

# **BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE**

**7 OCTOBER 2014**

## **WORK PROGRAMME**

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

Author: Lauren Wallis, Democratic Services Officer

### **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 12 September 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>
Capital Budget Monitoring 2014/15 – Period 1 <i>(on BS OSC agenda for 07.10.14)</i>	30 Sept 2014
Medium Term Financial Plan <i>(on BS OSC agenda for 07.10.14)</i>	30 Sept 2014
Rent Setting Policy 2015 <i>(on BS OSC agenda for 26.08.14 and 07.10.14)</i>	30 Sept 2014
Revenue Budget Monitoring 2014/15 – Period 1 <i>(on BS OSC agenda for 07.10.14)</i>	30 Sept 2014
Annual Review of the Risk Management Strategy and Six Monthly Review of the Council’s Corporate Business Register	28 Oct 2014

*(on BS OSC agenda for 07.10.14)*

Capital and Revenue Budgets 2015/16  
*(on BS OSC agenda for 04.12.14)* 25 Nov 2014

Council Plan Monitoring – Quarter 2  
*(on BS OSC agenda for 04.12.14)* 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  
*(on BS OSC agenda for 04.12.14)* 16 Dec 2014

Provisional Local Government Finance Settlement 16 Dec 2014

Capital Budget Monitoring – Period 2  
*(on BS OSC agenda for 03.02.15)* 13 Jan 2015

Revenue Budget Monitoring – Period 2  
*(on BS OSC agenda for 03.02.15)* 13 Jan 2015

Medway Norse – Six Monthly Report 2014/15  
*(on BS OSC agenda for 03.02.15)* 13 Jan 2015

## **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. Outstanding Actions from Previous Committee Meetings**

6.1 Set out below is a summary of the outstanding actions from previous meeting of the Committee:

### 19 March 2014:

Member's Report: Mayoralty Budget – The next Independent Review Panel (IRP) be asked to review the Special Responsibility Allowances of the Mayor and Deputy Mayor.

### 3 July 2014:

Hot Food Takeaways in Medway: A Guidance Note - Investigation into the possibility of there being no minimum square metre requirement for developer contributions under Section 106 agreements for all new takeaway premises designated with A5 Use Class.

Update on Medway Norse - Medway Norse to investigate the possibility of becoming the first point of contact for Councillors wishing to engage contractors to deliver ward based initiatives to be funded from the Ward Improvement Fund.

Update on Medway Norse - Medway Norse to initiate discussions with as many large public sector organisations as possible .The Acting Managing Director should personally pursue dialogue with Medway NHS Foundation Trust as soon as possible. A Briefing Note to be provided.

Update on Medway Norse - Medway Norse to inform Councillors and residents of any changes in service or provision in relation to grounds maintenance.

Procurement Strategy Review Six Months On - Councillors to be included in consultations and engagement with SME's.

Procurement Strategy Review Six Months On – A Briefing Note to be supplied detailing alternative measures to control the Council's small spends.

### 26 August 2014:

Council Plan - 2013/14 Year End Performance Monitoring – A Briefing Note to be supplied detailing:

- the evidence gathering undertaken, including the surveys undertaken of street homelessness;
- information as to the migration of homeless people into Medway;
- the support provided for street homeless, including contact details for lead officers;
- partnership working, exploring in particular the data held by other organisations.

Council Tax - Empty Homes Premium - A Briefing Note to be supplied explaining the different Council Tax enforcement powers available to the Council where a property have been vacant for two years and the owner is known or not known.

Work Programme - Briefing Note to be supplied explaining the framework for ensuring the smooth transition of services at Riverside One - this should include consideration of the provision for mental health service users and the wider engagement of Councillors.

## **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; and
- (c) note the work programmes of all overview and scrutiny committees (set out in appendix 2 to this report).

## **Background papers**

None.

## **Lead officer contact**

Lauren Wallis, Democratic Services Officer

Telephone: 01634 332211 Email: [lauren.wallis@medway.gov.uk](mailto:lauren.wallis@medway.gov.uk)

## Appendix 1

### Work Programme Business Support Overview and Scrutiny Committee

#### Policy framework documents: Council Plan, Sustainable Community Strategy and Gambling Policy Statement

Item	Work type	Responsible officer	Objective(s)
<b>7 OCTOBER 2014</b>			
Attendance of Deputy Leader and Portfolio Holder for Finance	Holding to account		The Deputy Leader and Portfolio Holder for Finance will be in attendance to be held to account on work carried out that falls within the remit of this Committee, and will answer any questions.
Council Plan Performance Monitoring Q1 2014/2015	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 1.
Capital Budget 2014/15 Monitoring – Report 1	Performance Reviews	Chief Finance Officer	To scrutinise the capital budget monitoring report 1 for 2013/14. The report will also include information on the Growing Places Fund – Paying Back the Funding (Chatham & Rochester).
Revenue Budget 2014/15 Monitoring – Report 1	Performance Reviews	Chief Finance Officer	To scrutinise the revenue budget monitoring report 1 for 2013/14.
Annual Review of the Council's Corporate Risk Register	Other	Performance & Intelligence Manager	The annual review of the Council's Risk Register.
Medium Term Financial Plan	Budget and Policy Framework	Chief Finance Officer	To consider the Medium Term Financial Plan after being submitted to Cabinet on 30.09.14.

