



# 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.
- Scrutiny Review Topics proposed by Members of the Council for inclusion on the Work Programme.
- Topics identified for pre-decision scrutiny.
- The draft forward programme of work for the Executive.
- Details of the current Task and Working 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 work, topics 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 changes to the Work Programme since it was last published have been highlighted in green.*

| <b>The Committee</b>                        |                        |
|---|------------------------|
| <b>Chairman:</b> Councillor Josh Brown      |                        |
| <b>Vice-Chairman:</b> Councillor Adam Kirby |                        |
| Councillor H Akberali                       | Councillor A Caulfield |
| Councillor K Davis                          | Councillor A Javaid    |
| Councillor R Leach                          | Councillor J Morley    |
| Councillor L Rice                           | Councillor M Sullivan  |
| <b>2023/24 Committee Dates</b>              |                        |
| 05 June 2023                                | 10 July 2023           |
| 14 August 2023 (Extraordinary)              | 11 September 2023      |
| 16 October 2023                             | 20 November 2023       |
| 22 January 2024                             | 19 February 2024       |
| 18 March 2024                               |                        |

## Recommendations

The Committee is requested to:

**RESOLVE That** the report be noted.

The Committee has the authority to determine the recommendation set out above.

## The Overview and Scrutiny Work Programme

**Background Papers:** None.

**Reporting Person:** Councillor Josh Brown  
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**Contact Person:** Toby Nash, Scrutiny and Democratic Services Officer  
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**Date Published:** 6 October 2023

REPORT ENDS

## Suggested Additions to the Work Programme

Following the last meeting of the Committee, the Chairman and Vice-Chairman provided Officers with a list of items for consideration over the coming year. Where possible, these have been added to the Work Programme. Set out below are any ideas which have been suggested or requested but are yet to be included against a specific meeting of the Committee.

| Topic   | Proposed by                               | Officer Comment  |
|---|---|--|
| Biannual Overview of Complaints Report                          | Chair and Vice-Chair (2021/22)            | Following the meeting of the Committee on 21 February 2022 it was expressed by Members that the possibility of having this report appear at the Committee twice a year, as opposed to once a year would be beneficial. |
| Invite Thames Water   | OSC                                       | Following the meeting of the Committee on 23 January 2023 it was suggested that Thames Water be invited to attend a future meeting of the OSC once improvements to local treatment works had been completed.           |
| Invite Commissioners  | Chair and Overview and Scrutiny Committee | Invite the DLUHC-appointed Commissioners to a future meeting of the Committee.   |
| Scrutiny of definitions of statutory and non-statutory services | Chair and Overview and Scrutiny Committee | The Committee is interested in considering how Officers determined statutory and non-statutory services.   |

## The Work Programme 2023/24

### Overview and Scrutiny Committee Meeting – 20 November 2023

#### 1 – Performance Management

**1.1 Performance Monitoring Information.** For the Committee to consider the current publication of the Performance Monitoring Information (Green Book).

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Councillor Brown    |

#### 2 – Matters for Consideration

**2.1 Work Programme.** For the Committee to receive the updated Work Programme.

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Councillor Brown    |

**2.2 Treasury Management Mid-Year Review.**

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Section 151 Officer |

**2.3 Housing Revenue Account.**

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Louise Strongitharm |

**2.4 Improvement and Recovery Programme Update.**

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Lee Danson          |

**2.5 Member Training Update.**

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Toby Nash           |

### 3 – Working Group Updates

**3.1 Working Group Update.** To receive an update from any meetings of the Working Groups under the remit of the Committee.

| Consultation | Background Documents | Contact Person/Team         |
|--------------|----------------------|-----------------------------|
| None         | None                 | Chair of each Working Group |

**Overview and Scrutiny Committee Meeting – 22 January 2024**

**1 – Performance Management**

**1.1 Performance Monitoring Information.** For the Committee to consider the current publication of the Performance Monitoring Information (Green Book).

| <b>Consultation</b> | <b>Background Documents</b> | <b>Contact Person/Team</b> |
|---------------------|-----------------------------|----------------------------|
| None                | None                        | Councillor Brown           |

