

## Overview & Scrutiny work programme, 2024-25

### Overview and Scrutiny Committee – Resources

<b>4 JUNE 2024</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Financial Monitoring – Provisional 2023-24 outturn position	Verbal update	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance
Performance Monitoring Report 2023-24 (Quarter 4)	To scrutinise performance for the period January-March 2024.	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Andrea Barnett, Policy Officer and Robin Taylor, Assistant Director of Organisational Development
<b>11 JULY 2024</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Development of a new Corporate Strategy	To scrutinise the draft Corporate Strategy, prior to its consideration by Executive and determination by full Council	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Robin Taylor, Assistant Director, Strategy and Corporate Services. and Luke Harvey, Corporate Strategy and Performance Manager

Medium Term Financial Plan Update	To scrutinise the roll-forward of MTFP and the update on outlook / assumptions	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance
<b>10 SEPTEMBER 2024</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Revenue & Capital Outturn 2023-24	Including Housing Revenue Account Outturn	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance
Financial Monitoring 2024-25, Period 4 (April / July 2024) (Revenue and Capital)	To scrutinise the results of the Council's financial monitoring for the period April to July 2024	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance
Medium Term Financial Plan Update	To scrutinise the first cut of growth bids / savings proposals / options to balance the MTFP	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance
Overview and Scrutiny Annual Report, 2023-24	Outlines work of O&S during the past year and its future work programme. Plus, reports decisions taken during the past year under the urgency provisions, the use of	Cllrs James Walsh and Philip Brooker, Chairs of Overview and Scrutiny Committees.	James Dearling, Senior Democratic Services Officer – Scrutiny

	call-in, and proposed changes to call-in or urgency procedures. [With agreement of OSC Chairs, deferred from July.]		
<b>12 NOVEMBER 2024</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Financial Monitoring 2024-25, Period 6 (April / September 2024) (Revenue and Capital)	To scrutinise the results of the Council's financial monitoring for the period April to September 2024	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance
Medium Term Financial Plan Update	To scrutinise the Fees and Charges proposals and the update on MTFP (including the autumn statement)	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance
Treasury Management, Annual Report 2023-24	[Postponed from earlier in the year.]	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance. Sanjay Desor, Senior Specialist – Finance Reporting.
Treasury Management, Half-Yearly Report 2024-25		Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance

Performance Monitoring Report 2024-25 (Quarter 1)	To scrutinise performance for the period April-June 2024	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Luke Harvey, Corporate Strategy and Performance Manager. Andrea Barnett, Policy Officer. Robin Taylor, Assistant Director, Strategy and Corporate Services.
Guildford & Waverley Transformation & Collaboration Programme	To scrutinise an update on the Programme, including a cost benefit analysis on the collaboration	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Luke Harvey, Corporate Strategy and Performance Manager. Robin Taylor, Assistant Director, Strategy and Corporate Services.
<b>14 JANUARY 2025</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Financial Monitoring 2024-25, Period 8 (April / November 2024) (Revenue and Capital)	To scrutinise the results of the Council's financial monitoring for the period April to November 2024	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance
Medium Term Financial Plan Update	To scrutinise the draft general fund, capital programme (capital investment strategy), HRA budget reports	Cllr Richard Lucas, Lead Councillor for Finance and Property / Cllr Julia McShane, Leader of the Council and Lead Councillor for Housing	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance

Performance Monitoring Report 2024-25 (Quarter 2)	To scrutinise performance for the period July – September 2024.	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Luke Harvey, Corporate Strategy and Performance Manager. Andrea Barnett, Policy Officer. Robin Taylor, Assistant Director, Strategy and Corporate Services.
<b>4 MARCH 2025</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Lead Councillor Question Session	Areas of responsibility: Homelessness, Housing Advice, Landlord Services, Housing Maintenance and Repairs.	Leader of the Council and Lead Councillor for Housing, Councillor Julia McShane	
Financial Monitoring 2024-25, Period 10 (April 2024 / January 2025) (Revenue and Capital)	To scrutinise the results of the Council's financial monitoring for the period April 2024 to January 2025	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance
Performance Monitoring Report 2024-25 (Quarter 3)	To scrutinise performance for the period October-December 2024. (Q4 Report to be scheduled for June 2025 OSC meeting)	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Luke Harvey, Corporate Strategy and Performance Manager. Andrea Barnett, Policy Officer. Robin Taylor, Assistant Director, Strategy and Corporate Services.