Item	Work type	Responsible officer	Objective(s)
Update on Joint Venture with NORSE Quarter 1 2014/15	Other	Assistant Director Legal & Corporate Services Strategic Property & Energy Manager	To scrutinise the quarterly update on the Council's joint venture with NORSE.
New Social Housing Rent Setting Policy April 2015 – consideration of two elements deferred by the Committee at its meeting on 26 August 2014.	Pre-decision scrutiny	Assistant Director for Housing & Regeneration Head of Housing Management	(i) the new criteria for rent setting for those households where there is a taxable income of £60,000 or more; and (ii) the proposal that from April 2015 rooms will only be counted as bedrooms if they are not on the ground floor of a property (unless the property is a one floor property such as a bungalow).
<b>4 DECEMBER 2014</b>			
Attendance of the Portfolio Holder for Community Safety and Customer Contact	Holding to account		The Portfolio Holder for Community Safety and Customer Contact will be in attendance to be held to account on work carried out that falls within the remit of this Committee, and will answer any questions.
Council Plan Performance Monitoring Quarter 2 2014/15	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 2.

Item	Work type	Responsible officer	Objective(s)
Draft Capital and Revenue Budgets 2015/16	Budget and Policy Framework	Chief Finance Officer	The draft budget is based on principles contained in the MTFP 2014-17 and reflects the formula grant assumptions announced as part of the Local Government Finance Settlement 2015/16 and 2016/17 Technical Consultation in July and September.
Housing Strategy Annual Review/Update	Budget and Policy Framework	Director Regeneration Community & Culture Head of Strategic Housing Services	The Housing Strategy 2011-14 was approved by Cabinet in October 2011. The Strategy contains a commitment to annually review and assess progress against the targets, which this report seeks to do.
<b>3 FEBRUARY 2015</b>			
Attendance of the Leader of the Council	Holding to account		The Leader of the Council will be in attendance to be held to account on work carried out that falls within the remit of this Committee, and will answer any questions.
Attendance of the Portfolio Holder for Housing and Community Services	Holding to account		The Portfolio Holder for Housing and Community Services will be in attendance to be held to account on work carried out that falls within the remit of this Committee, and will answer any questions.
Housing Revenue Account – Budget 2015/16	Budget and Policy Framework	Chief Finance Officer Head of Housing Management	This report presents the HRA capital and revenue budgets for 2015/16 and provides details of proposed rent and service charge levels for 2015/16.



<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objective(s)</b>
Capital Budget 2014/15 Monitoring – Report 2	Performance Reviews	Chief Finance Officer	To scrutinise the capital budget monitoring report 1 for 2014/15.
Revenue Budget 2014/15 Monitoring – Report 2	Performance Reviews	Chief Finance Officer	To scrutinise the revenue budget monitoring report 1 for 2014/15
Draft Capital and revenue Budgets 2015/16	Budget and Policy Framework	Chief Finance Officer	The draft budget is based on principles contained in the MTFP 2014-17 and reflects the formula grant assumptions announced as part of the Local Government Finance Settlement 2015/16 and 2016/17 Technical Consultation in July and September.
Draft Capital and Revenue Budget Proposals – report back from the other OSCs	Budget and Policy Framework	Chief Finance Officer	Comments and recommendations of all OSCs on the initial budget plan for 2015/16 proposed by Cabinet in November 2014.
Update on Joint Venture with NORSE Quarter 2 2014/15	Other	Assistant Director Legal & Corporate Services Strategic Property & Energy Manager	To scrutinise the quarterly update on the Council's joint venture with NORSE.
Housing Revenue Account (HRA) Business Plan	Other	Chief Finance Officer Head of Housing Management	The Housing Development Programme – refresh of the Business Plan.
Council Plan Review	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	The report will set out the proposed refreshed targets and projects prior to consideration by Cabinet on 10 February 2015 and full Council on 26 February 2015.
Welfare Reform – Six monthly Update	Policy Development	Chief Finance Officer	Agreed by the Committee at its meeting on 26 August 2014 and also six monthly reviews thereafter.

Item	Work type	Responsible officer	Objective(s)
<b>9 APRIL 2015</b>			
Council Plan Performance Monitoring Quarter 3 2014/15	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 3.
Six Monthly Review of the Council's Corporate Risk Register	Other	Performance & Intelligence Manager	The 6 monthly review of the Council's Corporate Risk Register.
Update on Joint Venture with NORSE Quarter 3 2014/15	Other	Assistant Director Legal & Corporate Services Strategic Property & Energy Manager	To scrutinise the quarterly update on the Council's joint venture with NORSE.
<b>DATE TO BE DETERMINED</b>			
Alcohol Sales from Non-Traditional Outlets	Other	Licensing & Local Land Charges Manager	At the meeting of the Committee on 19 March 2014 it was agreed that this should be investigated by the Medway Alcohol Partnership Group and a report on their deliberations be submitted to the Committee in due course.
Procurement Strategy	Other	Assistant Director Legal & Corporate Services / Acting Head of Category Management	At the meeting of the Committee on 3 July 2014 a report was requested on the progress in facilitating suppliers bidding as a consortium or partnership.
Communications Shared Service	Other	Head of Communications	To scrutinise an update on the progress with the Communications Shared Service proposals.

Item	Work type	Responsible officer	Objective(s)
Six month update on implementation of the Procurement Strategy (scheduled for October 2015)	Other	Head of Category Management	To scrutinise a six month update on the implementation of the Procurement Strategy.

**Work completed in 2014/15:**

3 July 2014:

- Six month update on implementation of the Procurement Strategy
- Update on the joint venture with NORSE – Quarter 3 and end of year 2013/14
- Update on discussions with Gambling Commission
- Hot Food Takeaways: Planning Guidance - Consultation Response
- Petitions

26 August 2014:

- Council Plan Performance Monitoring Q4 end of year report 2013/14
- Council Tax – Penal Rates for Empty Properties
- New Social Housing Rent Setting Policy
- Welfare Reform Task Group

