

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

17 JULY 2008

WORK PROGRAMME

Report from: Neil Davies, Chief Executive

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Summary

This 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.

1. Budget and Policy Framework

- 1.1 Under Chapter 4 – Rules, paragraph 22.1 (v) General terms of reference, each overview and scrutiny committee has the responsibility for setting its own work programme.

2. Background

- 2.1 Appendix 1 to this report sets out the existing work programme for the committee.

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 was held on 23 June 2008.
- 3.2 Members questioned the entry in the work programme report relating to the Police reporting at the same time as the annual licensing report is received. This item originated from the meeting of the Committee on 16 October 2007 when Members considered the review of the Council's Licensing Policy. At that time it was agreed that at the time of the production of the Licensing Manager's annual report in future the Police be requested to present a report on their licensing

activity. This will be dealt with through Licensing and Safety Committee.

- 3.3. Discussion also took place concerning the item relating to English Heritage Sites and Castles and Members queried when this item was likely to be brought to the Committee. On further investigation it is now suggested that a report is brought to the meeting on 9 December 2008.
- 3.4. In view of the fact that housing is a new element of the terms of reference for this Committee officers are arranging for a briefing towards the end of the Summer which will also include briefing on the Housing Strategy which was considered by Cabinet on 15 July 2008.
- 3.5. With regard to the report on the work programme relating to cross leasing, initial investigations would indicate that there is very limited scope to lease or transfer assets to the HRA as only a handful of properties could be considered suitable. However, as these dwellings are either held for road schemes and/or used as temporary housing accommodation transfer to the HRA is not considered appropriate.
- 3.6. A full list of dwellings, outside of the HRA, held or managed by the Council together with current use has been provided to Members by way of a confidential briefing note

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 for the next cycle. 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.

5. **Cabinet Forward Plan**

- 5.1 The following item on the Cabinet Forward Plan falls within the remit of this Committee and is not currently scheduled for scrutiny:

Medium Term Financial Strategy 2009-2013 – 2 September 2008

This report will ask Cabinet to approve this plan, which will set out the Council's strategy for a four year period and establish the financial framework within which service planning will take place.

6. **Financial and legal implications**

- 6.1 There are no financial or legal implications arising from this report.

7. **Recommendations**

- 7.1 That Members consider whether any changes need to be made to the work programme, including the item from the forward plan, and to consider setting dates for the items currently scheduled.
- 7.2 Members are asked to note the work undertaken by all overview and scrutiny committees in the last cycle and to be considered at the next cycle of meetings (set out in appendix 2 to this report).
- 7.3 That a report on English Heritage sites/castles is brought to the meeting on 9 December 2008.
- 7.4 Members are asked to note that the item on licensing will now be dealt with at Licensing and Safety Committee.
- 7.5 Members are asked to agree to the item on social housing/cross leasing being removed from the work programme in accordance with paragraph 3.6 above.

Lead officer contact

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**Work Programme
Business Support Overview and Scrutiny Committee**

**Policy framework documents: Performance Plan, Community Plan and
Licensing Policy Statement**

Item	Work type	Responsible officer	Objectives	Timescale
Capital Budget Monitoring	Budget scrutiny	Peter Bown	To report on the latest monitoring position.	4 September 2008
Revenue Budget Monitoring	Budget scrutiny	Kevin Woolmer	To report on the latest monitoring position.	4 September 2008
Police report on Licensing Statement	Performance management	Pete Tonge		At the time of producing the Licensing Manager's reports.
English Heritage sites/castles	Performance management	Simon Curtis	Requested on 16 October. Officers requested to investigate ways of funding the English Heritage sites including the castle setting out options and consequences. Item previously added to the Community Services work programme - addressing options for the long term conservation and management of Rochester Castle.	9 December 2008
New Civic HQ Task Group	Scrutiny	Rosie Gunstone	To monitor progress and spend on the move to Gun Wharf.	To be agreed
Report of Energy Conservation Task Group	Scrutiny	Rosie Gunstone	To investigate practical ways to reduce the Council's energy consumption and report back.	To be agreed

Item	Work type	Responsible officer	Objectives	Timescale
Social housing - cross leasing	Policy development	Mick Hayward	Report requested at 4 June 2007 meeting to explore potential for cross leasing/transfer of assets to resolve the issue of appropriation of social housing.	To be agreed
LSP outcomes and targets	Policy development	Stephanie Goad	Report on future scrutiny of LSP outcomes and targets.	To be agreed

Forthcoming meetings:

Items considered at previous meetings:

12 May 2008

- Local Area Agreements (LAA)

27 March 2008

- Developer contribution and strategy
- Portfolio Holder in attendance (The Leader – Councillor Rodney Chambers)
- Staff sickness

