

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

25 JUNE 2015

WORK PROGRAMME

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

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Summary

This report 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 5 June 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 were proposed:

- 3.3.1 **Alcohol Sales from Non-Traditional Outlets** – to be moved from June 2015 to August 2015 on a provisional basis. A decision will be taken at the next agenda planning meeting about whether a report to the August meeting is necessary, following consideration of a briefing paper on this issue. The latter will include an update on the wide range of actions being taken by the Council's Public Health and Licensing teams to reduce alcohol related harm through the use of licensing powers.
- 3.3.2 **Communications Shared Strategy** - to be moved from June 2015 to August 2015 on a provisional basis. A decision will be taken at the next agenda planning meeting about whether a report to the August meeting is necessary, following consideration of a briefing paper on the latest position with this initiative.
- 3.4 Councillor Maple indicated that he will be requesting a Member's Item at the August meeting seeking assurances that the Council has appropriate arrangements in place at Medway crematorium in relation to the way infant cremations are carried out in the light of national media coverage of events in Shrewsbury.

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/mgConvert2PDF.aspx?ID=225&T=4>

- 4.2 Set out below is a list of items featuring on the current 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>
Additions to the Capital Programme (Building Repairs and Maintenance Fund)	7 July 2015
Business Rate Relief	7 July 2015
End of Year Performance Report 2014/2015	7 July 2015
Gateway 3 Contract Award: Housing Revenue Account Estate Services	7 July 2015

Recruitment Freeze	7 July, 4 August, 25 August, 29 September & 27 Oct 2015
Revenues and Benefits - Vulnerable Persons Recovery Policy	7 July 2015
Statement of Accounts	7 July 2015
Treasury Management Outturn Annual Report	7 July 2015
Council Plan Monitoring – Quarter 1 <i>(on work programme for 8 October 2015)</i>	25 August 2015
Revenue and Capital Monitoring – Round 1 <i>(on work programme for 8 October 2015)</i>	25 August 2015
Medium Term Financial Plan	29 September 2015
Annual Review of the Risk Management Strategy and 6 Monthly Review of the Council's Corporate Business Register <i>(on work programme for 8 October 2015)</i>	27 October 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 At the agenda planning meeting the actions outstanding from previous meetings were also discussed.

6.2 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.

4 December 2014:

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

3 February 2015

Petitions: The petitions and responses regarding the scheme manager service in respect of Esmonde House and Mountevans House be referred to the Asset Management Group for information

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 paragraphs 3.3.1 and 3.3.2 and
- (c) note the work programmes of all overview and scrutiny committees (set out in appendix 2 to this report).

Appendices

Appendix 1 – Business Support O&S work programme
Appendix 2 – Other O&S Committee work programmes

Background papers

None.

Lead officer contact

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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	Objectives
25 JUNE 2015			
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.
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.
Topics for In Depth Scrutiny Reviews – Priorities and Timetable	Policy Development	Head of Democratic Services	To agree a timetable and process for the programme of in depth scrutiny review for the period August 2015 to February 2017
13 AUGUST 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.
Council Plan Performance Monitoring Quarter 4 2014/15*	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 4

Item	Work type	Responsible officer	Objectives
Member's Item - Medway crematorium.	Community issues	Deputy Director Customer Contact, Leisure, Culture, Democracy & Governance.	To seek assurances regarding arrangements in place at Medway crematorium in relation to the way infant cremations are carried out in the light of national media coverage of events in Shrewsbury
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.
Communications Shared Service	Other	Head of Communications	To scrutinise an update on the progress with the Communications Shared Service proposals.
8 OCTOBER 2015			
Annual review of the risk management strategy and Six Monthly Review of the Council's Corporate Risk Register	Other	Performance & Intelligence Manager	To scrutinise the annual review of the risk management strategy and the 6 monthly review of the Council's Corporate Risk Register.
Council Plan Performance Monitoring Quarter 1 2015/16	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 1.
Six month update on implementation of the Procurement Strategy	Other	Head of Category Management	To scrutinise a six month update on the implementation of the Procurement Strategy.

