

Overview & Scrutiny work programme, 2024-25

Overview and Scrutiny Committee – Services

7 APRIL 2025			
Item	Additional information	Relevant Lead Councillor(s)	Lead officers
Question Session with Lead Councillor for Regulatory and Democratic Services	Portfolio areas 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.	Councillor Merel Rehorst-Smith	
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.
Safer Guildford Partnership Annual Report 2024	To scrutinise the work of the Partnership and advise on crime and disorder matters of	Cllr Carla Morson, Lead Councillor for Community and	Sam Hutchison, Assistant Director of Community Services.

	local concern [item re-scheduled from February meeting].	Organisational Development	
Careline	To consider prior to decision by Executive.	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Katie Freitas, Team Leader for Older People Services at The Hive / Acting Community Safety Officer. Sam Hutchison, Assistant Director of Community Services.
Performance Monitoring Report 2024-25 (Quarter 3)	To scrutinise performance for the period October-December 2024. (Q4 Report scheduled for 9 June 2025 Committee meeting)	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Luke Harvey, Interim Assistant Director of Strategy and Corporate Services. Andrea Barnett, Policy Officer.
Annual report and monitoring arrangements for operation of the G Live contract, 2023-24 [tbc]	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	Kelvin Mills, Assistant Director of Commercial Services.
6 MAY 2025 – SIMULTANEOUS MEETING OF BOTH OSCs			
Item	Additional information	Relevant Lead Councillor(s)	Lead officers
Corporate Strategy Delivery Plan	Scrutiny of the plan by both OSCs, prior to its	Cllr Carla Morson, Lead Councillor for	Luke Harvey, Interim Assistant Director of Strategy and

	consideration at Executive on 22 May.	Community and Organisational Development.	Corporate Services. James Hill, Policy Officer. Andrea Barnett, Policy Officer.
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UNSCHEDULED / POTENTIAL ITEMS FOR OSC – SERVICES			
Item	Additional information	Relevant Lead Councillor(s)	Lead officers
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 of Commercial Services
Corporate Domestic Abuse Policy	To Scrutinise the Domestic Abuse Policy	Cllr Carla Morson, Lead Councillor for Community and	Sam Hutchison, Assistant Director of Community Services.

	Was scheduled for EAB and Executive in 2023 and was to be re-scheduled to post-May 2023 elections	Organisational Development	
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	
Title	Update
Council's Heritage Service and Tourist Information Centre	Visits to Heritage Service sites held. Interviews with stakeholders to be arranged.

Overview and Scrutiny Committee – Resources

15 APRIL 2025			
Item	Additional information	Relevant Lead Councillor(s)	Lead officers
Question Session with Lead Councillor for Engagement and Customer Services	Areas of responsibility: Communications and Engagement, Complaints, Ombudsman, Customer services, Case Management, Digital services, Freedom of Information, ICT and Business Systems	Councillor Angela Goodwin	
Housing Strategy	Our previous housing strategy was 2015-2020.	Cllr Julia McShane, Leader of the Council and Lead Councillor for Housing	Julian Higson, Strategic Director of Housing, Communities, and Environment. Annalisa Howson, Assistant Director of Housing Services. Helen Steward, Housing Strategy and Enabling Manager, Specialist Services – Housing.
Homelessness Strategy		Cllr Julia McShane, Leader of the Council and Lead	Julian Higson, Strategic Director of Housing, Communities, and Environment. Annalisa Howson, Assistant Director of Housing

		Councillor for Housing	Services. Helen Steward, Housing Strategy and Enabling Manager, Specialist Services – Housing.
Corporate Procurement Strategy	To review the Strategy prior to adoption by the Executive. [A briefing session on the Strategy to be held at 6pm on 15 April.]	Cllr Richard Lucas, Lead Councillor for Finance and Property	Dawn Adams, Interim Head of Procurement.
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 and Resources. Jo Knight, Assistant Director, Finance
Performance Monitoring Report 2024-25 (Quarter 3)	To scrutinise performance for the period October-December 2024. (Q4 Report scheduled for 8 July 2025 Committee meeting)	Cllr Carla Morson, Lead Councillor for Community and Organisational Development	Luke Harvey, Interim Assistant Director of Strategy and Corporate Services. Andrea Barnett, Policy Officer.
6 MAY 2025 – SIMULTANEOUS MEETING OF BOTH OSCs			
Item	Additional information	Relevant Lead Councillor(s)	Lead officers
Corporate Strategy Delivery Plan	Scrutiny of the plan by both OSCs, prior to its consideration at Executive on 22 May.	Cllr Carla Morson, Lead Councillor for Community and	Luke Harvey, Interim Assistant Director of Strategy and Corporate Services. James Hill,

		Organisational Development.	Policy Officer. Andrea Barnett, Policy Officer.
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UNSCHEDULED / POTENTIAL ITEMS FOR OSC – RESOURCES			
Item	Additional information	Relevant Lead Councillor(s)	Lead officers
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, Communities, and Environment.
Treasury Management Report	Awaiting confirmation as to when the new Treasury Management report (replacing Treasury Management Report, Annual Report 2023-24 and Treasury Management, Half-Yearly Report 2024-25) might be scheduled on the Committee's work programme.	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance and Resources. Jo Knight, Assistant Director of Finance. Sanjay Desor, Senior Specialist – Finance Reporting.
Guildford & Waverley Transformation & Collaboration Programme	To scrutinise the Local Partnerships report, including a cost benefit analysis on the collaboration (Report	Cllr Carla Morson, Lead Councillor for Community and	Perry Ashton Assistant Director, Transformation.

	considered by full Council on 22 January 2025.)	Organisational Development	
Draft Communications Strategy 2024-25	To consider the new draft Strategy	Cllr Angela Goodwin, Lead Councillor for Engagement and Customer Services	Peter Stevens, Interim Assistant Director of Communications and Customer Service
Spend on consultants and agency workers, 2023-24	To scrutinise the annual report [Current consultant and agency spend is to be added to the Financial Monitoring reports, beginning with Period 6. Finance to advise on the availability of baseline or 2023-24 information].	Cllr Richard Lucas, Lead Councillor for Finance and Property	Richard Bates, Strategic Director of Finance and Resources
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 appended to the Outturn Report – considered at Committee on 10 September.]	Cllr Richard Lucas, Lead Councillor for Finance and Property	Francesca Kosh, Head of Asset Management. Marieke van der Reijden, Assistant Director, Asset and Property.
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Task and finish groups

Title	Update
Affordable Housing	<p>April 2024: The Assistant Director of Housing Services advised that there are capacity issues within housing services that prevent support of an affordable housing review.</p> <p>The Council's draft Housing Strategy is scheduled for scrutiny in April 2025.</p>

O&S Committees' remits

Committee	Remit
<p>Overview and Scrutiny Committee – Resources</p>	<p>Communications & Customer Services Housing Services Assets & Property Finance Legal & Democratic Services Organisational Development Council owned Companies</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 Chair and Vice-Chair 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.