

BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE

30 NOVEMBER 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 30 October. 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. It was agreed that further consideration be given to the most appropriate meeting for the Committee to consider the information item on the outcome of the Corporate Peer Challenge

of the Council, currently on the work programme under 'Date to be determined'.

- 3.3 Work is also underway to map arrangements for the scrutiny of alternative models of service delivery across Overview and Scrutiny Committees. It is envisaged that this Committee will scrutinise the overall performance of Medway Commercial Group and Medway Norse with scrutiny of the operational functions the responsibility of the relevant Overview and Scrutiny Committee. Further work needs to be done on the format of the ongoing scrutiny of the new Housing Company.

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 <https://democracy.medway.gov.uk/mgListPlanItems.aspx?PlanId=294&RP=115>
- 4.3 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>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>	19 December 2017
<p>Update on Medway Norse</p> <p>This report will present the latest monitoring information regarding the performance of Medway Norse.</p>	19 December 2017 (on work programme for November mtg)
<p>Provisional Local Government Settlement</p> <p>This report will provide Cabinet with details of the provisional local government settlement announced by Government, as part of the budget setting process.</p>	16 January 2018
<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>	19 December 2017, 16 January, 6 February and 6 March 2018

<p>Capital Budget Monitoring 2017/2018 – Quarter 3 (New)</p> <p>This report will set out the latest monitoring position.</p>	<p>6 February 2018 <i>(on work programme for April mtg)</i></p>
<p>Council Plan Refresh (New)</p> <p>This report will set out an annual review of the Council Plan 2016-17 – 2020/21, prior to final consideration at Council on 22 February 2018.</p>	<p>6 February 2018 <i>(on work programme for January mtg)</i></p>
<p>Housing Revenue Account Capital and Revenue Budgets 2018/2019 (New)</p> <p>This report will present the Housing Revenue Account (HRA) capital and revenue budgets for 2018/19 and provides details of proposed rent and service charges levels for 2018/19. The Cabinet’s recommendations on this report will be referred to Council on 22 February 2018 for final approval.</p>	<p>6 February 2018 <i>(on work programme for January mtg)</i></p>
<p>Revenue and Capital Budgets 2018/19 (New)</p> <p>This report will set out the proposals for the 2018/2019 capital and revenue budgets.</p>	<p>6 February 2018 <i>(on work programme for January mtg)</i></p>
<p>Revenue Budget Monitoring 2017/2018 – Quarter 3 (New)</p> <p>This report will set out the latest monitoring position.</p>	<p>6 February 2018 <i>(on work programme for April mtg)</i></p>
<p>Council Plan Performance Monitoring Report – Quarter 3 2017/2018 (New)</p> <p><i>This report will set out performance monitoring for the third quarter of 2017/2018.</i></p>	<p>6 March 2018 <i>(on work programme for April mtg)</i></p>

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) 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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