Item	Work type	Responsible officer	Objectives
Capital and Revenue Budget Monitoring Round 1	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1
Leader of the Council in attendance	Holding to account	Councillor Jarrett	
3 DECEMBER 2015			
Council Plan Performance Monitoring Quarter 2 2015/16	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 2.
Capital and Revenue Budget Monitoring Round 2	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 2
Draft revenue and capital budgets 2016/2016	Budget and Policy Framework	Chief Finance Officer	To scrutinise the draft revenue and capital budgets 2016/2017
Housing Strategy Annual Review	Budget and Policy Framework	Director Regeneration Community & Culture/ Housing Strategy Manager	The Housing Strategy 2015-18 was approved by Cabinet in December 2014. This report reviews and assesses progress against the targets in the Strategy.
2 FEBRUARY 2016			
Capital and Revenue Budget Monitoring Round 3	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 3
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 and full Council
Draft revenue and capital budgets 2016/2017	Budget and Policy Framework	Chief Finance Officer	To scrutinise the Draft revenue and capital budgets 2016/2017

Item	Work type	Responsible officer	Objectives
Draft revenue and capital budgets 2016/2017 (report back from Overview and Scrutiny Committee)	Budget and Policy Framework	Chief Finance Officer	Comments and recommendations of all OSCs on the initial budget plan for 2016/17 Proposed by Cabinet.
Housing Revenue Account – Revenue and Capital Budgets 2016/17 and Business Plan	Budget and Policy Framework	Chief Finance Officer/Head of Housing Management	This report presents the HRA capital and revenue budgets for 2016/17 and provides details of proposed rent and service charge levels for 2016/17.
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.
Deputy Leader and Portfolio Holder for Housing and Community Services in attendance	Holding to account	Councillor Doe	
Portfolio Holder for Corporate Services in attendance	Holding to account	Councillor Mackness	
14 APRIL 2016			
Council Plan Performance Monitoring Quarter 3 2015/16	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 3.
6 Monthly Review of the Council's Corporate Risk Register	Other	Performance & Intelligence Manager	To scrutinise the 6 monthly review of the Council's Corporate Risk Register.
Portfolio Holder for Business Management	Holding to account	Councillor Turpin	
Portfolio Holder for Resources in attendance	Holding to account	Councillor Gulvin	

Item	Work type	Responsible officer	Objectives
DATE TO BE DETERMINED			

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

7 October 2014

- Attendance of Deputy Leader and Portfolio Holder for Finance
- Council Plan Performance Monitoring Q1 2014/2015
- Capital Budget 2014/15 Monitoring – Report 1
- Revenue Budget 2014/15 Monitoring – Report 1
- Annual Review of the Council's Corporate Risk Register
- Medium Term Financial Plan
- Update on Joint Venture with NORSE Quarter 1 2014/15
- New Social Housing Rent Setting Policy April 2015 –consideration of two elements deferred by the Committee at its meeting on 26 August 2014

4 December 2014

- Attendance of the Portfolio Holder for Community Safety and Customer Contact
- Council Plan Performance Monitoring Quarter 2 2014/15
- Draft Capital and Revenue Budgets 2015/16
- Housing Strategy Annual Review/Update
- Homelessness
- Petitions

3 February 2015

- Attendance of the Leader of the Council
- Attendance of the Portfolio Holder for Housing and Community Services
- Housing Revenue Account – Budget 2015/16 and Action Plan
- Capital Budget 2014/15 Monitoring – Report 2
- Budget 2014/15 Monitoring – Report 2
- Draft Capital and revenue Budgets 2015/16
- Draft Capital and Revenue Budget Proposals – report back from the other OSCs
- Update on Joint Venture with NORSE Quarter 2 2014/15
- Housing Revenue Account (HRA) Business Plan
- Council Plan Review
- Welfare Reform – Six monthly Update
- Call in of the Housing Strategy