**15 APRIL 2025**

<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Lead Councillor Question Session	Areas of responsibility: Communications and Engagement, Complaints, Ombudsman, Customer services, Case Management, Digital services, Freedom of Information, ICT and Business Systems.	Lead Councillor for Engagement and Customer Services, Councillor Angela Goodwin	
Financial Monitoring 2024-25, Period 11 (April 2024 / February 2025) (Revenue and Capital)	To scrutinise the results of the Council's financial monitoring for the period April 2024 to February 2025	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance. Jo Knight, Assistant Director, Finance

**UNSCHEDULED / POTENTIAL ITEMS FOR OSC – RESOURCES**

<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
North Downs Housing Options Report	Review and next steps	Cllr Julia McShane, Leader of the Council and Lead Councillor for Housing	Julian Higson, Strategic Director of Housing and Environment.
Draft Communications Strategy 2024-25	To consider the new draft Strategy	Cllr Angela Goodwin, Lead Councillor for Engagement and Customer Services	Nicola Haymes, Assistant Director of Communications and Customer Service
Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies)	To scrutinise the draft new housing strategy that includes the statutory elements of homelessness prevention and rough sleeping. Our previous housing strategy was 2015-2020. Expected for Quarter 4 2024-45.	Cllr Julia McShane, Leader of the Council and Lead Councillor for Housing	Julian Higson, Strategic Director of Housing and Environment. Annalisa Howson, Assistant Director, Housing Services.
Spend on consultants and agency workers, 2023-24	Information on agency spend to be included in Financial Monitoring 2024-25, Period 6	Cllr Richard Lucas, Lead Councillor for	Richard Bates, Strategic Director of Finance

	report to 12 November meeting.	Finance and Property	
Procurement Report, for the period 1 April 2023 to 31 March 2024	To scrutinise the annual report.	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance
Implementation of modern slavery policy, for the year ending 31 March 2024	To scrutinise the Charter Against Modern Slavery measures; the annual public reporting on the implementation of the Modern Slavery policy.	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance
Investment Fund Report	The Property Review Group, an executive working group, has as part of its terms of reference an annual review of 'the performance of individual investment properties against an agreed set of criteria in accordance with the Asset Management Framework in preparation for a report to the Overview and Scrutiny Committee each year followed by a report to the Executive.' [This report has usually been	Cllr Richard Lucas, Lead Councillor for Finance and Property	Francesca Kosh, Head of Asset Management. Marieke van der Reijden, Assistant Director, Asset and Property.



	<p>appended to the Outturn Report – which was considered at Committee on 10 September.]</p>		
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<p style="text-align: center;"><b>Task and finish groups</b></p>	
<p><b>Title</b></p>	<p><b>Update</b></p>
<p>Affordable Housing</p>	<p>April 2024: The Assistant Director Housing Services has advised that there are capacity issues within housing services that prevent support of an affordable housing review. Scrutiny of the Council’s maintenance service was suggested by the Assistant Director Housing Services as an alternative.</p>

## Overview and Scrutiny Committee – Services

<b>10 JUNE 2024</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
G Live Contract Award	To scrutinise appointment of future operator	Cllr Catherine Houston, Lead Councillor for Commercial Development	Kelvin Mills, Assistant Director Commercial Services.
<b>10 JULY 2024</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Development of a new Corporate Strategy	To scrutinise the draft Corporate Strategy, prior to its consideration by Executive and determination by full Council	Cllr Julia McShane, Leader of the Council and Lead Councillor for Housing	Robin Taylor, Assistant Director, Strategy and Corporate Services. Luke Harvey, Corporate Strategy and Performance Manager.
Waverley off-street parking enforcement collaboration	To scrutinise proposals for Guildford Borough Council to deliver Waverley Borough Council's parking enforcement function in a collaborative / partnership arrangement	Councillor Catherine Houston, Lead Councillor for Commercial Services	Andy Harkin, Parking Lead Commercial Services

<b>22 JULY 2024</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Thames Water: Guildford Resilience	To scrutinise Thames Water's planning for the Guildford area [Minute OS37, 30 January 2024, refers]	–	–
Houses in Multiple Occupation	Further to the report considered by the Community EAB on 4 November 2021, to scrutinise a report concerning controls relating to HMOs.	Cllr Merel Rehorst-Smith, Lead Councillor for Regulatory and Democratic Services. Cllr Fiona White, Lead Councillor for Planning.	Sean Grady, Private Sector Housing Manager, Regulatory Services. Claire Upton-Brown, Assistant Director, Planning Development
<b>30 SEPTEMBER 2024</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Lead Councillor Question Session	Areas of responsibility: Building Control, Events, Heritage, Leisure, and Off-Street Parking.	Lead Councillor for Commercial Services, Councillor Catherine Houston	
Borough's Response to Refugees	Requested for September 2024 or earlier in the event of	Cllr Carla Morson, Lead Councillor for	Sam Hutchison, Assistant Director of Community Services.

