

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

14 APRIL 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 11 March 2016. The Chairman and Councillor Freshwater (Opposition 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. No changes were proposed to the work programme.

3.2 It was agreed at the last meeting of this Committee that the Chairman, Vice-Chairman and Group Spokespersons would meet with officers to consider a possible response to a Government consultation paper on the issue of

crematoria practices. This meeting took place on 4 March and a response from the Council has now been submitted to the consultation paper.

- 3.3 Since the agenda planning meeting, Councillor Maple has requested a Member's item on changes to services provided by Medway Norse and this appears on the agenda for this meeting.

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 in accordance with the process approved by the Cabinet on 7 January 2003.</p>	<p>10 May and June 2016</p>
<p>Housing Demand, Affordability and Supply Task Group</p> <p>This report will bring forward the recommendations from the Housing Task Group following initial consideration by the Business Support Overview and Scrutiny Committee.</p> <p><i>(On agenda for April 2016 meeting)</i></p>	<p>10 May 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 agenda for April 2016 meeting)</i></p>	<p>10 May 2016</p>
<p>Council Plan End of Year Performance Report 2015/2016</p> <p>The Council Plan End of Year Performance Report gives a broad overview of the Council's Quarter 4 Performance and overall Annual</p>	<p>7 June 2016</p>

Performance. <i>(On work programme for August 2016 meeting)</i>	
<p>Medway Norse Six Monthly Update Summary</p> <p>This report will present the latest monitoring information regarding the performance of Medway Norse.</p> <p><i>(On work programme for June 2016 meeting)</i></p>	7 June 2016
<p>2015/2016 Year End Outturn</p> <p>This report will set out the year end outturn in respect of the capital and revenue budgets 2015/2016.</p>	7 June 2016
<p>Cabinet Advisory Groups 2016/2017</p> <p>The Cabinet will be asked to agree to the establishment of the Cabinet Advisory Groups for 2016/2017.</p>	7 June 2016
<p>Treasury Management Outturn Annual Report 2015/2016</p> <p>This report will provide an overview of treasury management activity during 2015/2016.</p>	12 July 2016

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:

(1) **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.

(2) **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

(3) **Date:** 2 February 2016

Subject: Portfolio Holder for Business Management in attendance

Actions: Briefing note to be provided to Members on what percentage of adult social care clients' contributions to their care package is collected and whether any administrative fees are charged.

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) 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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