

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

13 AUGUST 2015

WORK PROGRAMME

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

Author: Michael Turner, Democratic Services Officer

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 16 July 2015.

3.2 The Chairman and Labour Group Spokesperson were in attendance and 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 and Communications Shared Strategy** – as reported to the last meeting, Members considered briefing papers on these matters at the agenda planning meeting and decided that reports to the August meeting on both issues were no longer necessary.
- 3.3.2 Councillor Maple had previously indicated that he would be requesting a Member's Item at the August meeting seeking assurances that the Council had 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. Following discussions with officers, Council Maple is content for a briefing paper to be sent to Members on this issue. As a result, a report will not now be submitted to the Committee. It was suggested at the agenda planning meeting that a report should come to a future meeting of the Committee on an expected Government consultation paper on changes to rules for cremations. Members are asked to add this to work programme under the date to be determined section.
- 3.3.3 It was also suggested that the Committee receive an update at the December 2015 meeting on the self-exclusion pilot scheme for gamblers.

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=227&RP=115>

- 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.

Title of Decision	Anticipated Decision Date
<p>Recruitment Freeze</p> <p>This report will bring forward vacant posts for Members' approval</p>	<p>25 August, 29 September, 27 October and 24 November 2015</p>
<p>Council Plan Monitoring 2015/2016 - Quarter 1</p> <p><i>On agenda for Business Support 8 October 2015 meeting</i></p>	<p>25 August 2015</p>

<p>Revenue and Capital Budget Monitoring 2015/2016 (Round 1)</p> <p><i>On agenda for Business Support 8 October 2015 meeting</i></p>	25 August 2015
<p>Gateway 3 Contract Award: Housing Revenue Account (HRA) Housing Capital Works - 3 Year Programme</p> <p>This report will ask Cabinet to note the recent decision to award a contract for the three year HRA Capital Programme</p>	25 August 2015
<p>Medium Term Financial Plan</p> <p>This report will seek Cabinet approval to the Medium Term Financial Plan.</p>	29 September 2015
<p>Treasury Management Strategy</p> <p>This report will seek Cabinet approval to recommend to Council amendments to the Strategy</p>	29 September 2015
<p>Annual Review of the Risk Management Strategy and 6 Monthly Review of the Council's Corporate Business Register</p> <p><i>On agenda for Business Support 8 October 2015 meeting</i></p>	27 October 2015
<p>Gateway 4 Procurement Post Project Completion Review: Housing Responsive Repairs Contract</p> <p>This report will review the Housing Responsive Repairs Contract</p>	27 October 2015
<p>Gateway 4 Procurement Post Project Completion Review : Housing Revenue Account Development – Garage Sites</p> <p>This report will review the HRA garage sites housing development contract awarded in 2014.</p>	27 October 2015
<p>Council Plan Monitoring 2015/2016 Quarter 2</p> <p><i>On agenda for Business Support 3 December 2015 meeting</i></p>	24 November 2015

Revenue and Capital Budget Monitoring 2015/2016 (Round 2) <i>On agenda for Business Support 3 December 2015 meeting</i>	24 November 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:

4 December 2014:

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

25 June 2015

Subject: Update on Medway Norse

Action: A briefing note to be sent to the Committee on addressing problems of waterlogging and overgrowth at Berengrave nature reserve

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 3.3.2 and 3.3.3.
- (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

Michael Turner, Democratic Services Officer

Telephone: 01634 332817 Email: michael.turner@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	Objectives
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.
Capital and Revenue Budget Monitoring Round 1	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1

Item	Work type	Responsible officer	Objectives
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 2016/2017	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.
Topics for in depth scrutiny reviews	Policy Development	Deputy Director Customer Contact, Leisure, Culture, Democracy & Governance	To agree a programme of in depth reviews for the period January to September 2016

Item	Work type	Responsible officer	Objectives
2 FEBRUARY 2016			
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
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.

