutiny and consideration and vice versa.</p>	Cllrs Ali, Azad, Barker, Bond, Davis, Elson, and Johnson.	Officer and Councillor time.	11.03.09	Ongoing
Finance Task Group	<p>The Task Group has been established as a Standing Task Group to review financial issues as identified either by itself or the Overview and Scrutiny Committee. The Task Group will receive financial information, including reports to the Executive, to enable it to undertake effective scrutiny of the financial performance of the Council.</p> <p>The Task Group will receive reports on areas such as Treasury Management, Budget Process and Financial Forecast, Statement of Accounts, Investment Programme, Review of Fees and</p>	Cllrs Ashall, Azad, Aziz, Bond, Davis, Hughes, and Sanderson.	Officer and Councillor time.	25.05.06	Ongoing

	Charges, General Fund Budget, Update on Commercial Rents, Update on Irrecoverable Debt, and matters arising from the Green Book. Its Work Programme will be received at each Task Group meeting.				
Housing Task Group	<p>The Task Group covers the following:</p> <ul style="list-style-type: none"> • Steer development, and monitor implementation, of strategies and policies to provide, in particular, affordable housing availability (based on housing needs), reduction of homelessness, improving housing conditions, management and maintenance of Council homes and linkages with social care provision. • Monitor performance and the delivery of key housing projects. • Any other topics are to be considered as suggested by the task group, officers or other council bodies. In addition, the Overview and Scrutiny Committee may refer matters to the task group for further scrutiny and consideration and vice versa. <p>This is a standing task group.</p>	Cllrs Aziz, Bridgeman, Forster, Harlow, Johnson, Kemp and Mohammad.	Officer and Councillor time.	25.05.06	Ongoing