



# **BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE**

**29 NOVEMBER 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. 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 7 November. The 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 22 October.

3.3 No changes to the Committee's work programme were recommended on this occasion.

#### 4. **Forward Plan**

4.1 The current Forward Plan of forthcoming Cabinet decisions was published on the Council's website on 19 November.

<https://democracy.medway.gov.uk/mgListPlanItems.aspx?PlanId=327&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.

<b>Title of Decision</b>	<b>Anticipated Decision Date</b>
<p><b>Recruitment Freeze</b></p> <p>This report will bring forward vacant posts for Members' approval.</p>	<p><b>18 December 2018, 15 January, 5 February 2019 and 5 March 2019</b></p>
<p><b>Additions to the Revenue Budget and Capital Programme <b>NEW</b></b></p> <p>This report will provide details of new schemes and seek approval to recommend to Full Council that these be added to the revenue budget and capital programme as appropriate.</p>	<p><b>18 December 2018</b></p>
<p><b>Irrecoverable Debt</b></p> <p>This report will seek approval for the write-off of debts incurred by the Council which exceed the financial limits set out within Chapter 3, Part 4, Paragraph 5.4 of the Constitution.</p>	<p><b>18 December 2018</b></p>
<p><b>Land at Curtis Way, Rochester Proposed Use for a Coach Park <b>NEW</b></b></p> <p>This report will seek delegated authority for officers to appropriate an area of informal open space at Curtis Way, Rochester so that the coach park within Rochester Riverside can be relocated.</p>	<p><b>18 December 2018</b></p>

<p><b>Council Tax Reduction Scheme</b></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><b>18 December 2018</b></p>
<p><b>Medway Norse Six Monthly Report</b></p> <p>This report will present the latest monitoring information regarding the performance of Medway Norse.</p>	<p><b>18 December 2018</b> <i>(on work programme for January meeting)</i></p>
<p><b>Corporate Sponsorship Protocol</b></p> <p>This report will set out the Corporate Sponsorship Protocol for approval. The report will be initially considered by the Business Support Overview and Scrutiny Committee on 29 November 2018.</p>	<p><b>18 December 2018</b> <i>(on agenda for this meeting)</i></p>
<p><b>Provisional Local Government Settlement</b></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><b>15 January 2019</b></p>
<p><b>Capital Budget Monitoring 2018/2019 - Quarter 3</b></p> <p>This report will set out the latest monitoring position.</p>	<p><b>5 February 2019</b> <i>(on work programme for April meeting)</i></p>
<p><b>Council Plan Refresh 2019/20</b></p> <p>This report will set out an annual review of the Council Plan 2016/17 – 2020/21, including the consideration of any comments from the Business Support Overview and Scrutiny Committee (31 January 2019), prior to final consideration at Council on 21 February 2019.</p>	<p><b>5 February 2019</b> <i>(on work programme for January meeting)</i></p>
<p><b>Housing Revenue Account (HRA) Revenue and Capital Budgets 2019/2020 and Rent and Service Charge Setting</b></p> <p>This report will present the Housing Revenue Account (HRA) capital and revenue budgets for 2019/20 and provides details of proposed rent and service charges levels for 2019/20, including the comments of the Business Support Overview and Scrutiny Committee, which is scheduled to consider this matter on 31 January 2019. The Cabinet's recommendations on this report will be referred to Council on 21 February 2018 for final approval.</p>	<p><b>5 February 2019</b> <i>(on work programme for January meeting)</i></p>

<p><b>Revenue and Capital Budgets 2019/2020</b></p> <p>This report will set out the proposals for the 2019/2020 capital and revenue budgets, including the comments of the Overview and Scrutiny Committees. The Cabinet will be asked to make recommendations to Council on 21 February 2019 for final consideration and approval.</p>	<p><b>5 February 2019</b> <i>(on work programme for January meeting)</i></p>
<p><b>Revenue Budget Monitoring 2018/2019 - Quarter 3</b></p> <p>This report will set out the latest monitoring position.</p>	<p><b>5 February 2019</b> <i>(on work programme for April meeting)</i></p>
<p><b>Treasury Management Strategy 2019/2020</b></p> <p>This report will provide details of the Treasury Management Strategy 2019/2020, following initial consideration by the Audit Committee on 8 January 2019. The Cabinet will be asked to make a recommendation to Council on 21 February 2019 for final consideration and approval.</p>	
<p><b>2018/19 Quarter 3 Council Plan Performance Monitoring <b>NEW</b></b></p> <p>This report will set out performance monitoring for the third quarter of 2018/2019.</p>	<p><b>5 March 2019</b> <i>(on work programme for April 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), and:
- (b) note the work programmes of the other overview and scrutiny committees (Appendix 2).

### **Lead officer contact:**

Michael Turner, Democratic Services Officer

Telephone: 01634 332817 Email: [michael.turner@medway.gov.uk](mailto: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.