Item	Work type	Responsible officer	Objectives
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.
Capital and Revenue Budget Monitoring Round 3	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 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	
DATE TO BE DETERMINED			

Work completed in 2015/16:


25 June 2015:

- Update on Joint Venture with NORSE Quarter 3 2014/15
- Procurement Strategy
- Topics for In Depth Scrutiny Reviews – Priorities and Timetable

Work Programme
Children and Young People Overview and Scrutiny Committee

Policy framework documents – Children and Young People’s Plan and Youth Justice Plan

<i>Item</i>	<i>Work Type</i>	<i>Responsible officer</i>	<i>Objectives</i>
22 September 2015			
Medway Safeguarding Children Board (MSCB)	Holding to account	Independent Chair, MSCB	To consider the update report from the MSCB Independent Chair.
Council Plan Monitoring Q1 (2015/16)	Performance reviews	Director of Children and Adult Services	To scrutinise Q1 performance against council plan monitoring in relation to indicators that fall within the remit of this committee.
Annual report from Children’s Social Care	Annual report	Assistant Director, Children’s Social Care	To scrutinise a report on children’s safeguarding services, including corporate parenting, virtual school, health assessments for LAC.
Integrated Family Support Services	Other	Assistant Director, Children’s Social Care	To scrutinise an update report on Integrated Family Support Services, including Phase 2 of the Medway Action for Families Programme
8 December 2015			
Draft Capital and Revenue Budgets 2016/17	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft Capital and Revenue Budgets for 2016/17
School Admission Arrangements 2017	Pre-decision scrutiny	Student Services Manager	To scrutinise the proposed school admission arrangements for 2017
Council Plan Monitoring Q2 (2015/16)	Performance reviews	Director of Children and Adult Services	To scrutinise Q2 performance against council plan monitoring in relation to indicators that fall within the remit of this committee.
In attendance – Portfolio Holder for Children’s Services	Holding to account	Councillor O’Brien	To hold the Portfolio Holder for Children’s Services to account on performance against his portfolio.
Update on Children Centres and Early Years	Other	Interim Assistant Director, School Effectiveness and Inclusion	To scrutinise an update report on Children’s Centres and Early Years provision.

<i>Item</i>	<i>Work Type</i>	<i>Responsible officer</i>	<i>Objectives</i>
19 January 2016			
In attendance – Portfolio Holder for Adult Services	Holding to account	Councillor Brake	To hold the Portfolio Holder for Adult Services to account on performance against his portfolio in relation to the Independent Safeguarding and Review Services
Support for Care Leavers Task Group – progress update	Policy Development	Assistant Director, Children’s Social Care	To receive an update on the progress made against the recommendations for the Support for Care Leavers Task Group report.
3 March 2016			
Council Plan Monitoring Q3 (2015/16)	Performance reviews	Director of Children and Adult Services	To scrutinise Q3 performance against council plan monitoring in relation to indicators that fall within the remit of this committee.
School Performance Annual report 2014-15	Annual Report	Interim Assistant Director, School Effectiveness and Inclusion	To scrutinise the performance of schools in Medway, including attendance and exclusion data and 2015 test and examination results.
Integrated Family Support 	Other	Assistant Director, Children’s Social Care	To scrutinise the services for integrated family support
Early Help Offer	Other	Assistant Director, Children’s Social Care	To scrutinise a report on the services for families relating to early help
July 2016			
Update on short breaks provision for children with disabilities and the local offer	Other	Assistant Director, Partnership Commissioning	To scrutinise a report updating the committee on the implementation of the re-commissioning of short breaks provision, last considered by the Committee in July 2015
To be determined:			
Community Children’s Nursing Service	Community Issues	Assistant Director, Partnership Commissioning	To scrutinise a report updating Members on the planned development of a Medway and Swale Children’s Community Nursing Service.
Integrated Youth Support Service	Other	Interim Assistant Director, School Effectiveness and Inclusion	To scrutinise a report on the Integrated Youth Support Service.

Item	Work Type	Responsible officer	Objectives
School Improvement Strategy		Interim Assistant Director, School Effectiveness and Inclusion	To scrutinise the revised School Improvement Strategy.

