

BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE

5 JULY 2018

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.

1.0 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 11 June. The Chairman, Vice-Chairman and Councillor Maple, Opposition Spokesperson, were in attendance and were updated on the Committee's current work programme, advised of the reports to be submitted to this meeting and also forthcoming Cabinet decisions relevant to this Committee, as set out in the Forward Plan published on 14 May.

3.3 Members recommended some changes to the Committee’s work programme in relation to the following items:

- **Statement of Gambling Policy**

This is a policy framework document and is currently on the work programme for August.

- **Consultation on proposals for changes to Gaming Machines and Social Responsibility Measures**

Members have previously asked for a paper on the Government’s response to this consultation and this is currently in the date to be determined section of the work programme.

3.4 At the Agenda Planning meeting it was agreed that the above two items should come to the July meeting to coincide with consideration of proposals to establish a shared licensing service with Gravesham Borough Council. As a result, the only items scheduled for the August meeting are round 1 revenue and capital budget monitoring. It is therefore recommended that the August meeting be cancelled unless any decisions from the July Cabinet meeting are called in and need to be referred to this Committee.

4.0 **Forward Plan**

4.1 The current Forward Plan of forthcoming Cabinet decisions was published on the Council’s website on 11 June:

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=315&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 July, 7 August and 4 & 25 September and 23 October 2018</p>
<p>Shared Licensing Service Between Gravesham Borough Council and Medway Council</p> <p>This report will set out proposals to delegate the Council’s Licensing functions to Gravesham Borough Council.</p>	<p>10 July 2018 <i>(on agenda for this meeting)</i></p>

<p>Gambling Act 2005: Review of Statement of Gambling Licensing Policy (Policy Framework)</p> <p>This report will provide details of the outcome of consultation on proposals for a revised Council Statement of Gambling Policy (policy framework document).</p>	<p>10 July 2018 <i>(on agenda for this meeting)</i></p>
<p>Treasury Management Strategy Outturn Annual Report 2017/2018</p> <p>This report will provide an overview of treasury management activity for 2017/2018.</p>	<p>10 July 2018</p>
<p>Land to the East of Northdane Way, Lordswood NEW</p> <p>This report will provide details of the proposed residential redevelopment of land at Gibraltar Farm and seeks a decision whether to delegate authority for officers to dispose of or grant rights over the Council's land to allow the completion of the proposed development, or not.</p>	<p>10 July 2018</p>
<p>Mixed Use Development at Queen Street/Slicketts Hill Car Park, The Brook, Chatham NEW</p> <p>This report will update the Cabinet on the progress to reach agreement to bring forward a mixed use development scheme at Queen Street and Slicketts Hill Council owned car parks whilst retaining public car parking facilities.</p>	<p>10 July 2018</p>
<p>The Long Term Future of the Corn Exchange, Enhancement of the Guildhall Museum - Sale of the Former Conservancy Building, 17 High Street, Rochester NEW</p> <p>This report will provide details of a proposal to declare the Conservancy Building surplus and dispose of it for best consideration. The report will explain that the capital receipt could be invested in enhancing the Guildhall Museum to ensure its continued museum status and to fund repairs and improvements at the Corn Exchange.</p>	<p>10 July 2018</p>
<p>Update to the Council's Contract Procedure Rules NEW</p> <p>This report will provide details of some proposed changes to some of the rules and practices governing low value procurements to (1) streamline the process and (2) increase auditability in decision making.</p>	<p>10 July 2018</p>

<p>Capital Budget Monitoring 2018/2019 - Quarter 1</p> <p>To report on the latest monitoring position.</p>	<p>7 August 2018 <i>(on work programme for August meeting)</i></p>
<p>Gateway 5 Report: Housing Revenue Account (HRA) Repairs and Maintenance Contract</p> <p>This report will review the Housing Revenue Account (HRA) Repairs and Maintenance Contract, which was originally approved in April 2014 and will set out the options to deliver the contract from September 2019. This Gateway 5 Report will be submitted to Cabinet after review and discussion at Procurement Board.</p>	<p>7 August 2018</p>
<p>Revenue Budget Monitoring 2018/2019 - Quarter 1</p> <p>To report on the latest monitoring position.</p>	<p>7 August 2018 <i>(on work programme for August meeting)</i></p>
<p>Council Plan Performance Monitoring Report - Quarter 1</p> <p>This report will provide details of quarter 1 performance for 2018/2019 against priorities set out in the Council Plan.</p>	<p>25 September 2018 <i>(on work programme for October meeting)</i></p>
<p>Housing Strategy</p> <p>This report will provide details of the Housing Strategy for Cabinet's consideration and approval.</p>	<p>25 September 2018</p>
<p>Medium Term Financial Strategy</p> <p>This report will provide details of a review of the major financial issues facing the Council during this and the next four years. It also provides a framework for the more detailed preparation of the 2019/2020 Revenue Budget.</p>	<p>25 September 2018</p>
<p>Review of the Council Statement of Gambling Policy (Policy Framework)</p> <p>This report will provide details of the outcome of consultation on proposals for a revised Council Statement of Gambling Policy, prior to submission to Full Council for final consideration and approval on 11 October 2018.</p>	<p>10 July 2018 <i>(on work programme for August meeting but see paras 3.3 and 3.4 above)</i></p>
<p>Treasury Management Strategy Mid Year Review Report 2018/2019</p> <p>This report will set out the mid-year review of the Treasury Management Strategy, in accordance with the Chartered Institute of Public Finance Accountancy's Code of Practice.</p>	<p>25 September 2018</p>

This report will set out details of performance for the latest monitoring period for Medway Commercial Group Ltd.

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 3.3 above;
- (c) note the work programmes of all overview and scrutiny committees (Appendix 2), and;
- (d) agree to cancel the August meeting of the Committee unless there are any call ins for the Committee to consider following the meeting of Cabinet on 10 July.

Lead officer contact::

Michael Turner, Democratic Services Officer

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

Appendices:

Appendix 1 - Business Support O&S work programme

Appendix 2 - Other O&S Committee work programmes

Background papers

None.