



BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE

31 JANUARY 2019

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 and provides an 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 10 January where Members 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 7 January.

3.3 Members were advised that the Audit Committee, at its meeting held on 8 January, agreed to ask this Committee to take stock of all Council services which have been transferred to Medway Commercial Group and Medway Norse which have come back to the Council, together with details of what action the Council subsequently took.

3.4 **Scrutiny Task Groups – update**

3.4.1 On 30 November 2017 the Committee selected four topics for the current round of Scrutiny Task Groups using the agreed selection criteria for choosing review topics:

- i) Social Isolation
- ii) Support for Carers
- iii) Physical Activity
- iv) Town Centres

3.4.2 The Task Group on Social Isolation completed its work at the end of 2018 and Cabinet considered the findings and approved the recommendations for implementation at its meeting on 15 January 2018. Each Task Group is programmed to take between 20 and 24 weeks to conclude its enquiries and produce a final report with recommendations. However Members set the pace and the work can take longer depending on the complexity of the topic and the chosen methodology for each review. On that basis it was agreed at the agenda planning meeting for this Committee that there is insufficient time to start and complete another Task Group ahead of the local elections in May 2019.

3.4.3 It is proposed to start the next Task Group in the summer as Members and Officers will be fully engaged in an intensive programme of meetings and induction events from early May to mid-July. At its first meeting after the local elections this Committee will be invited to review the position and select a topic from the remaining three listed above for the next Task Group and to also launch the process for selecting the next round of review topics.

4. **Forward Plan**

4.1 The current Forward Plan of forthcoming Cabinet decisions was published on the Council's website on 10 January.

<https://democracy.medway.gov.uk/mgListPlanItems.aspx?PlanId=330&RP=115>

Title of Decision	Anticipated Decision Date
Recruitment Freeze This report will bring forward vacant posts for Members' approval.	15 January, 5 February, 5 March and 9 April 2019

<p>Provisional Local Government Settlement</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>
<p>Capital Budget Monitoring 2018/2019 - Quarter 3</p> <p>This report will set out the latest monitoring position.</p>	<p>5 February 2019 <i>(on work programme for April meeting)</i></p>
<p>Council Plan Refresh 2019/20</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 this Committee on 31 January 2019, prior to final consideration at Council on 21 February 2019.</p>	<p>5 February 2019 <i>(on work programme for January meeting)</i></p>
<p>Housing Revenue Account (HRA) Revenue and Capital Budgets 2019/2020 and Rent and Service Charge Setting</p> <p>This report will present the 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 this Committee on 31 January. The Cabinet's recommendations on this report will be referred to Council on 21 February 2018 for final approval.</p>	<p>5 February 2019 <i>(on work programme for January meeting)</i></p>
<p>Revenue and Capital Budgets 2019/2020</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>5 February 2019 <i>(on work programme for January meeting)</i></p>
<p>Revenue Budget Monitoring 2018/2019 - Quarter 3</p> <p>This report will set out the latest monitoring position.</p>	<p>5 February 2019 <i>(on work programme for April meeting)</i></p>

<p>Treasury Management Strategy 2019/2020</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>5 February 2019</p>
<p>Land Between 5 and 11 Tennyson Avenue, Cliffe Woods, Rochester, ME5 8JF - Release or Variation of Restrictive Covenant NEW</p> <p>This report will seek delegated authority for officers to release or vary the restrictive covenant to permit residential development.</p>	<p>5 February 2019</p>
<p>2018/19 Quarter 3 Council Plan Performance Monitoring</p> <p>This report will set out performance monitoring for the third quarter of 2018/2019.</p>	<p>5 March 2019 <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);
- (b) note the work programmes of the other overview and scrutiny committees (Appendix 2);
- (c) add to the work programme for the July meeting a report setting out all Council services which have been transferred to Medway Commercial Group and Medway Norse which have come back to the Council, together with details of what action the Council subsequently took, and;
- (d) agree to start the next Task Group in the Summer and note that at the July meeting Members will be asked to select a topic for the next Task Group from the three listed in paragraph 3.4.1 and to also launch the process for selecting the next round of review topics.

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.