7 February 2008

- Capital budget monitoring - to consider the capital monitoring report for the year based on actual income and expenditure to November 2007
- Critical success factors
- Draft capital and revenue budgets 2008/2009
- Local Area Agreements/Local Strategic Partnership
- Portfolio Holder in attendance (Councillor Janice Bamber)
- Revenue budget monitoring

3 January 2008

- Portfolio Holder in attendance (Councillor Jarrett)
- Draft capital and revenue budgets 2008/2009

29 November 2007

- Budget issues – Tour de France
- Capital and revenue budget monitoring
- Draft capital and revenue budgets 2008/2009

16 October 2007

- Building repair and maintenance fund and rationalisation and disposal of properties
- Call-in - Civic HQ furniture
- Capital and revenue budget monitoring
- Licensing Policy Statement

6 September 2007

- Critical success factors
- Medium Term Financial Plan
- Strood Riverside - land compensation claim

4 June 2007

- Disposal of land and variation of release of restrictive covenant
- Performance plan
- Work programme review

Overview and Scrutiny Activity

Appendix 2

BUSINESS SUPPORT	CHILDREN AND ADULTS	HEALTH AND ADULT SOCIAL CARE	REGENERATION, COMMUNITY AND CULTURE
12 May 2008	20 May 2008	22 May 2008	29 May 2008
Call in – various property disposals (call in)	Member item – Outdoor Education Centre (Member item)	Local Involvement Network update (NHS Scrutiny)	Veolia Annual Environmental Report (Business management)
Review of corporate risks (Performance management)	Member item – Children’s Fund (Member item)	Fundamental Review of Mental Health (Fundamental Review)	Chatham Road Scheme (Pre decision scrutiny)
Negotiating the 2 nd Local Area Agreement (Performance management)	Primary Strategy for Change (Pre decision scrutiny)	Petition Update (Petition)	Local Transport Plan (Policy development)
17 July 1008	22 July 2008	10 July 2008	Petitions (petitions)
Audit Commission report on Strategic Housing (Pre-decision scrutiny)	School Travel Assistance – Grammar Schools (Policy development)	Attendance of portfolio holder Adult Services (Holding executive to account)	Black sack to blue bag change over (Business management)
Local Area Agreement – Update and next steps (Performance management)	Half price bus fares (Policy development)	Joint Strategic Needs Assessment (NHS Scrutiny)	Special meeting – 19 June 2008
	14-19 Diploma programme (Service Information)	Medway PCT Business Plan (NHS Scrutiny)	Chatham Road scheme (Pre decision scrutiny)
	Fundamental Review of services for Children with a disability (Policy development)	Review of Section 31 arrangements for people with learning disabilities (Policy development)	Chatham Centre and Waterfront Development Brief (Pre decision scrutiny)

BUSINESS SUPPORT	CHILDREN AND ADULTS	HEALTH AND ADULT SOCIAL CARE	REGENERATION, COMMUNITY AND CULTURE
	Fundamental Review of CAHMS task group (Fundamental Review)	Modernising Linked Service Centres (Policy development)	17 July 2008
		Report on assessment process for defining a substantial variation or development in service (NHS Scrutiny)	Rochester Riverside: Establishment of Management Company (Pre decision scrutiny)
		Update from Local Involvement Network (NHS Scrutiny)	Waste collection & Street Cleaning Services (Pre decision scrutiny)

Appendix 3

Issue on forward plan	Expected decision date
Chatham Centre and Waterfront Supplementary Planning Documents and Masterplans*	15 July 2008
Special Educational Needs, Local Bus and Yellow Bus Tender Awards	15 July 2008
Capital Budget Monitoring*	15 July 2008
Recruitment Freeze	15 July 2008
Revenue Budget Monitoring*	15 July 2008
Housing and Homelessness Strategy	15 July 2008
Alcohol Control Zones – Strood and Gillingham	15 July 2008
Corporation Street Draft Development Brief	15 July 2008
Housing Assistance Policy and Houses in Multiple Occupation (HMO) Policy	15 July 2008
Audit Commission Report on Strategic Housing	15 July 2008
Recruitment Freeze	5 August 2008
Fundamental Review of Child and Adolescent Mental Health Services (CAMHS)*	5 August 2008
Waste Collection and Street Cleaning Services (Gateway 1)*	5 August 2008
Award of Supporting People Contract: Floating Support Service for Young Adults	2 September 2008
Award of Contract: Medway Park	2 September 2008
Medium Term Financial Strategy	2 September 2008
Recruitment Freeze	2 September 2008
Community Safety Plan*	2 September 2008
Rochester Riverside: Establishment of Management Company*	23 September 2008
Recruitment Freeze	23 September 2008
Capital Budget Monitoring*	23 September 2008
Revenue Budget Monitoring*	23 September 2008
Critical Success Factors*	23 September 2008
Recruitment Freeze	14 October 2008

* Already scheduled for pre-decision scrutiny