



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.

The Committee	
Chairman: Councillor Josh Brown	
Vice-Chairman: 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
2023/24 Committee Dates	
05 June 2023	10 July 2023
14 August 2023 (Extraordinary)	11 September 2023
16 October 2023	20 November 2023
11 December 2023 (Extraordinary)	29 January 2024 (was 22 January 2024)
28 February 2024 (was 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.

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Date Published: 8 March 2024

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	Overview and Scrutiny Committee	In recognition of the Work Programme for the remainder of the Municipal Year and the position of Thames Water the item has been delayed for consideration until the next Municipal Year.
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.
Review of Member Development	Overview and Scrutiny Committee	At its meeting on 28 February 2024 the Committee requested a report on Member development.
Plan for Member and Officer Finance Training	Overview and Scrutiny Committee	At its meeting on 28 February 2024 the Committee requested a report on plans to for financial training for Members and Officers.
St Johns Footbridge	Overview and Scrutiny Committee	The Chair and Vice-Chair agreed to put onto the Work Programme consideration of inviting Network Rail to discuss plans to replace the St Johns Footbridge.

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 – 21 March 2024

Matters for Consideration

- 1) Review of Council Meeting Structure
 - 2) Companies Governance Framework – Shareholder Executive Committee
 - 3) The Improvement and Recovery Plan Progress - November 2023 to March 2024
 - 4) ThamesWey Central Milton Keynes Limited offer to market
 - 5) Victoria Square Woking Ltd – Share Purchase
 - 6) Asset Disposal
 - 7) Asset Disposal
 - 8) Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report
 - 9) CIL – Application for Funding – Phoenix Cultural Centre CIC
 - 10) Write off of Sundry Debts
 - 11) Resident Services Programme
 - 12) Monitoring Reports - Projects
 - 13) Asset Disposal (PART II)
 - 14) Asset Disposal (PART II)
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Executive – 13 June 2024

Matters for Consideration

- 1) Council Vision
- 2) ThamesWey and Victoria Square Business Plans
- 3) Fees and Charges 2024-25 Review for Car Park Tariffs
- 4) 30 Year Housing Revenue Account (HRA) Business Plan
- 5) Climate Change Strategy
- 6) Woking Environment Action (WEAct) – Recommendations and Responses
- 7) General Fund Medium Term Financial Strategy (MTFS)
- 8) Risk Management and Business Continuity Annual Report
- 9) Performance Management Report
- 10) Financial Monitoring Report – Budget Monitoring and Forecast 2023-24 – Quarter 4
- 11) Monitoring Reports - Projects

Executive – 11 July 2024

Matters for Consideration

- 1) Equalities Annual Report 2024 including Pay Gap Report
 - 2) Treasury Management Annual Report 2023-24
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Executive – 12 September 2024

Matters for Consideration

- 1) Improvement and Recovery Plan
 - 2) Performance Management Report
 - 3) Financial Monitoring Report – Budget Monitoring and Forecast 2024-25 – Quarter 1
 - 4) Monitoring Reports - Projects
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Executive – 17 October 2024

Matters for Consideration

- 1)
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Executive – 14 November 2024

Matters for Consideration

- 1) Review of Fees and Charges 2025-26
 - 2) Calendar of Meetings 2025-26
 - 3) Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2025-26
 - 4) Draft Housing Revenue Account Budget Update 2025-26
 - 5) Draft Capital Programme 2024-25 to 2028-29
 - 6) Performance Management Report
 - 7) Financial Monitoring Report – Budget Monitoring and Forecast 2024-25 – Quarter 2
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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.

Economic Development Working Group	
Remit:	<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>
Membership:	Councillors Barker, Davis, Javaid, Morley, Mukherjee, Oades, Roberts.
Resources:	Officer and Councillor time.
Date Established:	11.03.09

Finance Working Group	
Remit:	<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>
Membership:	Councillors Akberali, Aziz, Davis, Kirby, Oades, Rice, Roberts.
Resources:	Officer and Councillor time.
Date Established:	25.05.06

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HIF Working Group	
Remit:	<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>
Membership:	Councillors Akberali, Boote, Cosnahan, Dorsett, Johnson, Lyons, Sullivan.
Resources:	Officer and Councillor time.
Date Established:	23.05.22

Housing Working Group	
Remit:	<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>
Membership:	Councillors Aziz, Boote, Cosnahan, Dorsett, Johnson, Lyons, Sullivan.
Resources:	Officer and Councillor time.
Date Established:	25.05.06

Brookwood Cemetery HS2 Task & Finish Group	
Remit:	<p>The Brookwood Cemetery HS2 Task & Finish Group was established to:</p> <ul style="list-style-type: none"> • Understand the purpose of the funding provided. • Determine the status of the funding that was provided through the HS2 scheme. • Review what funding is required to support the HS2 reburials at the cemetery.

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	<ul style="list-style-type: none">• Understand the obligations on the Council towards the HS2 reburials at the cemetery.• Understand the treatment of these funds under S114 status, if applicable.• Understand the steps taken to date to ensure that funding will be available for the full duration of the original period identified by HS2.• Seek views and make recommendations on the sustainable running of the HS2 reburials at the cemetery.
Membership:	Councillors Davis and Rice
Resources:	Officer and Councillor time.
Date Established:	16.10.23