**2 – Matters for Consideration**

**2.1 Work Programme.** For the Committee to receive the updated Work Programme.

| <b>Consultation</b> | <b>Background Documents</b> | <b>Contact Person/Team</b> |
|---------------------|-----------------------------|----------------------------|
| None                | None                        | Councillor Brown           |

**2.2 Joint Waste Management Performance Review.**

| <b>Consultation</b> | <b>Background Documents</b> | <b>Contact Person/Team</b> |
|---------------------|-----------------------------|----------------------------|
| None                | None                        | Neighbourhood Services     |

**3 – Working Group Updates**

**3.1 Working Group Update.** To receive an update from any meetings of the Working Groups under the remit of the Committee.

| <b>Consultation</b> | <b>Background Documents</b> | <b>Contact Person/Team</b>  |
|---------------------|-----------------------------|-----------------------------|
| None                | None                        | Chair of each Working Group |

## Overview and Scrutiny Committee Meeting – 19 February 2024

### 1 – Performance Management

**1.1 Performance Monitoring Information.** For the Committee to consider the current publication of the Performance Monitoring Information (Green Book).

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Councillor Brown    |

### 2 – Matters for Consideration

**2.1 Work Programme.** For the Committee to receive the updated Work Programme.

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Councillor Brown    |

**2.2 Freedom of Information Requests Annual Report.**

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Monitoring Officer  |

**2.3 Annual Review of Complaints.**

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Monitoring Officer  |

**2.4 Enterprise M3.** To receive a review of the work of the Local Enterprise Partnership.

| Consultation | Background Documents | Contact Person/Team         |
|--------------|----------------------|-----------------------------|
| None         | None                 | Strategic Director of Place |

### 3 – Working Group Updates

**3.1 Working Group Update.** To receive an update from any meetings of the Working Groups under the remit of the Committee.

| Consultation | Background Documents | Contact Person/Team         |
|--------------|----------------------|-----------------------------|
| None         | None                 | Chair of each Working Group |

## Overview and Scrutiny Committee Meeting – 18 March 2024

### 1 – Performance Management

**1.1 Performance Monitoring Information.** For the Committee to consider the current publication of the Performance Monitoring Information (Green Book).

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Councillor Brown    |

### 2 – Matters for Consideration

**2.1 Work Programme.** For the Committee to receive the updated Work Programme.

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Councillor Brown    |

**2.2 Annual Update on Climate Change.**

| Consultation | Background Documents | Contact Person/Team       |
|--------------|----------------------|---------------------------|
| None         | None                 | Green Infrastructure Team |

**2.3 Annual Report of the Overview and Scrutiny Committee.**

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Councillor Brown    |

**2.4 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.

| Consultation | Background Documents | Contact Person/Team   |
|--------------|----------------------|-----------------------|
| None         | None                 | Community Safety Team |

**2.5 Improvement and Recovery Programme Update.**

| Consultation | Background Documents | Contact Person/Team |
|--------------|----------------------|---------------------|
| None         | None                 | Lee Danson          |

### 3 – Working Group Updates

**3.1 Working Group Update.** To receive an update from any meetings of the Working Groups under the remit of the Committee.

| Consultation | Background Documents | Contact Person/Team         |
|--------------|----------------------|-----------------------------|
| None         | None                 | Chair of each Working Group |

## The Draft Executive Work Programme

The following list sets out the draft forward programme of work for the Executive over the coming year. The programme is subject to additions and alterations and will be updated for future meetings of the Overview and Scrutiny Committee. The purpose of the list is to enable the Members of the Overview and Scrutiny Committee to identify those items they would like to scrutinise under the Committee's function of pre-decision scrutiny. The list includes those items for recommendation to Council as well as those for determination by the Executive.

