

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

3 JULY 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 13 June 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 agenda planning meeting the following change to the Committee's work programme was agreed:

Growing Places Fund - Paying Back the Funding (Chatham and Rochester) – this item to be removed from the work programme as a stand-alone item. The information requested will be included in the report on Capital Budget 2013/14 Monitoring - Report 1.

In addition, the final report of the Welfare Reform Task Group has been added to the Committee's work programme under 26 August 2014.

3.2.2 At the meeting the Members also discussed actions that were outstanding from previous meetings. It was noted that Briefing Notes had been circulated on the following subjects:

- (a) The Council's Ofsted Report
- (b) Hot Food Takeaways: Planning Policy Guidance
- (c) SEN Transport Benchmarking – December 2013
- (d) Member User Group – Customer Contact

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=199&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.

Title of Decision:

Anticipated Decision Date:

Council Plan – End of Year Performance Report 2013/14 (on the Committee work programme for meeting on 26.08.14)	15.07.14
Hot Food Takeaways in Medway: A Guidance Note – Consultation results (on the agenda for this meeting of the Committee)	15.07.14
Medway Norse Performance Report (on the agenda for this meeting of the Committee)	15.07.14
Relocation of Services Provided at Riverside One, Chatham	15.07.14
Rochester Riverside Retail Unit	15.07.14
Statement of Accounts (under the Terms of Reference for the Audit Committee)	15.07.14
Treasury Management Annual Report (now under the Terms of Reference for the Audit Committee)	15.07.14

Council Plan Monitoring – Quarter 1 (on the Committee work programme for meeting on 07.10.14)	02.09.14
Capital Budget Monitoring 2014/15 – Period 1 (on the Committee work programme for meeting on 07.10.14)	30.09.14
Medium Term Financial Plan (on the BS OSC work programme for meeting on 07.10.14)	30.09.14
Treasury Management Strategy Mid-Year Review (now under the Terms of Reference for the Audit Committee)	30.09.14
Annual Review of Risk Management Strategy and Six Monthly Review of the Council's Corporate Business Register (on the Committee work programme for meeting on 07.10.14)	28.10.14

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. **Financial and legal implications**

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

7. Recommendations

7.1 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; and
- (c) 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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