



**WOKING BOROUGH COUNCIL**

# Overview and Scrutiny Work Programme

**CIVIC OFFICES  
GLOUCESTER SQUARE  
WOKING GU21 6YL  
01483 755855  
[www.woking.gov.uk](http://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 J Sanderson

**Vice-Chairman:** Councillor S Hussain

Councillor J Brown

Councillor R Leach

Councillor S Dorsett

Councillor R Mohammed

Councillor A Kirby

Councillor E Nicholson

Councillor M I Raja

### **2021/22 Committee Dates**

- 7 June 2021
- 12 July 2021
- 13 September 2021
- 18 October 2021
- 22 November 2021
- 24 January 2022
- 21 February 2022
- 21 March 2022



### Suggested Additions to the Work Programme

Decision to be Taken	Proposed by	Officer Comment
<p><b>Safer Working Partnership – Community Safety Plan.</b> 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><b>Investment Strategy.</b> 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><b>Freedom Leisure.</b> 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><b>Surrey Lifelong Learning Partnership.</b> 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.



**Overview and Scrutiny Committee Meeting – 12 July 2021**

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Democratic Services
<b>Matters for Consideration</b>			
<b>Health &amp; Wellbeing Strategy.</b>	None	None	Julie Meme Jase Buckingham Katy Cox
<b>Woking Football Club &amp; Associated Developments Independent Review – Gifty Edila’s Recommendations Update.</b>	None	None	Jo McIntosh





**Overview and Scrutiny Committee Meeting – 13 September**

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Democratic Services
<b>Matters for Consideration</b>			
<b>Task Group Updates</b>			
<b>Task Group Update.</b> To receive an update on the terms of reference of the three Task Groups under the remit of the Committee.	None	None	Chairman



**Overview and Scrutiny Committee Meeting – 18 October 2021**

<b>Decision to be Taken</b>	<b>Consultation</b>	<b>Background Documents</b>	<b>Contact Person</b>
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Democratic Services
<b>Matters for Consideration</b>			
<b>Task Group Updates</b>			
<b>Task Group Update.</b> To receive an update on the terms of reference of the three Task Groups under the remit of the Committee.	None	None	Chairman



**Overview and Scrutiny Committee Meeting – 22 November 2021**

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Democratic Services
<b>Matters for Consideration</b>			
<b>Celebrate Woking 2019/20 Review and Forward Plan.</b> 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
<b>Treasury Management Mid-year Review 2020/21.</b>	None	None	Leigh Clarke
<b>Task Group Updates</b>			

<b>Task Group Update.</b> To receive an update on the terms of reference of the three Task Groups under the remit of the Committee.	None	None	Chairman
---	------	------	----------

**Overview and Scrutiny Committee Meeting – 24 January 2022**

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Democratic Services
<b>Matters for Consideration</b>			
<b>Joint Waste Management Performance Review.</b> To review the level of complaints and service KPI's provided by JWS.	None	None	Richard Bisset
<b>Task Group Updates</b>			
<b>Task Group Update.</b> To receive an update on the terms of reference of the three Task Groups under the remit of the Committee.	None	None	Chairman





**Overview and Scrutiny Committee Meeting – 21 February 2022**

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Democratic Services
<b>Matters for Consideration</b>			
<b>Freedom of Information Requests.</b> To review the statistics and requests that proceed to the Information Commissioners Office.	None	None	Democratic Services
<b>Overview of Complaints Received and Contract Review.</b> 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
<b>Task Group Updates</b>			
<b>Task Group Update.</b> To receive an update on the terms of reference of the three Task Groups under the remit of the Committee.	None	None	Chairman



**Overview and Scrutiny Committee Meeting – 21 March 2022**

Decision to be Taken	Consultation	Background Documents	Contact Person
<b>Performance Management</b>			
<b>Performance &amp; Financial Monitoring Information.</b> For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
<b>Matters for Determination</b>			
<b>Work Programme.</b> For the Committee to receive the updated Work Programme.	None	None	Democratic Services
<b>Matters for Consideration</b>			
<b>Annual Report of the Overview &amp; Scrutiny Committee.</b>	None	None	Chairman
<b>Task Group Updates</b>			
<b>Task Group Update.</b> 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.

