



BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE

12 APRIL 2018

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.

1.0 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 22 March. The Chairman, 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. Members recommended the following changes to the work programme:

- a) **Land Disposal, Consultation and Access** - Councillor Maple has asked for a Member's item on this issue to be considered at this meeting.
- b) **Corporate Peer Challenge of the Council** - Members have asked for a report on the outcome of the Corporate Peer Challenge to come to this meeting (this is currently in the "date to be determined" section of the work programme).
- c) **Shared Licensing Service** – proposals are due to be considered by Cabinet on 10 July to establish a shared licensing service between Medway and Gravesham Councils. Officers have built into the timetable consideration of these proposals at the July meeting of this Committee so that pre-decision scrutiny can take place.
- d) **Draft Statement of Gambling Policy** - the results of public consultation on a revised draft Statement of Gambling Policy will be reported to the Licensing and Safety Committee in June. As this is a policy framework document, it is recommended that this is added to the work programme for consideration at the August meeting.
- e) **House of Commons Communities and Local Government Committee: Effectiveness of local overview and scrutiny committees** - as reported to the January meeting, the final report of the CLG Committee into the effectiveness of Local Authority Overview and Scrutiny Committees has been published. The Government has now published its response to those recommendations aimed at the Government and have undertaken to update the national scrutiny guidance issued in 2006 in the light of the report. It is proposed that a report is submitted to the Committee on this once the updated guidance has been issued.
- f) **Medway Norse** – as the Committee received an update on Medway Norse at their last two meetings it was agreed that the update programmed to come to this meeting should be removed from the work programme.

3.3 In addition, Councillor Maple raised a potential Member's item for a future meeting on the issue of securing a multi agency response to issues of community concern so that residents receive timely answers.

4.0 **Forward Plan**

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

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=308&T=4>

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.</p>	<p>10 April, 15 May, 12 June and 10 July 2018</p>
<p>Medway Commercial Group Ltd 2017/2018 Six Monthly Report</p> <p>This report will set out details of performance for the latest monitoring period for Medway Commercial Group Ltd.</p>	<p>10 April 2018</p>
<p>Joint Venture with Norse Property Services NEW</p> <p>This report will provide details of options for the development of Council owned sites and will propose the setting up of a Joint Venture with Norse Property Services.</p>	<p>10 April 2018</p>
<p>Medway Development Company Limited Update NEW</p> <p>This report will set out amendments to company documentation and the report will ask Cabinet to recommend to Full Council on 26 April 2018 additions to the Capital Programme to enable housing delivery.</p>	<p>10 April 2018</p>
<p>Six Monthly Review of the Council's Corporate Business Risk Register</p> <p>This report will bring forward the latest risk management review.</p>	<p>15 May 2018 <i>(On work programme for April meeting)</i></p>
<p>Cabinet Advisory Groups</p> <p>This report will seek approval to the establishment of the Cabinet Advisory Groups for 2018/2019.</p>	<p>12 June 2018</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>12 June 2018 <i>(On work programme for July meeting)</i></p>
<p>2017/2018 Revenue and Capital Budgets Outturn</p> <p>This report will set out the year end outturn in respect of the capital and revenue budgets 2017/2018.</p>	<p>12 June 2018</p>

<p>Shared Licensing Service Between Gravesham Borough Council and Medway Council NEW</p> <p>This report will set out proposals to delegate the Council's Licensing functions to Gravesham Borough Council.</p>	<p>10 July 2018</p>
<p>Treasury Management Strategy Outturn Annual Report 2017/2018 NEW</p> <p>This report will provide an overview of treasury management activity for 2017/2018.</p>	<p>10 July 2018</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) agree the proposed changes to the work programme set out in paragraph 3.2 above, and:
- (c) note the work programmes of all overview and scrutiny committees (Appendix 2).

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Appendices

Appendix 1 - Business Support O&S work programme

Appendix 2 - Other O&S Committee work programmes

Background papers: None.