

# **BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE**

**7 FEBRUARY 2008**

## **WORK PROGRAMME**

Report from: Neil Davies, Chief Executive

Author: Rosie Gunstone, Overview and Scrutiny Co-ordinator

### **1 Purpose of item**

1.1 The item advises Members of the current work programme and allows them to adjust it in the light of latest priorities, issues and circumstances. It gives Members the opportunity to shape and direct the Committee's activities over the year.

### **2 Recommendations**

2.1 Members are requested to identify any additional items for inclusion in the work programme, set out at appendix 1 and to consider the overview information provided at section 4 of the report.

### **3 Agenda planning meeting**

3.1 Members will be aware that Overview and Scrutiny Committees hold agenda planning meetings on a regular basis. These give officers greater guidance on information Members wish them to provide when scrutinising an issue. An agenda planning meeting took place on 24 January 2008 where the current work programme was considered.

3.2 No further items were suggested to be placed on the work programme.

### **4 The co-ordinating role of the Business Support Overview and Scrutiny Committee**

4.1. Under Medway's constitution, Chapter 4 – Rules – paragraph 22.2 (xxiii) this Committee has the overall responsibility 'to provide guidance and leadership on the development and co-ordination of the scrutiny function for all Overview and Scrutiny Committees, including guidance on priorities for scrutiny activities'.

4.2. To assist the Committee in fulfilling this role the Chairman has agreed that a regular overview of business discussed by the other O and S Committees

should be presented at these meetings. Whilst each O and S Committee is able to determine its own work programme this Committee may wish to comment on common themes and the balance of business being covered by each Committee. The work of Overview and Scrutiny Committees can include:

- items raised by individual members of the Committee or any six members of the Council who are not members of the Committee
- work on matters referred for review by the Council.
- Pre-decision scrutiny of items on the Cabinet's Forward Plan selected by the Committee for discussion
- policy review and development often undertaken in small cross party task groups. Each Committee usually undertakes one or two reviews of this type each year.
- pre-budget scrutiny
- consideration of petitions presented at Full Council
- consideration of called-in Cabinet decisions

4.3. Appendix 2 to this report sets out an overview of the work undertaken by each Overview and Scrutiny Committee during the last cycle of meetings and the planned work programme leading up to Annual Council. In addition Appendix 3 sets out the items in the Cabinet's Forward Plan indicating by asterisk items identified by the relevant Overview and Scrutiny Committee for pre-decision scrutiny. In the longer term the aim is to provide this Committee with a diagrammatic overview of the balance of business type being considered by each Overview and Scrutiny Committee.

## **5 Legal and financial implications**

5.1 There are no financial or legal implications arising directly from this report.

## **6 Background papers**

6.1 None.

### **Lead officer contact**

Rosie Gunstone, Overview and Scrutiny Co-ordinator  
Telephone: 01634 332715  
Email: [rosie.gunstone@medway.gov.uk](mailto:rosie.gunstone@medway.gov.uk)