

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

1 DECEMBER 2016

WORK PROGRAMME

Report from: Perry Holmes, Chief Legal Officer

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 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 2 November. The Chairman, Vice-Chairman and Councillors Freshwater and Maple (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. The following issues were discussed:

Medway Commercial Group

- 3.2 It was agreed at the last meeting that a report on Medway Commercial Group's draft budget proposals would be submitted to the December meeting. However, as a report on the second quarter performance for the Medway Commercial Group will be considered by Cabinet on 20 December, it was agreed at the agenda planning meeting that the report scheduled to come to the Committee in December should instead come to the 31 January 2017 meeting, together with the report to be considered by Cabinet on 20 December.

Procurement Strategy

- 3.3. Members discussed the update on the Procurement Strategy due to come to this meeting. Noting that a new Strategy had only recently been agreed in August 2016, Members concluded that a report on the new Strategy, together with an update on the previous Strategy, should instead be reported to the 31 January meeting.

4.0 Future Work Programme

Forward Plan

- 4.1 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 1.

| Title of Decision | Anticipated Decision Date |
|---|--|
| Recruitment Freeze This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003. | 20 December 2016, 17 January, 7 February and 7 March 2017 |
| The Corn Exchange, High Street, Rochester New Item This report will seek approval to grant delegated authority to the Chief Legal Officer to let the Corn Exchange, High Street, Rochester, on the best terms reasonably obtainable. | 20 December 2016 |

| | |
|--|---|
| <p>Council Tax Reduction Scheme</p> <p>This report will seek Cabinet's consideration of the Council Tax Reduction Scheme for 2017/18 prior to final consideration and approval at Full Council in January 2017.</p> | <p>20 December 2016</p> |
| <p>Medway Norse Six Monthly Report</p> <p>This report will present the latest monitoring information regarding the performance of Medway Norse.</p> | <p>20 December 2016 <i>(on work programme for December mtg)</i></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>17 January 2017</p> |
| <p>Shared Legal Services with Gravesham</p> <p>This report will set out proposals for the establishment of shared legal services with Gravesham Borough Council</p> | <p>17 January 2017 <i>(on work programme for 5 January mtg)</i></p> |
| <p>Business Rate Relief - Outcome of Consultation</p> <p>This report will set out the outcome of consultation on the options for a revised set of guidelines for the award of discretionary relief from National Non-Domestic (Business) Rates for charities and other non-profit making organisations.</p> | <p>17 January 2017 <i>(on work programme for 5 January mtg)</i></p> |
| <p>Capital and Revenue Budgets - 2017/2018</p> <p>This report will set out the proposals for the 2017/2018 capital and revenue budgets, including the comments of the Overview and Scrutiny Committees.</p> | <p>7 February 2017 <i>(on work programme for 31 January mtg)</i></p> |
| <p>Capital Budget Monitoring 2016/2017 - Quarter 3</p> <p>To report on the latest monitoring position.</p> | <p>7 February 2017 <i>(on work programme for April mtg)</i></p> |
| <p>Council Plan 2016/17 - 2020/21 - Annual Review</p> <p>This report will set out an annual review of the Council Plan 2016/17 – 2020/21, including the consideration of any comments from the Business Support Overview and Scrutiny Committee (31 January 2017), prior to final consideration at Council on 23 February 2017.</p> | <p>7 February 2017 <i>(on work programme for 31 January mtg)</i></p> |

| | |
|--|---|
| <p>Housing Revenue Account Capital and Revenue Budgets 2017/2018</p> <p>This report will present the Housing Revenue Account (HRA) capital and revenue budgets for 2017/18 and provides details of proposed rent and service charges levels for 2017/18</p> | <p>7 February 2017 <i>(on work programme for 31 January mtg)</i></p> |
| <p>Revenue Budget Monitoring 2016/2017 - Quarter 3</p> <p>This report will provide details of the latest monitoring position.</p> | <p>7 February 2017 <i>(on work programme for April mtg)</i></p> |
| <p>Treasury Management Strategy 2017/2018</p> <p>This report will provide details of the Treasury Management Strategy 2017/2018.</p> | <p>7 February 2017</p> |
| <p>Council Plan Quarter 3 2016/17 - Performance Monitoring Report New Item</p> <p>This report will set out performance monitoring for the second quarter of 2016/2017.</p> | <p>7 March 2017 <i>(on work programme for April mtg)</i></p> |

6. The Co-ordinating Role of the Business Support Overview and Scrutiny Committee

6.1 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’*.

6.2 To assist the Committee in fulfilling this role, it has been 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.

6.3 Appendix 2 to this report sets out the current work programmes of the other three overview and scrutiny committees.

7. **Outstanding Actions from Previous Committee Meetings**

Meeting: 25 August 2016

Agenda item: Universal Credit and Welfare Reforms - Six Monthly Progress Report

Action: Clarification to be provided to on the significance of the reference to larger households in the report.

Meeting: 25 August 2016

Agenda item: Revenue Budget Monitoring 2016/17 - Quarter 1

Action: Member briefing on the latest position regarding Non Domestic Rating appeals to be provided.

Meeting: 27 October 2016

Agenda Item: Council Plan Q1 2016/17 Performance Monitoring

Action: Briefing paper to be provided to Members on the investigation of new financial models to encourage the delivery of homes and release of Council owned sites

Action: in relation to Project 7.1 (Preventing homelessness), a breakdown to be provided to a Member of the 170 households who had been assisted in the first quarter of 2016/17 and what types of intervention had taken place.

Action: Officers to Look at how some of the wider social and economic issues raised by Members could be reflected in the KPIs as part of the refresh of the Council Plan in 2017.

Action: The current position regarding the Fuse Festival to be clarified

8. **Financial and legal implications**

8.1 There are no financial or legal implications arising from this report.

9. Recommendations

9.1 The Committee is asked to:

- (a) note and identify items for inclusion in the work programme (Appendix 1);
- (b) agree the changes to the current work programme as 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.

Lead officer contact: Michael Turner, Democratic Services Officer

Telephone: 01634 332817 Email: michael.turner@medway.gov.uk