

BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE

26 OCTOBER 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.

1.0 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.

2.0 Background

2.1 Appendix 1 to this report sets out the existing work programme for this Committee. One of the Committee's' functions is to provide guidance and leadership on the development and co-ordination of the scrutiny function for all Overview and Scrutiny Committees. Appendix 2 sets out the work programmes for the other Overview and Scrutiny Committees.

3.0 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.

3.2 An agenda planning meeting was held on 29 September. The Chairmen, Vice-Chairman and the 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:

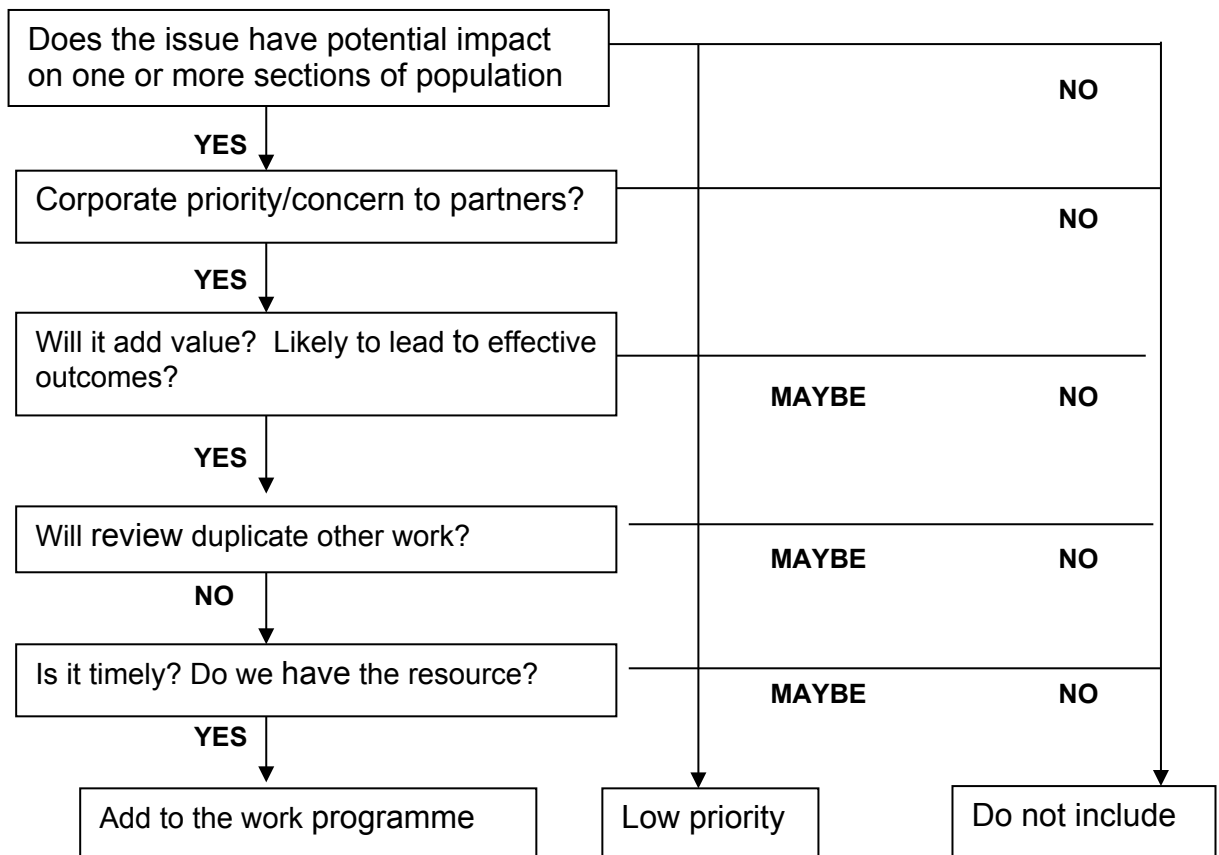
Work Programme

- 3.3 Members discussed the Committee's work programme and recommended that the item on lessons learned from the procurement process for the purchase of specialist cremator supplies (*currently in date to be determined section*) be dealt with as a briefing note. Further, as responsibility for the bereavement service is now with the Regeneration, Culture and Environment O&S Committee it was suggested this briefing note be sent to Members of both committees and should also include details of the Council's approach to dealing with contractors in a specialist market.
- 3.4 Noting that there will be a Corporate Peer Review of the Council in November 2017, Members recommended that this be added to the work programme (in the date to be determined section).

Selection of topics for next round of Scrutiny Task Groups

- 3.5 Since 2011 Medway Council's Overview and Scrutiny Committees have operated a systematic and criteria based approach to the selection of topics for Scrutiny Task Groups.
- 3.6 This reflects national best practice and is summarised below:

Questions to ask when prioritising topics for review



3.7 As agreed by Full Council, up to three Scrutiny Task Groups can be supported in each twelve month period. The selection of topics for the current round of in-depth scrutiny reviews was agreed by the Business Support Overview and Scrutiny Committee on 3 December 2015 as follows:

Business Support Overview and Scrutiny Committee	Housing in Medway – demand, supply and affordability – carried forward from previous round of reviews
Health and Adult Social Care Overview and Scrutiny Committee	How far has Medway gone in developing a Dementia Friendly Community
Children and Young People and Regeneration, Culture and Environment Overview and Scrutiny Committees	Employment Opportunities for 18 to 21 year olds (including apprenticeships)

3.8 The Task Group on Employment Opportunities for 18 to 21 year olds started in June and is expected to report its findings and recommendations to Cabinet in February 2018.