	significant change [Minute OS14 refers, 12 September 2023]	Community and Organisational Development	
Overview and Scrutiny Annual Report, 2023-24	Outlines work of O&S during the past year and its future work programme. Plus, reports decisions taken during the past year under the urgency provisions, the use of call-in, and proposed changes to call-in or urgency procedures. [With agreement of OSC Chairs, deferred from July.]	Cllrs James Walsh and Philip Brooker, Chairs of Overview and Scrutiny Committees.	James Dearling, Senior Democratic Services Officer – Scrutiny
<b>4 NOVEMBER 2024</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Lead Councillor Question Session	Areas of responsibility: Corporate Capital Projects, Housing Delivery, Regeneration, Economic Development and Transport	Deputy Leader of the Council and Lead Councillor for Regeneration, Councillor Tom Hunt	

Performance Monitoring Report 2024-25 (Quarter 1)	To scrutinise performance for the period April-June 2024	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Luke Harvey, Corporate Strategy and Performance Manager. Andrea Barnett, Policy Officer. Robin Taylor, Assistant Director, Strategy and Corporate Services.
Draft Air Quality Strategy	To scrutinise the review of the Air Quality Strategy 2017-22 and the new draft Strategy.	Cllr Merel Rehorst-Smith, Lead Councillor for Regulatory and Democratic Services	Gary Durrant, Environmental Protection Lead.
<b>16 DECEMBER 2024</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Lead Councillor Question Session	Areas of responsibility: Planning Applications, Planning Enforcement, Planning Integration and Improvement, Planning Policy.	Lead Councillor for Planning, Councillor Fiona White	
Operation of the Leisure Management contract, 2023-24	To scrutinise the Council's contracts monitoring in relation to the Leisure Partnership Agreement. The leisure contract will end in October 2025.	Cllr Catherine Houston, Lead Councillor for Commercial Development	Charlotte Brindley, Leisure Contracts Officer. Kelvin Mills, Assistant Director, Commercial Services.

Annual report and monitoring arrangements for operation of the G Live contract, 2023-24	To scrutinise the Council's contracts monitoring in relation to the final year of the G Live contract	Cllr Catherine Houston, Lead Councillor for Commercial Development	Charlotte Brindley, Leisure Contracts Officer, Kelvin Mills, Assistant Director Commercial Services.
<b>3 FEBRUARY 2025</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Lead Councillor Question Session	Areas of responsibility: Bereavement, Green Spaces, Parks, Countryside, Trees, Fleet Operations, Street Cleaning, Waste and Recycling, and Climate Change	Lead Councillor for Environment and Climate Change, Councillor George Potter	
Safeguarding Children and Adults at Risk Policy	To scrutinise the draft policy prior to its adoption	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Sam Hutchison, Assistant Director of Community Services. Katie Webb, Community Services Manager, Community Services, Waverley Borough Council.
Safer Guildford Partnership Annual Report 2024	To scrutinise the work of the Partnership and advise on crime and disorder matters of local concern	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Sam Hutchison, Assistant Director of Community Services.

Performance Monitoring Report 2024-25 (Quarter 2)	To scrutinise performance for the period July – September 2024.	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Luke Harvey, Corporate Strategy and Performance Manager. Andrea Barnett, Policy Officer. Robin Taylor, Assistant Director, Strategy and Corporate Services.
Careline	To consider prior to decision by Executive.	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Sam Hutchison, Assistant Director of Community Services.
Climate Change Action Plan	To scrutinise and monitor progress implementing the Climate Change Action Plan.	Cllr George Potter, Lead Councillor for Environment and Climate Change	Nat Prodger, Climate Change Officer. Robin Taylor, Assistant Director, Strategy and Corporate Services
<b>7 APRIL 2025</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Lead Councillor Question Session	Portfolio within the remit of the Committee includes Air Quality, Corporate Health and Safety, Emergency Planning, Environmental Health/Crime, Food Safety, Licensing, and Private Sector Housing.	Lead Councillor for Regulatory and Democratic Services, Councillor Merel Rehorst-Smith	

