



BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE

25 OCTOBER 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 1 October. The Chairman, Councillor Carr, Vice-Chairman, Councillor Joy, 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 27 September.

- 3.3 As agreed at the last meeting of the Committee, Members discussed the timing of a report on Brexit. It was agreed that a report should come to this meeting with information on preparations being made by other organisations and also drawing on the Government's sectoral analysis to assist Members to understand the potential impact of Brexit on the Council and the people of Medway.
- 3.4 Members also recommended that the report on the Council's e-petition platform scheduled for this meeting should instead be programmed to come to the November meeting.

4. **Forward Plan**

- 4.1 The current Forward Plan of forthcoming Cabinet decisions was published on the Council's website on 11 October:

<https://democracy.medway.gov.uk/mgListPlanItems.aspx?PlanId=324&RP=115>

- 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 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>20 November, 18 December 2018 and 15 January 2019</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 the agenda for this 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>Capital Strategy NEW</p> <p>This report will provide details of the Council's Capital Strategy for consideration and approval. The Strategy is a key document for the Council and forms part of the authority's financial planning arrangements. It provides a high level overview of how capital expenditure and the way it is financed contribute to the provision of services. It also provides an overview of how associated risk is managed and the implications for future financial sustainability and sets out the governance processes for approval and monitoring of capital expenditure.</p>	<p>20 November 2018</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>(on the agenda for this meeting)</i></p>
<p>Tenancy Strategy</p> <p>This report will set out the Tenancy Strategy for approval.</p>	<p>20 November 2018 <i>(on the agenda for this meeting)</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</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</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 January meeting)</i></p>
<p>Provisional Local Government Settlement NEW</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>	<p>15 January 2019</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) amend the work programme by agreeing that the report on the Council's e-petition platform be submitted to the November meeting of the Committee, and;
- (c) Note the work programmes of the other 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.