3.9 The established process for the selection of further topics for the next round of Scrutiny Task Groups in 2018/19 is now underway, with the following timetable:

- (i) **May – early July:** Each Overview and Scrutiny Committee was notified of the proposed timetable and process for the determination of the next round of in-depth reviews and Members were invited to submit suggestions for topics taking into account the criteria adopted for the selection of reviews (as set out above);
- (ii) **July- August:** - Overview and Scrutiny Committee Chairmen, Vice Chairmen and Opposition Spokespersons used their pre-agenda meetings with officers to propose topics to be put forward and then each Overview and Scrutiny Committee considered and agreed topics to be put forward for prioritisation by this Committee exercising its co-ordinating role;
- (iii) **31 October:** – All Overview and Scrutiny Chairmen, Vice-Chairmen and Opposition Spokespersons will meet informally to prioritise three of the topics put forward by the Overview and Scrutiny Committees;
- (iv) **30 November –** This Committee considers and agrees a programme of three in-depth reviews for the period January 2018 to February 2019 (recognising that one review may be delayed if

it would not be possible for it to conclude and report its findings to the Cabinet before the local elections in 2019).

3.10 The following topics have been put forward by the other O&S Committees for discussion as potential Task Group topics for 2018/19 (Appendix 3):

- Physical activity (CYP, RCE & HASC)
- Support and resources for Carers (HASC)
- Impact of social isolation for the Council (HASC)

3.11 At the agenda planning meeting it was agreed to put forward the following topics for consideration as a Task Group review:

- Complaints handling
- Reliance on increase in support provided by the voluntary sector

3.12 Attached at Appendix 3 are completed review templates for the potential reviews on physical activity, support and resources for carers, impact of social isolation for the Council and reliance on increase in support provided by the voluntary sector. These are designed to help Members decide which ones should be prioritised. The template for the complaints handling review will follow.

4.0 Future Work Programme

Forward Plan

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

<https://democracy.medway.gov.uk/mgListPlanItems.aspx?PlanId=290&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 as pre-decision scrutiny (where dates permit) other than those already programmed in Appendix 1.

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>24 October, 21 November and 19 December 2017 and 16 January 2018</p>

<p>Medway Commercial Group Performance Monitoring Report</p> <p>This report will set out details of performance for the latest monitoring period for Medway Commercial Group Ltd, which provides the Medway Control Centre Services, and associated personal safety services such as Telecare and lone-working, as well as traded services approved by Cabinet in 2017.</p>	<p>24 October 2017</p>
<p>Annual Review of the Risk Management Strategy and Six Monthly Review of the Council's Corporate Risk Register</p> <p>This report will bring forward the latest risk management review.</p>	<p>21 November 2017 <i>(on work programme for October mtg)</i></p>
<p>Capital and Revenue Budget Monitoring 2017/2018 - Quarter 2</p> <p>This report will set out the latest monitoring position.</p>	<p>21 November 2017 <i>(on work programme for November mtg)</i></p>
<p>Council Plan Quarter 2 2017/18 Performance Monitoring Report</p> <p>This report will set out performance monitoring for the second quarter of 2017/2018.</p>	<p>21 November 2017 <i>(on work programme for November mtg)</i></p>
<p>Draft Capital and Revenue Budget 2018/19</p> <p>This report will provide details of the initial budget proposals for 2018/2019 prior to consideration by the Council's Overview and Scrutiny Committees.</p>	<p>21 November 2017 <i>(on work programme for November mtg)</i></p>
<p>Council Tax Reduction Scheme</p> <p>This report will set out the outcome of consultation on a range of proposals considered by the Cabinet on 11 July 2017.</p>	<p>19 December 2017</p>
<p>Update on Medway Norse</p> <p>This report will present the latest monitoring information regarding the performance of Medway Norse.</p>	<p>19 December 2017 <i>(on work programme for November mtg)</i></p>

Provisional Local Government Settlement (New)**16 January 2018**

This report will provide Cabinet with details of the provisional local government settlement announced by Government, as part of the budget setting process.

5.0 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, 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.

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

6.0 Financial and legal implications

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

7.0 Recommendations

7.1 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);
- (d) note the process for the selection of topics for the next round of Scrutiny Task Groups in 2018/19 and agree whether the proposed reviews on complaint handling and the voluntary sector (paragraph 3.11) should be supported as possible topics for Task Group reviews.

Appendices

Appendix 1 - Business Support O&S work programme

Appendix 2 - Other O&S Committee work programmes

Appendix 3 - Task Group Templates

Background papers: None.

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