### Executive – 16 November 2023

#### Matters for Consideration

- 1) Company Governance and Funding Updates on Victoria Square Woking Ltd and ThamesWey Housing Ltd (Sheerwater)
  - 2) Review of Fees and Charges 2024-25
  - 3) Climate Change Supplementary Planning Document (SPD)
  - 4) Calendar of Meetings 2024-25
  - 5) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2024-25
  - 6) Draft Housing Revenue Account Budget Update 2024-25
  - 7) Mid-Year Review of Treasury Management
  - 8) General Fund and HRA Outturn Report 2022-23
  - 9) CIL – Application for Funding – West Byfleet Rec Tennis Court Enhancement
  - 10) Write off of Irrecoverable Debt
  - 11) Performance and Financial Monitoring Information
  - 12) Financial Monitoring Report – Budget Monitoring and Forecast 2023-24 – Quarter 2
-

**Executive – 18 January 2024**

**Matters for Consideration**

- 1) Medium Term Financial Strategy (MTFS) Update
- 2) Performance and Financial Monitoring Information
- 3) Monitoring Reports - Projects

**Executive – 1 February 2024**

**Matters for Consideration**

- 1) Medium Term Financial Strategy (MTFS), General Fund, Service Plans, Budgets and Prudential Indicators 2024-25
- 2) Housing Revenue Account Budgets 2024-25
- 3) Investment Programme 2023-24 to 2027-28
- 4) Capital, Investment and Treasury Management Strategies
- 5) Performance and Financial Monitoring Information
- 6) Financial Monitoring Report – Budget Monitoring and Forecast 2023-24 – Quarter 3

**Executive – 21 March 2024**

**Matters for Consideration**

- 1) Climate Change Strategy
- 2) Working Environment Action (WEAct) – Recommendations and Responses
- 3) Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report
- 4) Write off of Irrecoverable Debt
- 5) Performance and Financial Monitoring Information

## The Overview and Scrutiny Work Programme

**Current Working and Task Groups Responsible to the Committee**

The table below provides a list of current Working and Task Groups established by the Committee, including an indication of the resource requirements and the anticipated completion date. Any updates on the progress of individual Working and Task Groups are included elsewhere on the Committee's agenda.

| <b>Economic Development Working Group</b> |  |
|---|--|
| <b>Remit:</b>                             | <p>The Economic Development Working 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 Working Group will be expected to gain the views of Councillors/ Officers/ other representatives with a view to reporting those views to the Working Group.</p> <p>Members of the Working Group may also be charged with specific areas to research and report back on to the Working Group.</p> <p>Members of the Working Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p> |
| <b>Membership:</b>                        | Councillors Barker, Davis, Javaid, Morley, Mukherjee, Oades, Roberts.  |
| <b>Resources:</b>                         | Officer and Councillor time.   |
| <b>Date Established:</b>                  | 11.03.09   |

| <b>Finance Working Group</b> |  |
|------------------------------|--|
| <b>Remit:</b>                | <p>The Working Group has been established as a Standing Working Group to review financial issues as identified either by itself or the Overview and Scrutiny Committee. The Working 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 Working 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 Working Group meeting.</p> |
| <b>Membership:</b>           | Councillors Akberali, Aziz, Davis, Kirby, Oades, Rice, Roberts.  |
| <b>Resources:</b>            | Officer and Councillor time.   |
| <b>Date Established:</b>     | 25.05.06   |

## The Overview and Scrutiny Work Programme

| <b>HIF Working Group</b> |  |
|--------------------------|--|
| <b>Remit:</b>            | <p>The HIF Working Group has been established following the decision on 23 May 2022 to taking on the responsibilities of the Aggregates Site Working Group and the HIF Oversight Panel.</p> <p>The Working 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.</p> <p>Members of the Working 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 Working Group.</p> <p>Members of the Working Group may also be charged with specific areas to research and report back on to the Working Group.</p> <p>Working Group Members may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p> |
| <b>Membership:</b>       | Councillors Akberali, Boote, Cosnahan, Dorsett, Johnson, Lyons, Sullivan.  |
| <b>Resources:</b>        | Officer and Councillor time.   |
| <b>Date Established:</b> | 23.05.22   |

| <b>Housing Working Group</b> |  |
|------------------------------|--|
| <b>Remit:</b>                | <p>The Housing Working 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.</p> <p>Members of the Working 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 Working Group.</p> <p>Members of the Working Group may also be charged with specific areas to research and report back on to the Working Group.</p> <p>Working Group Members may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.</p> |
| <b>Membership:</b>           | Councillors Aziz, Boote, Cosnahan, Dorsett, Johnson, Lyons, Sullivan.  |
| <b>Resources:</b>            | Officer and Councillor time.   |
| <b>Date Established:</b>     | 25.05.06   |