Meetings in 2015/16:

22 September 2015, 8 December 2015, 19 January 2016 and 3 March 2016.

CYP O&S Committee Work Completed in 2015/16:

21 July 2015

- Update on re-commissioning of short breaks provision for children with disabilities and the local offer
- Ofsted inspection of the Local Authority's arrangements for school improvement
- Update on progress in relation to the Children's Safeguarding Improvement Notice
- Recruitment, retention and workforce development in Children's Social Care
- Update on the Medway Children and Young People Emotional Wellbeing Strategy
- Complaints and Compliments annual report – April 2014-March 2015
- Council Plan Year End 2014/15 – performance monitoring report

Work Programme
Health and Adult Social Care Overview and Scrutiny Committee

1 OCTOBER 2015			
Holding Portfolio Holder for Adult Services to account	Holding to account	Councillor Brake	To hold the Portfolio Holder to account on performance against his portfolio
Acute mental health inpatient bed update and update on CQC inspection	Community issue	Chief Clinical Officer NHS Medway CCG/Chief Executive, KMPT	To scrutinise progress on the implementation plan (and every other meeting until further notice) and to consider the outcome of the CQC inspection published on 30 July 2015
Council Plan Monitoring Q1 (2014/15)	Performance reviews	Director of Children and Adult Services	To scrutinise performance against council plan monitoring in relation to indicators that fall within the remit of this committee.
Dementia Strategy – Commissioning Intentions	Pre-decision scrutiny	Partnership Dementia Lead	To consider the commissioning intentions (the model of commissioning and associated costs for the procurement of dementia services across health and social care) prior to submission to the Cabinet for approval on 27 October 2015/
Annual Report Care Homes	Community Issues	Deputy Director, Children and Adult Services	To consider quality of care, adult safeguarding issues, value for money and direction of travel for care homes.

17 DECEMBER 2015			
Council Plan Monitoring Q2 (2014/15)	Performance reviews	Director of Children and Adult Services	To scrutinise the performance against council plan monitoring in relation to indicators that fall within the remit of this committee.
Draft Capital and Revenue Budget	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft Capital and Revenue Budgets for 2016/17

26 JANUARY 2016			
Acute mental health inpatient bed update	Community issue	Chief Clinical Officer NHS Medway CCG/Chief Executive, KMPT	To scrutinise progress on the implementation plan (and every other meeting until further notice)

17 MARCH 2016			
Council Plan Monitoring Q3 (2014/15)	Performance reviews	Director of Children and Adult Services	To scrutinise the performance against council plan monitoring in relation to indicators that fall within the remit of this committee.

DATE TO BE DETERMINED			
Urgent Care Review	Community issue		
Intermediate care beds	Community issue		
Mortality figures from Medway Maritime Hospital	Community issue	To be agreed	To scrutinise progress by the independent working group set up to consider mortality figures for the hospital (*every six months from 28/01/2014)
Further information on public access defibrillators	Community issue	Director of Corporate Affairs & Service Development - SECamb	To receive further feasibility study on Public Access Defibrillators

Note: Six monthly updates were requested by means of briefing notes on the action plans from the Mortality Working Group – starting July 2013 (next update to be dealt with at the Member briefing scheduled for early New Year) and *subsequently to coincide with attendance by Chief Executive of Hospital.

Dates of future meetings:

1 October 2015, 17 December 2015, 26 January 2016, 17 March 2016

Items yet to be programmed:

- (request for joint meeting with Children and Young People's Overview and Scrutiny Committee to be arranged to consider transition for adolescents with mental health problems and young people with disabilities 0-25 year age group).
- NHS England, Kent and Medway - to be invited to discuss primary care arrangements – on a date to be agreed.

