

**BUSINESS SUPPORT
OVERVIEW AND SCRUTINY COMMITTEE**

16 MARCH 2010

WORK PROGRAMME

Report from: Neil Davies, Chief Executive

Author: Peter Holland, Committee Co-ordinator

Summary

This item 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 22.1 (v) General terms of reference, each overview and scrutiny committee has the responsibility for setting its own work programme.

2. Background

2.1.1 Appendix 1 to this report sets out the existing work programme for the 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 greater guidance on information Members wish them to provide when scrutinising an issue. An agenda planning meeting was held on 24 February 2010.

4. Future work programme

4.1 Cabinet's Forward Plan

There are no new items which have been added to the Forward Plan since the last meeting of this Committee, which are not already on the work programme or have already been considered.

5. 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 the Chairman has agreed that a regular overview of business discussed by the other O and S Committees should be presented at these meetings. Whilst each O and S 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 individual members of the Committee or any six members of the Council who are not members of the Committee
- 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 often undertaken in small cross party task groups. Each Committee usually undertakes one or two reviews of this type each year.
- pre-budget scrutiny
- consideration of petitions presented at Full Council
- consideration of called-in Cabinet decisions

5.3 Appendix 2 to this report sets out an overview of the work undertaken by each Overview and Scrutiny Committee during the last cycle of meetings and for the next cycle. In addition Appendix 3 sets out the items in the Cabinet's Forward Plan indicating by asterisk items identified by the relevant Overview and Scrutiny Committee for pre-decision scrutiny.

6 Cabinet Forward Plan

6.1 Appendix 3 sets out the current forward plan.

7. Financial and legal implications

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

8. Recommendations

- 8.1 That Members consider whether any changes need to be made to the work programme, including whether to add any items from the forward plan.
- 8.2 Members are asked to note the work undertaken by all overview and scrutiny committees in the last cycle and to be considered at the next cycle of meetings (set out in appendices 2 and 3 to this report).

Lead officer contact

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**Work Programme
Business Support Overview and Scrutiny Committee**

**Policy framework documents: Council Plan, Community Plan and
Licensing Policy Statement**

Item	Work type	Responsible officer	Objectives	Timescale
Attendance of the Leader	Executive accountability	Richard Hicks	Holding the executive to account.	16 March 2010
Attendance of the Portfolio Holder for Finance and Deputy Leader	Executive accountability	Mick Hayward	Holding the executive to account.	16 March 2010
Council Plan monitoring (CPM) – 3rd quarter	Policy development	Abi Cooper, Research and Review Manager	To scrutinise the performance against targets in the Council Plan, for the third quarter.	16 March 2010
LAA performance monitoring	Performance monitoring	Yvonne Wilson, LSP Manager	To consider an update report on LAA performance.	16 March 2010
Six-monthly review of Risk Register	Performance monitoring	Joy Kirby	To review the Council's Risk Register.	16 March 2009
Sustainable Community Strategy	Policy development	John Woodside	This report presents the Sustainable Community Strategy.	16 March 2010
LSP outcomes and targets	Policy development	Stephanie Goad	Report on future scrutiny of LSP outcomes and targets.	To be agreed
Six month review of supporting people in temporary accommodation in-depth task group	Scrutiny	Deborah Upton, Assistant Director Housing and Corporate Services	To review the implementation of the recommendations.	To be agreed

Forthcoming meetings:

16 March 2010

Items considered at previous meetings:

2 February 2010

- Attendance of the Portfolio Holder for Customer First and Corporate Services
- Capital budget monitoring
- Council Plan
- Draft capital and revenue budget proposals (Business Support)
- 2010/2011
- Draft capital and revenue budgets (report back from other O&S Committees)
- Housing revenue account capital programme
- Housing revenue account, revenue and capital budget report
- Revenue budget monitoring
- Treasury Management Strategy Statement and Annual Investment Strategy 2010/2011

10 December 2009

- Attendance of the Portfolio Holder for Community Services
- Capital budget monitoring
- Capital and Revenue Budget Initial Proposals
- Council plan monitoring (CPM) – second quarter
- Revenue budget monitoring
- Scrutiny of business support budgets
- Tenants Incentive Scheme

15 October 2009

- Council's Medium Term Financial Strategy and Council Plan
- Petition summary
- Report of Task Group on Support for People in Temporary Accommodation
- Capital budget monitoring
- Revenue budget monitoring
- Review of Risk Management Strategy

18 August 2009

- Council plan monitoring (CPM) – 1st quarter
- Capital Budget monitoring
- Revenue Budget monitoring
- LAA Performance

2 July 2009

- Annual Report 2008/9
- Housing Revenue Account Capital Programme
- Constitutional changes
- Call-in Sustainable Communities Act 2007

Overview and Scrutiny Activity

Appendix 2

BUSINESS SUPPORT	CHILDREN AND ADULTS	HEALTH AND ADULT SOCIAL CARE	REGENERATION, COMMUNITY AND CULTURE
2 February 2010	11 February 2010	18 February 2010	16 February 2010
Attendance of the Portfolio Holder for Customer First and Corporate Services	Member item - School governors and school budgets	Annual performance assessment of adult social care	Scrutiny of the Community Safety Partnership
Treasury Management Strategy Statement and Annual Investment Strategy 2010/2011	Portfolio Holder for Children's Care in attendance	Council Plan monitoring third quarter	Attendance of the Leader of the Council
Draft Capital and Revenue Budgets	2011 school admission arrangements	Attendance of Portfolio Holder - Adult Social Care	Attendance of the Portfolio Holder for Community Services
Council Plan	25 March 2010	Member item - Celebrating Age Festival	18 March 2010
Draft Capital & Revenue Budgets (Other O&S Committees)	Council Plan Monitoring (CPM) - Third quarter	23 March 2010	Attendance of the Leader of the Council to be held to account
Housing Revenue Account Capital Programme	Foster Care Capacity Planning Audit	Carers' themed meeting	Attendance of the Portfolio Holder for Strategic Development and Economic Growth
Housing Revenue Account, Revenue & Capital Budgets Report	Home education		Council Plan monitoring - third quarter
Capital Budget Monitoring	Implications of Council decisions on school budgets		Gateway 3 Contract Award - waste disposal and collection service
Revenue Budget Monitoring	LAA performance monitoring		LAA performance monitoring
16 March 2010	Teenage conception		Medway Renaissance - all Chatham and Gillingham project (including Medway Park)

BUSINESS SUPPORT	CHILDREN AND ADULTS	HEALTH AND ADULT SOCIAL CARE	REGENERATION, COMMUNITY AND CULTURE
Attendance of the Leader			Member's item: Winter gritting schedule
Attendance of the Portfolio Holder for Finance and Deputy Leader			Rochester Riverside Management Company
Council Plan Monitoring (CPM) - third quarter			
LAA performance monitoring			
Six-monthly review of Risk Register			
Sustainable Community Strategy			