

# **BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE**

**7 JULY 2016**

## **WORK PROGRAMME**

Report from: Perry Holmes, Chief Legal Officer

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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 21.1 (xv) 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 25 May. The Chairman, Vice-Chairman and Councillors Freshwater and Maple (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.

3.2 It was agreed that a paper should come to the August meeting on Medway Commercial Group, which provides the Medway Control Centre Services and associated personal safety services such as telecare and lone working. If agreed, discussions will take place with Members at the next agenda planning meeting on the areas Members wish to scrutinise.

### 3.3 Future work programme

#### Forward Plan

- 4.1 The Forward Plan of forthcoming Cabinet decisions is published on the Council's website.

<http://democracy.medway.gov.uk/mgListPlanItems.aspx?PlanId=250&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.

<b>Title of Decision</b>	<b>Anticipated Decision Date</b>
<b>Recruitment Freeze</b>  This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003.	<b>12 July, 9 August, 6 and 27 September and 25 October 2016</b>
<b>Annual Report on Debt Write-Offs</b>  This report will set out details of all debt written off for Members' information.	<b>12 July 2016</b>
<b>The Inspiration Centre, Strood Academy</b>  This report will seek delegated authority for the Chief Legal Officer to dispose of the council's interest in the Inspiration Centre, including completing all agreements, which are necessary.	<b>12 July 2016</b>
<b>Treasury Management Outturn 2015/2016</b>  This report will provide an overview of treasury management activity during 2015/2016.	<b>12 July 2016</b>
<b>Capital Budget Monitoring 2016/2017 - Round 1</b> To report on the latest monitoring position.  <i>(On work programme for October meeting)</i>	<b>9 August 2016</b>

<p><b>Medway Norse Six Monthly Update</b></p> <p>This report will present the latest monitoring information regarding the performance of Medway Norse.</p> <p><i>(On work programme for July meeting)</i></p>	<p><b>9 August 2016</b></p>
<p><b>Procurement Strategy</b></p> <p>This report will seek agreement to an updated Procurement Strategy.</p> <p><i>(On work programme for July meeting)</i></p>	<p><b>9 August 2016</b></p>
<p><b>Revenue Budget Monitoring 2016/2017 - Round 1</b></p> <p>To report on the latest monitoring position.</p> <p><i>(On work programme for October meeting)</i></p>	<p><b>9 August 2016</b></p>
<p><b>The Pentagon Centre and Mountbatten House, Chatham</b></p> <p>This report will seek delegated authority for the Chief Legal Officer, in consultation with the Leader, the Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships and the Portfolio Holder for Resources, to complete the variation or surrender/re-grant of the existing lease agreements for the Pentagon Centre and Mountbatten House in order to facilitate the possible development of parts of the premises.</p>	<p><b>9 August 2016</b></p>
<p><b>Council Plan Monitoring 2016/2017 - Quarter 1</b></p> <p>This report will set out performance monitoring for the first quarter of 2016/2017.</p> <p><i>(On work programme for October meeting)</i></p>	<p><b>27 September 2016</b></p>
<p><b>Medium Term Financial Plan</b></p> <p>This report will review the major financial issues facing the Council during this and the next four years. It also provides a framework for the more detailed preparation of the draft Revenue Budget for 2017/2018.</p>	<p><b>27 September 2016</b></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:** 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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