Work completed in 2015/2016:

31 March 2015

- Acute mental health inpatient bed update
- CQC – Approach to Inspection of GP Services
- Quarter 3 Council Plan monitoring
- SECamb report back and update on Emergency Control Centres
- Member item – Community meals project
- Patient transport update
- Urgent Care Review Update

23 June 2015

- Acute mental health inpatient bed update
- Adult Complaints Annual Report
- Attendance of new Chief executive and Chair of Medway NHS Foundation Trust
- Update on Care Act
- Member item – Councillor Purdy – Care in the Community

Work Programme
Regeneration, Community and Culture Overview and Scrutiny Committee

Policy framework documents: Community Safety Plan, Local Transport Plan and plans and other strategies which together comprise the Development Plan

Item	Work type	Responsible officer	Objectives
29 SEPTEMBER 2015			
Council Plan Monitoring 2015/16	Scrutiny of Performance	Performance Manager	Consider performance against the Council's Key Measures of Success for the first quarter of 2014/2015
Member's Item from Councillor Etheridge on the impact on Medway's infrastructure of major projects in the area	Community Issues	Various	To provide a response to a number of questions put forward by Councillor Etheridge on the impact on Medway's infrastructure of major projects in the area
Portfolio Holder for Planning, Economic Growth and Regulation in attendance	Holding to account	Councillor Chitty	
10 DECEMBER 2015			
Council Plan Monitoring 2015/16	Scrutiny of Performance	Performance Manager	Consider performance against the Council's Key Measures of Success for the second quarter of 2015/16
Capital and Revenue Budget 2016/17	Budget Monitoring	Chief Finance Officer	To consider the Council's draft capital and revenue budgets for 2016/17
Annual Scrutiny of the Community Safety Partnership	Holding to Account	Assistant Director Front Line Services	Annual Scrutiny of the Community Safety Partnership
Portfolio Holder for Corporate Services in attendance	Holding to account	Councillor Mackness	
28 JANUARY 2016			
Annual Review of Waste Contracts	Service Review	Head of Waste Services	The annual review of Waste Contracts
Cultural Activities Programme	Annual report	Acting Director of Regeneration, Community and Culture	The annual report on the Cultural Activities Programme

Item	Work type	Responsible officer	Objectives
Deputy Leader and Portfolio Holder for Housing and Community Services in attendance	Holding to account	Councillor Doe	
Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships in attendance	Holding to account	Councillor Chambers OBE	
29 MARCH 2016			
Council Plan Monitoring 2015/16	Scrutiny of Performance	Performance Manager	Consider performance against the Council's Key Measures of Success for the third quarter of 2015/16
Portfolio Holder for Business Management	Holding to account	Councillor Turpin	
DATES TO BE DETERMINED			
Kent and Medway Growth Deal	Other	Assistant Director Housing and Regeneration	To receive a presentation on the Kent and Medway Growth Deal (requested at meeting on 10 April 2014)
Review of average journey times across Medway	Policy Development	Head of Integrated Transport	Update reviewing changes to measuring average journey times across Medway
Market Officers plans for expansion of markets	Community issues	Assistant Director Housing and Regeneration	To receive a report setting out any ideas from the newly recruited market staff for the possible expansion of markets (Minute 732 – 29/1/15)
Review of shared use bay installation in York Avenue, Gillingham	Community Issues	Assistant Director Front Line Services	Report back to Committee for a review 6 months after the shared use bay has been operational (the lead petitioner to be invited to attend the meeting) (Minute 726 – 7/4/15)
How adopted roads have been adopted in Medway in the past	Community Issues	Assistant Director Front Line Services	To receive a report setting out how adopted roads in Medway have been adopted in the past. (Minute 726 – 7/4/15)

Item	Work type	Responsible officer	Objectives
Closure of Tesco Store in Chatham – Report on the future options for the whole site if a new user is not found within 6 months	Community Issues	Assistant Director Housing and Regeneration	To consider future options for the whole site if a new user is not found within 6 months (report due back Sept/October 2015) (Minute 929 – 7/4/15)

Annual reports and reviews considered by this committee are:

1. Annual Scrutiny of the Community Safety Partnership (December)
2. Annual Review of the Waste Contracts (January)
3. Cultural Activities Programme (January)
4. Annual Action Plan reviewing the progress of the Local Flood Risk Management Strategy (Sept)

Note: The Annual South Thames Gateway Building Control Partnership Business Plan is circulated via a Briefing Note prior to consideration by the Cabinet.

Future meeting dates:

2015/16:

- 29 September 2015
- 10 December 2015
- 28 January 2016
- 29 March 2016