

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

3 FEBRUARY 2015

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 16 January 2015.

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.

3.3 At the agenda planning meeting the following changes to the Committee's work programme was proposed:

- New Rent Setting Policy 2015 item to be moved from "Date to be Determined" to 9 April 2015 meeting.

- 3.4 However, following the agenda planning meeting, the member who initially requested that this item be added to the work programme has agreed that it be removed for the time being. Officers will now work with members to further investigate the issues raised. Subject to Members agreeing to the removal of this item, the current work programme is attached at Appendix 1 for approval by the Committee.
- 3.5 At the agenda planning meeting the Members also discussed actions that were outstanding from previous meetings.

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 – Period 2 <i>(on BS OSC agenda for 03.02.15)</i>	13 Jan 2015
Revenue Budget Monitoring – Period 2 <i>(on BS OSC agenda for 03.02.15)</i>	13 Jan 2015
Medway Norse – Six Monthly Report 2014/15 <i>(on BS OSC agenda for 03.02.15)</i>	13 Jan 2015
Draft Capital and Revenue Budgets 2015/16 <i>(on BS OSC agenda for 03.02.14)</i>	10 Feb 2015
Council Plan Performance Indicators – 2015/16 <i>(on BS OSC agenda for 03.02.14)</i>	10 Feb 2015
Housing Revenue Account Budget 2015/16 <i>(on BS OSC agenda for 03.02.14)</i>	10 Feb 2015
Housing Revenue Account Business Plan <i>(on BS OSC agenda for 03.02.14)</i>	10 Feb 2015
Treasury Management: Strategy Statement and Annual Investment Strategy 2015/16 and Mid Year Review Report	10 Feb 2015

2014/2015 (*scrutiny of Treasury Mgmt Strategy now with Audit Committee*)

Council Plan 2014/15 Q3 Performance Monitoring 10 Mar 2015
(*on BS OSC agenda for 09.04.15*)

Gateway 3 Contract Award: Housing Revenue Account, 10 Mar 2015
Beatty Avenue, Gillingham

6 monthly review of the Corporate Risk Register 14 April 2015
(*on BS OSC agenda for 09.04.15*)

Gateway 3 Contract Award: Housing Revenue Account 14 April 2015
Estate Services

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 actions that remain outstanding from previous meetings of this 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:

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

4 December 2014:

Homelessness - Briefing note to provide full details of the Medway Scheme to provide supported accommodation for homeless households

Homelessness - site visit be arranged for Members to visit Medway Scheme to provide supported accommodation for homeless households

7. Financial and legal implications

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

8. Current position on Overview and Scrutiny Task Groups – programme of reviews agreed in April 2013

- 8.1 In April 2013 this Committee agreed the topics for the current round of in depth Task Group Reviews. The table below shows the original indicative and actual timelines for each review:

Lead Overview and Scrutiny Committee	Topic	Indicative timetable as at April 2013	First meeting of Task Group	Report to Cabinet
Health and Adult Social Care	Health Inequalities across Medway wards and how to direct investment where it is most needed	August – November 2013	15.10.14	13.5.14
Business	Impact of	December 2013		

Support	Welfare Reforms	– March 2014	22.4.14	2.9.14
Children and Young People	Support for Care Leavers	April to July 2014	13.8.14	14.4.15
Regeneration, Community and Culture	Housing in Medway – demand, supply and affordability	August to November 2014	-	-

- 8.2 The Task Group on Support for Care Leavers will conclude its work during February and its final report will be submitted to the Children and Young People Overview and Scrutiny Committee on 25 March 2015 and to the Cabinet on 14 April 2015. The reason for the delay is due to the demands on the service following a recent peer review and the desire to ensure that the report is at a high standard to reflect the work the Task Group has undertaken.
- 8.3 Scoping for each new Task Group usually starts at the point the previous Group's final report is submitted to the relevant Overview and Scrutiny Committee. As Task Groups are taking between 4 and 8 months from initial scoping through to a final report being submitted to the Cabinet, (depending on the pace set by Councillors) Members are advised it will not be possible to start and conclude a new Task Group on Housing in Medway before the local elections in May. The option of a Task Group on Housing can be included in the list of prospective topics to be chosen by members for the first round of reviews after the local elections.

9. Recommendations

- 9.1 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 3.4 and
 - (c) note the work programmes of all overview and scrutiny committees (set out in appendix 2 to this report).
 - (d) Note there will be insufficient time to start and conclude the Task Group on housing in Medway before the local elections on 7 May 2015.

Background papers

None.

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