### 17 June 2021

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Petition - David Lloyd Health and Fitness Centre	To receive a petition.	Portfolio Holder.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Notice of Motion - Cllr L Lyons - Construction Site Noise Limits	To consider the Notice of Motion from Cllr L Lyons originally referred to the Executive on 25 March 2021 by Council on 11 February 2021. Council on 8 April 2021 deferred the Motion to the Executive on 17 June 2021 for further consideration.	Portfolio Holder.	None.	Director of Neighbourhood Services (Geoff McManus)
<b>No</b>	Notice of Motion - Cllr W Forster - Green Flag Award	To consider the Notice of Motion from Cllr W Forster referred to the Executive on 17 June 2021 by Council on 8 April 2021.	Portfolio Holder.	None.	Director of Neighbourhood Services (Geoff McManus)

<b>No</b>	Notice of Motion - Cllr M Raja - Brookwood Cemetery Burial Charges	To consider the Notice of Motion from Cllr M Raja referred to the Executive on 17 June 2021 by Council on 8 April 2021.	Portfolio Holder.	None.	Director of Planning (Giorgio Framalitto)
<b>No</b>	Notice of Motion - Cllr M Raja - Supporting the work of the Planning and Overview and Scrutiny Committees	To consider the Notice of Motion from Cllr M Raja referred to the Executive on 17 June 2021 by Council on 8 April 2021.	Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)
<b>No</b>	Notice of Motion - Cllr T Aziz - Public Consultation on Housing Infrastructure Fund (HIF) Scheme	To consider the Notice of Motion from Cllr T Aziz referred to the Executive on 17 June 2021 by Council on 8 April 2021.	Cllr Azad, Leader of the Council.	None.	Director of Planning (Giorgio Framalitto)
<b>No</b>	Notice of Motion - Cllr T Aziz - Review of the operation of Woking Borough Council's Planning Department	To consider the Notice of Motion from Cllr T Aziz referred to the Executive on 17 June 2021 by Council on 8 April 2021.	Portfolio Holder.	None.	Director of Planning (Giorgio Framalitto)
<b>No</b>	Notice of Motion - Cllr T Aziz - Investigation into New Vision Homes	To consider the Notice of Motion from Cllr T Aziz referred to the Executive on 17 June 2021 by Council on 8 April 2021.	Portfolio Holder.	None.	Director of Housing (Louise Strongitharm)
<b>No</b>	Notice of Motion - Cllr M Ali - Eligibility of residents to positions with the Council and Residents' Panel	To consider the Notice of Motion from Cllr M Ali referred to the Executive on 17 June 2021 by Council on 8 April 2021.	Cllr Azad, Leader of the Council.	None.	Chief Executive (Julie Fisher)

<b>No</b>	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)
<b>Yes</b>	Recommendation from Climate Change Working Group - Future of Planet Woking	To receive recommendations from the Climate Change Working Group regarding the future of Planet Woking.	Portfolio Holder, Climate Change Working Group.	None.	Director of Neighbourhood Services (Geoff McManus)
<b>Yes</b>	Recommendation from Climate Change Working Group - Renewable Energy Plan	To receive recommendations from the Climate Change Working Group regarding the adoption of the Renewable Energy Plan.	Portfolio Holder, Climate Change Working Group.	None.	Director of Neighbourhood Services (Geoff McManus)
<b>Yes</b>	Town Centre Signage – Wayfinding Project	To agree proposals for Town Centre Signage - Wayfinding Project.	Portfolio Holder.	None.	Director of Neighbourhood Services (Geoff McManus)
<b>No</b>	Risk Management and Business Continuity Annual Report	To receive the annual report on Risk Management and Business Continuity.	Portfolio Holder.	None.	Chief Executive (Julie Fisher)
<b>No</b>	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.	Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

