

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

26 AUGUST 2014

WORK PROGRAMME

Report from: Richard Hicks, Deputy Director, Customer Contact, Leisure, Culture, Democracy and Governance

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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 7 August 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:

Housing Revenue Account (HRA) Business Plan – this item to be moved to the meeting to be held on 15 February 2015.

Communications Shared Service – this item to be moved to “date to be determined” on the Work Programme.

Six Month Update on Implementation of Procurement Strategy – to be removed from 4 December 2014 and programmed for October 2015 on the anniversary of the creation of the Strategy

At the meeting the Members also discussed actions that were outstanding from previous meetings.

It was noted Briefing Notes had been circulated on the following subjects:

Briefing Note No. 11 – Empty Properties

Briefing Note No. 12 – Saved Policy R18 of the Medway Local Plan 2003

Briefing Note No. 13 – Mixed Use of A3 (restaurant) and A5 (takeaways)

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.

<u>Title of Decision:</u>	<u>Anticipated Decision Date:</u>
Gateway 1 Procurement Commencement: Medway Grid for Learning Services	2 Sept 2014
Gateway 3 Contract Award: Bailiff Services – Revenues and Benefits	2 Sept 2014
Welfare Reform Task Group (on BS OSC agenda for 26.08.14)	2 Sept 2014
Capital Budget Monitoring 2014/15 – Period 1 (on BS OSC agenda for 07.10.14)	30 Sept 2014
Medium Term Financial Plan (on BS OSC agenda for 07.10.14)	30 Sept 2014
Rent Setting Policy 2015 (on BS OSC agenda for 26.08.14)	30 Sept 2014
Revenue Budget Monitoring 2014/15 – Period 1 (on BS OSC agenda for 07.10.14)	30 Sept 2014

Annual Review of the Risk Management Strategy and Six Monthly Review of the Council's Corporate Business Register <i>(on BS OSC agenda for 07.10.14)</i>	28 Oct 2014
Capital and Revenue Budgets 2015/16 <i>(on BS OSC agenda for 04.12.14)</i>	25 Nov 2014
Council Plan Monitoring – Quarter 2 <i>(on BS OSC agenda for 04.12.14)</i>	25 Nov 2014
Council Tax Reduction Scheme	16 Dec 2014
Gateway 1 Procurement Commencement: Housing Revenue Account (HRA) Estate Services	16 Dec 2014
Housing Strategy Annual Review <i>(on BS OSC agenda for 04.12.14)</i>	16 Dec 2014
Provisional Local Government Finance Settlement	16 Dec 2014

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 programmes of all overview and scrutiny Committees (set out in appendix 2 to this report).

Background papers

None.

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