

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

19 MARCH 2014

WORK PROGRAMME

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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 this 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 guidance on information Members wish them to provide when scrutinising an issue. An agenda planning meeting was held on 28 February 2014.

3.2 The Chairman, Vice-Chairman and Spokespersons were updated on the Committee's current work programme and advised of the reports to be submitted to this meeting.

3.2.1 At the meeting the following changes to the Committee's work programme were agreed: -

- (a) Update on the joint venture with NORSE – quarter 3 2013/14 be deferred to meeting to be held on 3 July 2014 and the Update on the joint venture with NORSE – end of year 2013/14 (also going to the July meeting of the Committee) to be merged into one report.

- (b) Update on discussions with the Gambling Commission to be submitted to the meeting to be held on 3 July 2014.
- (c) Access to and use of IT in Medway – to be removed from the Work Programme and included in the scope of the Welfare Reform Task Group.
- (d) Participatory Budgeting – Director of Recreation, Communication and Culture and the Chief Finance Officer to meet to scope this subject and report back to the Chairman, Vice-Chairman and Opposition Spokesmen for further discussion.
- (e) Housing Revenue Account (HRA) Development Programme to be submitted to the meeting to be held on 3 July 2014.
- (f) Communications Shared Service to be submitted to the meeting to be held on 26 August 2014.

4. **Future work programme**

4.1 Forward Plan

The Forward Plan of forthcoming Cabinet decisions is published on the Council's website:

<http://democracy.medway.gov.uk/mgListPlanItems.aspx?PlanId=191&RP=115>

- 4.2 Set out below is a list of items featuring on the Forward Plan that fall within the terms of reference of the Business Support Overview and Scrutiny Committee. The Committee is asked to identify any items it wishes to consider before the Cabinet decision is taken (where dates permit) other than those already programmed in Appendix A.

<u>Title of Decision:</u>	<u>Anticipated Decision Date:</u>
Hot Food Takeaways in Medway: A Guidance Note <i>(on the agenda for this meeting of the BS OSC)</i>	11.03.14 and 10.06.14
Gateway 3 Contract Award: Housing Revenue Account (HRA) Repairs and Maintenance Contract	08.04.14
Gateway 3 Contract Award: Housing Revenue Account (HRA) Development - Garage Sites	08.04.14
Six Month Review of the Council's Corporate Risk Register <i>(already on the Work Programme)</i>	08.04.14
Medway Norse Performance Report <i>(already on the Work Programme)</i>	10.06.14

5. The co-ordinating role of the Business Support Overview and Scrutiny Committee

- 5.1 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'.
- 5.2 To assist the Committee in fulfilling this role, the Chairman has agreed that a regular overview of business discussed by the other overview and scrutiny committees should be presented at these meetings. Whilst each overview and scrutiny 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 Members
 - 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
 - pre-budget scrutiny
 - consideration of petitions
 - consideration of called-in Cabinet decisions.
- 5.3 Appendix 2 to this report sets out the current work programmes of the other three overview and scrutiny committees.

6. In-depth Task Groups

- 6.1 As the work of the Task Group on Health Inequalities is concluding the Committee is asked to agree the membership of the next in-depth review Task Group on Welfare Reform which falls within the remit of this Committee.
- 6.2. It is proposed that the members of the Task Group be appointed on a 3:1:1 basis.

7. Financial and legal implications

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

8. Recommendations

- 8.1 The Committee is asked to:
- (a) note and identify items for inclusion in the work programme;

- (b) agree the changes to the work programme as detailed in paragraph 3.2.1;
- (c) agree the membership of the Welfare Reform Task Group; and
- (d) note the work programme of all overview and scrutiny Committees (set out in appendix 2 to this report).

Background papers

None.

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