<b>No</b>	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Portfolio Holder.	None.	Chief Executive (Julie Fisher)
-----------	----------------------------------	---	-------------------	-------	--------------------------------



## 15 July 2021

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Housing Strategy	To approve the Council's Housing Strategy.	Portfolio Holder, Overview & Scrutiny Committee, Housing Task Group. Public consultation will be undertaken during May/June 2021.	None.	Director of Housing (Louise Strongitharm)
<b>Yes</b>	Health and Wellbeing Strategy	To approve the Council's Health and Wellbeing Strategy.	Portfolio Holder, Shadow Portfolio Holder, Health and Wellbeing Task Group.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Animal Welfare Policy	To recommend to Council an Animal Welfare Policy.	Cllr Azad, Leader of the Council.	None.	Director of Neighbourhood Services (Geoff McManus)
<b>Yes</b>	Woking Borough Council Digital Transformation Strategy	To recommend to Council the Woking Borough Council Digital Transformation Strategy.	Portfolio Holder.	None.	Director of Planning (Giorgio Framallicco)

<b>Yes</b>	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.	Portfolio Holder.	None.	Director of Housing (Louise Strongitharm)
<b>No</b>	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.	Portfolio Holder.	None.	Director of Neighbourhood Services (Geoff McManus)
<b>No</b>	Equalities Annual Report - 2021	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 (Julie Fisher)
<b>Yes</b>	Treasury Management Annual Report 2020-21	To receive the Annual Treasury Management Report.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	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.

<b>Task Group</b>	<b>Remit</b>	<b>Membership</b>	<b>Resources</b>	<b>Date Established</b>	<b>Anticipated Completion Date</b>
Economic Development Task Group	<p>The Economic Development Task Group shall comprise seven Members of the Council representing all Groups on the Council based on proportionality. The Elected Members to be appointed annually by the Overview and Scrutiny Committee in May. The Portfolio Holder for Promoting the Local Economy shall be an ex-officio member.</p> <p>Members of the Task Group will be expected to gain the views of Councillors/ Officers/ other representatives with a view to reporting those views to the Task Group.</p> <p>Members of the Task Group may also be charged with specific areas to research and report back on to the Task Group.</p> <p>Members of the Task Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p> <p>Substitutes may be appointed when necessary.</p>	Cllrs Ali, Barker, Davis, Johnson, Mohammed, Roberts and Whitehand.	Officer and Councillor time.	11.03.09	Ongoing
Finance Task Group	The Task Group has been established as a Standing Task Group to review financial issues as identified either by itself or the Overview and	Cllrs Azad, Aziz, Davis, Johnson, Kirby,	Officer and Councillor time.	25.05.06	Ongoing

	<p>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 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.</p>	Sanderson and Whitehand.			
Housing Task Group	<p>The Housing Task Group shall comprise seven Members of the Council representing all Groups on the Council based on proportionality. The Elected Members to be appointed annually by the Overview and Scrutiny Committee in May.</p> <p>Members of the Task Group will be expected to gain the views of Councillors/ Officers/ Portfolio Holder / External Advisors and other representatives with a view to reporting those views to the Task Group.</p> <p>Members of the Task Group may also be charged with specific areas to research and report back on to the Task Group. Any investigation requiring funding would normally be expected to be part of the existing housing budget. Offsite visits will be ad hoc. Requests for additional funds for the purpose would be submitted to the Portfolio Holder.</p>	Cllrs Aziz, Barker, Bridgeman, Dorsett, Harlow, Hughes, Kirby and Whitehand.	Officer and Councillor time.	25.05.06	Ongoing

	Members of the Task Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.				
--	--	--	--	--	--