

## **BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE**

**31 JANUARY 2017**

### **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 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 6 January. The Vice-Chairman, Councillor Maple (Opposition Spokesperson) and Councillor Wildey were in attendance and were updated on the Committee's current work programme and advised of the reports to be submitted to this meeting. It was agreed that the six monthly progress report on Universal Credit and Welfare Reforms due to come to this meeting should instead come to the April meeting.

#### 4.0 Further Changes to Work Programme

4.1 Since the agenda planning meeting, decisions taken by the Cabinet at its meeting held on 17 January have been called in. The call ins which fall within the remit of this Committee (i.e. Business Rate Relief and Traded Services for Category Management and Staffing Agency) have been added to the agenda for this meeting.

#### 5.0 Future Work Programme

##### Forward Plan

5.1 The [Forward Plan](#) of forthcoming Cabinet decisions is published on the Council's website.

5.2 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.

<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>7 February, 7 March, 4 April and 9 May 2017</b>
<b>Capital and Revenue Budgets - 2017/2018</b>  This report will set out the proposals for the 2017/2018 capital and revenue budgets, including the comments of the Overview and Scrutiny Committees.	<b>7 February 2017 (on work programme for 31 January mtg)</b>
<b>Capital Budget Monitoring 2016/2017 - Quarter 3</b>  To report on the latest monitoring position.	<b>7 February 2017 (on work programme for April mtg)</b>
<b>Revenue Budget Monitoring 2016/2017 - Quarter 3</b>  This report will provide details of the latest monitoring position.	<b>7 February 2017 (on work programme for April mtg)</b>

<p><b>Council Plan 2016/17 - 2020/21 - Annual Review</b></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><b>7 February 2017</b> <i>(on work programme for 31 January mtg)</i></p>
<p><b>Housing Revenue Account Capital and Revenue Budgets 2017/2018</b></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><b>7 February 2017</b> <i>(on work programme for 31 January mtg)</i></p>
<p><b>Treasury Management Strategy 2017/2018</b></p> <p>This report will provide details of the Treasury Management Strategy 2017/2018.</p>	<p><b>7 February 2017</b></p>
<p><b>Council Plan Quarter 3 2016/17 - Performance Monitoring Report</b></p> <p>This report will set out performance monitoring for the second quarter of 2016/2017.</p>	<p><b>7 March 2017</b> <i>(on work programme for April mtg)</i></p>
<p><b>Six Monthly Review of the Council's Corporate Risk Register <span style="background-color: yellow;">New</span></b></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><b>9 May 2017</b> <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. **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 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.

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