



BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE

4 APRIL 2019

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 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. Following consultation with the Chairman and Opposition Spokesperson, the agenda planning meeting did not take place on this occasion.

3.2 At agenda planning meetings Members regularly review actions agreed at previous meetings of the Committee which are still outstanding. The Chairman and Opposition Spokesperson have reviewed the current list of outstanding actions and agreed that many are no longer relevant and therefore not needed – except for: a request that specialist advice on the governance arrangements

for Medway Commercial Group be shared with Members and also that levels of income across all Council car parks be investigated in order to help inform future decision on levels of charges.

3.3 However, as some of these actions relate to requests for briefing notes agreed by the Committee, Members are asked to formally agree that briefing papers on the following issues are no longer required:

- Chatham Bus Station ticket office.
- Discretionary Rate Relief for charities.
- A breakdown of the £1.8m of spend identified by the Category Management team that the Council could stop spending, reduce its supply chain or tender to achieve savings.
- More detail in response to questions about the distribution of VIP and complimentary match day tickets agreed as part of the sponsorship agreement between the Council and Gillingham Football Club.
- The Homelessness Reduction Act, the number of children in temporary accommodation and the numbers of people on the housing register classified as Band X.
- Details of the non-recurrent actions totalling £1.27m identified to partially address the pressures confronting Front Line Services.
- Staffing levels at leisure centres.
- The history behind the series of mercury abatement works in the capital programme.
- The percentage of Medway Norse's income generated from non-Council business.

4. **Forward Plan**

4.1 The current Forward Plan of forthcoming Cabinet decisions was published on the Council's website on 11 March.

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

Title of Decision	Anticipated Decision Date
<p>Recruitment Freeze</p> <p>This report will bring forward vacant posts for Members' approval.</p>	<p>9 April, 11 June and 9 July 2019</p>

<p>Acquisition of depot site for use in connection with the Waste Collection and Cleansing Service NEW</p> <p>This report will set out details of the proposed acquisition of a depot site for use in connection with the Waste Collection and Cleansing Service.</p>	<p>9 April 2019</p>
<p>Strood Waterfront - Former Civic Centre Site NEW</p> <p>This report will set out details of proposal to appropriate land for planning purposes at the former Civic Centre Site in Strood.</p>	<p>9 April 2019</p>
<p>Annual Report on Debt Write Offs</p> <p>This report will provide details of the level of debt raised, collected and written off, as well as debt outstanding.</p>	<p>11 June 2019</p>
<p>Cabinet Advisory Groups</p> <p>This report will seek approval to the establishment of the Cabinet Advisory Groups for 2019/2020.</p>	<p>11 June 2019</p>
<p>Medway Commercial Group Ltd - Six Monthly Report and Business Plan Progress and Updates</p> <p>This report will set out details of performance for the latest monitoring period for Medway Commercial Group Ltd.</p>	<p>11 June 2019</p>
<p>Medway Norse Update</p> <p>This report will provide details of a review of the performance of the Joint Venture from the perspective of the Council client for last six months of the 2018/19 financial year. It will be accompanied by an update on the Joint Venture's achievements and financial performance prepared by the Partnership Director.</p>	<p>11 June 2019 <i>(on work programme for July 2019)</i></p>
<p>Revenue and Capital Outturn 2018/2019</p> <p>This report details the final revenue and capital outturn position for the financial year ended 31 March 2019.</p>	<p>11 June 2019</p>

<p>Six Monthly Review of the Council's Corporate Business Risk Register NEW</p> <p>This report will bring forward the latest risk management review.</p>	<p>11 June 2019 (see agenda item no. 10)</p>
<p>Council Plan Performance Monitoring Report - Quarter 4 and End of Year 2018/19 NEW</p> <p>This report will provide details of end of year performance for 2018/19 against priorities set out in the Council Plan.</p>	<p>9 July 2019 (on work programme for August 2019)</p>
<p>Treasury Management Outturn 2018/19 NEW</p> <p>This report will provide an overview of treasury management activity for 2018/19. This report will be initially considered by the Audit Committee on 27 June 2019.</p>	<p>9 July 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) note the work programmes of the other overview and scrutiny committees (Appendix 2), and;
- (c) agree that the briefing notes referred to in paragraph 3.3 are no longer required.

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Appendices:

Appendix 1 - Business Support O&S work programme

Appendix 2 - Other O&S Committee work programmes

Background papers

None.