



BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE

23 AUGUST 2018

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. 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. 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. 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 31 July. The Chairman, Councillor Carr, 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 9 July.

- 3.3 Members will recall that at the last meeting it had been agreed to cancel the August meeting unless any decisions taken by Cabinet on 10 July were called in and needed to be referred to this Committee. At the agenda planning meeting Members were informed that the Cabinet decision regarding the sale of the Conservancy Building in Rochester had been called-in and therefore the August meeting would need to go ahead. Members were also informed that an e-petition opposing the sale of the Conservancy Building would also be reported to this Committee (the details of this are included in the paper on the call-in elsewhere on this agenda). It was also agreed to invite a representative from two Rochester organisations to speak for up to five minutes each as part of the consideration of the call-in. Subsequently, a representative from the Friends of the Guildhall Museums and the City of Rochester Society were invited to address the Committee on the sale of the Conservancy Building.
- 3.4 Quarter 1 revenue and capital budget monitoring had already been programmed for August and, having reviewed the work programme, Members agreed that the following two items, currently in the date to be determined section of the work programme, should also come to this meeting:
- a) Land adjoining Union Place Car Park New Road, Chatham.
 - b) Becoming a single-use plastic free Council

4. **Forward Plan**

- 4.1 The current Forward Plan of forthcoming Cabinet decisions was published on the Council's website on 6 August:
- <https://democracy.medway.gov.uk/mgListPlanItems.aspx?PlanId=319&RP=115>
- 4.2 At the agenda planning meeting Members recommended that the Housing Strategy should come to the October meeting for pre-decision scrutiny prior to consideration by Cabinet on 20 November.
- 4.3 Since the agenda planning meeting the Housing Allocations Policy and Tenancy Strategy has been added to the Forward Plan for 20 November and Members are asked to consider adding this to the work programme for October for pre-decision scrutiny.
- 4.4 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 further 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>4 and 25 September, 20 November and 18 December 2018</p>

<p>Future Operation of Medway Sport Centre Cafés New!</p> <p>This report will set out proposals for the future operation of Medway Sport Centre Cafés.</p>	<p>4 September 2018</p>
<p>Gateway 3 Contract Award: Temporary Accommodation Dynamic Purchasing System New!</p> <p>The report will set out the outcome of the tender process and evaluation for the award of the contract for a Temporary Accommodation Dynamic Purchasing System. Cabinet agreed the commencement of the procurement process on 8 May 2018. This Gateway 3 report will be submitted to Cabinet after review and discussion at Procurement Board.</p>	<p>25 September 2018</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>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>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>
<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>20 November 2018 <i>(on work programme for October meeting)</i></p>
<p>Capital Budget Monitoring 2018/2019 - Quarter 2</p> <p>To report on the latest monitoring position.</p>	<p>20 November 2018 <i>(on work programme for November meeting)</i></p>
<p>Revenue Budget Monitoring 2018/2019 - Quarter 2</p> <p>To report on the latest monitoring position.</p>	<p>20 November 2018 <i>(on work programme for November meeting)</i></p>

<p>Council Plan Monitoring 2018/19 - Quarter 2</p> <p>This report will provide details of quarter 2 performance for 2018/2019 against priorities set out in the Council Plan.</p>	<p>20 November 2018 <i>(on work programme for November meeting)</i></p>
<p>Draft 2019/20 Capital and Revenue Budgets</p> <p>This report will provide details of the initial budget proposals for 2019/2020 prior to consideration by the Council's Overview and Scrutiny Committees.</p>	<p>20 November 2018 <i>(on work programme for November 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>20 November 2018 <i>(see para 4.2 above)</i></p>
<p>Housing Allocations Policy and Tenancy Strategy New!</p> <p>This report will set out the Housing Allocations Policy and Tenancy Strategy for approval.</p>	<p>20 November 2018 <i>(see para 4.3 above)</i></p>
<p>Medway Commercial Group Ltd 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>20 November 2018</p>
<p>Council Tax Reduction Scheme New!</p> <p>This report will seek Cabinet's consideration of the Council Tax Reduction Scheme for 2019/20 prior to final consideration and approval at Full Council in January 2019.</p>	<p>18 December 2018</p>
<p>Medway Norse Six Monthly Report New!</p> <p>This report will present the latest monitoring information regarding the performance of Medway Norse.</p>	<p>18 December 2018 <i>(on work programme for November meeting)</i></p>

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, 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. Financial and legal implications

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

7. Recommendations

7.1 The Committee is asked to:

- (a) note and identify items for inclusion in the work programme (Appendix 1);
- (b) agree to add to the work programme for the October meeting the Housing Strategy and also the Housing Allocations Policy and Tenancy Strategy for pre-decision scrutiny prior to consideration by Cabinet on 20 November, 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.