

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

2 FEBRUARY 2016

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 5 January 2016. The 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.

- 3.2 At the agenda planning meeting Members were advised that the report from the Housing Task Group originally scheduled to come to the February 2016 meeting of this Committee would now be submitted to the April meeting. There were no further changes proposed to the Committee's work programme at that point.
- 3.3 At the meeting of the Committee held on 13 August 2015 it was reported that a briefing paper on the issue of crematoria practices would be sent to Members. This followed media coverage of practices in other parts of the country and discussions about a possible Member's item on this issue. It was also agreed that a report would come to this Committee in due course on an expected government consultation on cremation.
- 3.4 This consultation paper has now been issued and the consultation period ends on 9 March. As there was insufficient time to prepare a considered and meaningful report on what is a complex area to this meeting an alternative way forward has been agreed with the Chairman and Group Spokespersons which ensures there is still elected member input into the Council's response to the consultation paper. Therefore once officers have drafted a response to the consultation paper discussions will take place with the Chairman, Vice-Chairman and Group Spokesperson before the response is finalised.

4. Future work programme

Forward Plan

- 4.1 The Forward Plan of forthcoming Cabinet decisions is published on the Council's website. 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>	9 February, 8 March, 5 April and 10 May 2016
<p>Council Plan 2016/17 to 2019/20</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 Council on 25 February 2016 for final consideration and approval.</p> <p><i>(On work programme for February 2016 meeting)</i></p>	9 February 2016

<p>Gateway 4 Procurement Contract Review: Housing Revenue Account (HRA) Repairs and Maintenance Contract</p> <p>This report will review the Housing Responsive Repairs Contract, which was originally approved in April 2014.</p>	9 February 2016
<p>Gateway 4 Procurement Contract 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.</p>	9 February 2016
<p>Housing Revenue Account Revenue and Capital Budget 2016/2017 and Rent and Service Charge Setting</p> <p>To consider the proposals for the Housing Revenue Account Capital and Revenue Budgets 2016/2017 prior to final consideration and approval at Council on 25 February 2016.</p> <p><i>(On work programme for February 2016 meeting)</i></p>	9 February 2016
<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 Council on 25 February 2016 for approval.</p> <p><i>(On work programme for February 2016 meeting)</i></p>	9 February 2016
<p>Revenue and 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>	9 February 2016
<p>Treasury Management Strategy 2016/2017 and Annual Investment Strategy</p> <p>This report provided details of the Council's Treasury Management Strategy 2016/2017, prior to final approval at Council on 25 February 2016.</p>	9 February 2016
<p>Legal Claim against Medway Council</p> <p>This exempt report will set out details of a claim against the Council and set out options for the way forward.</p>	9 February 2016
<p>Proposal for Queen Street/Slicketts Hill Car Parks, The Brook, Chatham</p>	9 February 2016

<p>This report will summarise a proposal to build on Queen Street/Slicketts Hill Car Parks and proposes that Cabinet grants approval for an agreement to lease subject to satisfactory planning consent to be granted.</p>	
<p>Council Plan 2015/16 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 2016</p>
<p>Six Monthly Review of the Council's Corporate Risk Register</p> <p>This report will set out the six monthly review of the Council's Corporate Business Risk Register for Cabinet's consideration and approval.</p> <p><i>(On work programme for April 2016 meeting)</i></p>	<p>10May 2016</p>
<p>Housing Demand, Affordability and Supply Task Group</p> <p>This report will bring forward the recommendations from the Housing Task Group for approval prior to submission to Cabinet.</p> <p><i>(To be moved to April 2016 meeting)</i></p>	<p>10 May 2016</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. Set out below is a summary of actions that remain outstanding from previous meetings of this 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: 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.

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 (Appendix 1);
- (b) agree the proposed changes to the current work programme set out in paragraph 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.

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