

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

3 DECEMBER 2015

WORK PROGRAMME

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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 6 November 2015.

3.2 The Chairman, Vice-Chairman and Opposition Spokespersons 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 there were no changes proposed to the Committee's work programme but it was agreed that, in terms of the Portfolio Holders who are held to account by this Committee, officers would clarify which of their responsibilities are relevant to the Business Support O&S Committee. Details are set out below:

The Leader of the Council (14 April 2016)

- Strategic leadership of the Council
- Communications and marketing
- Finance

Deputy Leader of the Council and Portfolio Holder for Housing and Community Services (2 February 2016)

- Adult learning
- Development and management of the Council's housing stock
- Disabled adaptations to housing
- Homelessness and housing options
- Housing Landlord Services
- Housing management and allocations
- Housing strategy
- Private sector housing

Portfolio Holder for Business Management (2 February 2016)

- Bereavement services
- Business management
- Commissioning
- Income generation
- Registration
- Revenues and benefits
- Risk management

Portfolio Holder for Corporate Services (3 December 2015)

- Customer contact
- Democracy and governance
- HR
- ICT
- Internal Audit
- Legal

Portfolio Holder for Resources (14 April 2016)

- Administration Hubs
- Category Management/Procurement
- Council Plan
- Joint Ventures
- Performance and service improvement
- Property
- Transformation

4. Future work programme

4.1 Forward Plan

The Forward Plan of forthcoming Cabinet decisions is published on the Council's website:

- 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
Recruitment Freeze This report will bring forward vacant posts for Members' approval	15 December 2015, 12 January and 9 February 2016
Council Tax Discretionary Relief Policy This report will set out a review of the Policy in light of recent case law and possible changes to the Council Tax Reduction Scheme.	15 December 2015
Discretionary Housing Payments Policy This report will provide a review of the Policy in light of recent case law and welfare reform changes.	15 December 2015
Localised Support for Council Tax - Outcome of Consultation This report will seek Cabinet's consideration of the outcome of the consultation process in respect of proposed amendments to the Council Tax Reduction Scheme, prior to final consideration at Full Council in January 2016.	15 December 2015
Gateway 4 Procurement Post Project Completion Review: Housing Responsive Repairs Contract This report will review the Housing Responsive Repairs Contract, which was originally approved in April 2014. This Gateway 4 Report will be submitted to Cabinet after review and discussion at Procurement Board.	12 January 2016

<p>Gateway 4 Procurement Post Project Completion Review: Housing Revenue Account (HRA) Development - Garage Sites</p> <p>This report will review the HRA Garage sites housing development contract awarded by Cabinet in 2014. This Procurement Gateway 4 report will be submitted to Cabinet after review and discussion at Procurement Board.</p>	<p>12 January 2016</p>
<p>Outcome of Consultation on Changes to the Senior Management Structure</p> <p>This report will provide details of the outcome of consultation on changes to the Senior Management Structure, following Cabinet approval to consult on the proposals on 27 October 2015.</p>	<p>12 January 2016</p>
<p>Provisional Local Government Settlement</p> <p>This report will provide details of the provisional Local Government settlement as part of the budget setting process.</p>	<p>12 January 2016</p>
<p>Capital Budget Monitoring 2015/2016 - Period 3</p> <p>To report on the latest monitoring position.</p> <p><i>(On work programme for April 2016 meeting)</i></p>	<p>9 February 2016</p>
<p>Council Plan 2016</p> <p>This report will set out the proposals for the Council Plan 2016 following consideration by the Business Support Overview and Scrutiny Committee. The Plan will be referred to Full Council on 25 February 2016 for final consideration and approval.</p> <p><i>(On work programme for February 2016 meeting)</i></p>	<p>9 February 2016</p>
<p>Housing Revenue Account Capital and Revenue Budgets 2016/17</p> <p>To consider the proposals for the Housing Revenue Account Capital and Revenue Budgets 2016/2017 prior to final consideration and approval at Full Council on 25 February 2016.</p> <p><i>(On work programme for February 2016 meeting)</i></p>	<p>9 February 2016</p>

<p>Revenue and Capital Budgets - 2016/2017</p> <p>This report will provide details of the Council's budget proposals for 2016/2017 for recommendation to Full Council on 25 February 2016 for approval.</p> <p><i>(On work programme for February 2016 meeting)</i></p>	<p>9 February 2016</p>
<p>Revenue Budget Monitoring 2015/2016 - Period 3</p> <p>To report on the latest monitoring position.</p> <p><i>(On work programme for April 2016 meeting)</i></p>	<p>9 February 2016</p>
<p>Treasury Management Strategy 2016/2017</p> <p>This report provided details of the Council's Treasury Management Strategy 2016/2017, prior to final approval at Full Council on 25 February 2016.</p>	<p>9 February 2016</p>
<p>2015/15 Quarter 3 Performance Monitoring</p> <p>This report will bring forward the third Council Plan monitoring information for 2015/2016.</p> <p><i>(On work programme for April 2016 meeting)</i></p>	<p>8 March 2015</p>

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:

Date: 13 August 2015

Subject: Street Works

Action: A briefing note on the latest position regarding Street Weeks be provided for Members of the Committee

Date: 13 August 2015

Subject: Welfare Reform

Action: Cabinet to consider putting in place some form of local welfare provision when the current contract expires.

Date: 8 October 2015

Subject: Risk Management

Action: The respective roles of the Business Support Overview and Scrutiny Committee and the Audit Committee regarding risk management to be clarified

Date: 8 October 2015

Subject: Base Budgets

Action: Briefing note to be provided giving more detail on base budgets across the medium term, in particular distinguishing between pay and non pay costs down to service line detail.

Date: 8 October 2015

Subject: Overspends and Management Actions

Action: Regular reports to Committee on management actions being taken to reduce the projected overspend, including the extent of the overspend and the service implications of the management actions

Date: 8 October 2015

Subject: Citizen's Panel

Action: Examine whether the Citizens Panel could be used as part of the consultation exercise with regard to proposed changes to Council Tax Reductions Scheme.

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) note the current work programme (Appendix1) .
- (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.

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