Performance Monitoring Report 2024-25 (Quarter 3)	To scrutinise performance for the period October – December 2024. (Q4 Report to be scheduled for June 2025 OSC meeting)	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Luke Harvey, Corporate Strategy and Performance Manager. Andrea Barnett, Policy Officer. Robin Taylor, Assistant Director, Strategy and Corporate Services.
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<b>UNSCHEDULED / POTENTIAL ITEMS FOR OSC – SERVICES</b>			
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officers</b>
Community Services – The Hive	A written report, following on from the presentation to the Overview and Scrutiny Committee on 19 December 2024 and visit of 24 January.	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Sam Hutchison, Assistant Director of Community Services
The Future of Spectrum Leisure Centre	To scrutinise the mandate	Cllr Catherine Houston, Lead Councillor for Commercial Development	Kelvin Mills, Assistant Director Commercial Services
Air quality mitigation on the A3 Guildford	Update from National Highways on the A3 project (some uncertainty about this item).	Cllr Merel Rehorst-Smith, Lead Councillor for Regulatory and	Gary Durrant, Environmental Protection Lead



		Democratic Services	
Corporate Domestic Abuse Policy	To Scrutinise the Domestic Abuse Policy. Was scheduled for EAB and Executive in 2023 and was to be re-scheduled to post-May 2023 elections	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Sam Hutchison, Assistant Director of Community Services.
Supplementary Planning Documents (SPDs)	To scrutinise the Marketing Requirements, Planning Contributions, Green & Blue Infrastructure SPDs developed to support the Local Plan.	Cllr Fiona White, Lead Councillor for Planning	Stuart Harrison, Policy Lead – Planning Policy

### Task and finish groups

Task and finish groups	
Title	Update
Council's Heritage Service and Tourist Information Centre	First meeting scheduled for 14 October.

### O&S Committees' remits

Committee	Remit
<p>Overview and Scrutiny Committee – Resources</p>	<p>Communications &amp; Customer Services                      Housing Services                      Assets &amp; Property                      Finance                      Legal &amp; Democratic Services                      Organisational Development</p>
<p>Overview and Scrutiny Committee – Services</p> <p>This Committee is the Council’s designated crime and disorder committee under Section 19 of the Police and Justice Act 2006.</p>	<p>Community Services                      Environmental Services                      Regulatory Services                      Commercial Services                      Regeneration and Planning Policy                      Planning Development</p>

If an item within the remit of the Overview and Scrutiny Committee – Services has substantial revenue or capital funding implications then the Overview and Scrutiny Committee – Resources may, with the agreement of the Chairperson and Vice-Chairperson of the Overview and Scrutiny Committee – Services, assume responsibility for its scrutiny.

**Executive Areas of Responsibility (showing Overview and Scrutiny Committee – Resources  
and Overview and Scrutiny Committee – Services)**

- Leader of the Council and Lead Councillor for Housing, Councillor Julia McShane: Homelessness, Housing Advice, Landlord Services, Housing Maintenance and Repairs.
- Lead Councillor for Engagement and Customer Services, Councillor Angela Goodwin: Communications and Engagement, Complaints, Ombudsman, Customer services, Case Management, Digital services, Freedom of Information, ICT and Business Systems.
- Lead Councillor for Finance and Property, Councillor Richard Lucas: Finance and Accounting (General Fund/Housing Revenue Account), Internal Audit, Procurement, Revenues and Benefits, Property and Land Assets, Engineers and Facilities.
- Lead Councillor for Community and Organisational Development, Councillor Carla Morson: Careline, Community Grants, Community Safety including Community Safety Partnership, Disabled Facilities Grants, Adaptations, Family Support, Health, Safeguarding, Supporting Vulnerable people, migrants and refugees, Business Transformation, HR, Learning and Development, Payroll, Strategy, Policy and Performance, Programme Assurance, Risk Management and Business Continuity.
- Lead Councillor for Regulatory and Democratic Services, Councillor Merel Rehorst-Smith: Air Quality, Corporate Health and Safety, Emergency Planning, Environmental Health/Crime, Food Safety, Licensing, Private Sector Housing, Democratic Services, Elections, Executive and Civic Support, GDPR, Information Security, Governance, Legal, Overview and Scrutiny Support.

- Deputy Leader of the Council and Lead Councillor for Regeneration, Councillor Tom Hunt: Corporate Capital Projects, Housing Delivery, Regeneration, Economic Development, and Transport.
- Lead Councillor for Commercial Services, Councillor Catherine Houston: Building Control, Events, Heritage, Leisure, and Off-Street Parking.
- Lead Councillor for Environment and Climate Change, Councillor George Potter: Bereavement, Green Spaces, Parks, Countryside, Trees, Fleet Operations, Street Cleaning, Waste and Recycling, and Climate Change.
- Lead Councillor for Planning, Councillor Fiona White: Planning Applications, Planning Enforcement, Planning Integration and Improvement, Planning Policy.