



# **BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE**

**22 AUGUST 2019**

## **WORK PROGRAMME**

Report from: Perry Holmes, Chief Legal Officer

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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. An agenda planning meeting took place on 31 July attended by the Chairman, Vice-Chairman and Opposition Spokesperson.

3.2 Members discussed the Committee's work programme and agreed the following:

- a) that a decision on whether a report to the 6 August Cabinet meeting on Medway Commercial Group should be added to the agenda for this

meeting be taken after the Cabinet meeting. (*N.B Members subsequently decided to consider this report at this meeting*).

- b) to note that a Member's Item on a pilot Selective Licensing Scheme may be submitted to the 24 October meeting of this Committee.
- c) to agree that a possible report on Medway Development Company to the 24 September Cabinet meeting should come to the October meeting of this Committee.
- d) to agree that consideration of the Housing Enforcement and Licensing Policy scheduled for the 28 November meeting of this Committee should instead come to the January 2020 meeting.
- e) to remove from the work programme the potential Member's Item on a multi-agency response to issues of community concern (currently in the date to be determined section). This had been suggested as a possible Member's item in 2018 from a Member who is no longer a Member of the Council. The possibility of a discussion at some point in the future on partnership working was noted however.

3.3 Following the agenda planning meeting, Members were advised of another item for the August meeting - the Council Strategy 2020/21. This is a new document which Council will be asked to approve in October and will set out the Council's overall strategic objectives. In February the Council will then consider the Council Plan, which will be the detailed plan for delivering these strategic objectives

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

4.1 The current [Forward Plan](#) of forthcoming Cabinet decisions was published on the Council's website on 5 August. NB - the agenda planning meeting considered the previous Forward Plan published on 8 July.

<b>Title of Decision</b>	<b>Anticipated Decision Date</b>
<b>Recruitment Freeze</b>  This report will bring forward vacant posts for Members' approval.	<b>3 &amp; 24 September, 22 October, 19 November and 17 December 2019</b>
<b>Capital Strategy</b>  This report will seek approval to the Capital Strategy, which will set out how the Council determines its priorities for capital investment and the process for formulating the capital programme.	<b>24 September</b>

<p><b>Medway Council Strategy 2020/2021</b></p> <p>This report will set out proposals for the Medway Council Strategy 2020/2021 and will ask the Cabinet to recommend approval of the Strategy to Full Council, as a Policy Framework document.</p>	<p><b>24 September</b></p>
<p><b>Housing Allocations Policy</b></p> <p>This report will set out details of the Housing Allocations Policy for Cabinet approval.</p>	<p><b>24 September 2019</b> <i>(on agenda for this meeting of the Committee)</i></p>
<p><b>Council Plan Monitoring and Risk Register Review Quarter 1 2019/20</b></p> <p>This report will provide details of Quarter 1 performance for 2019/20 against the priorities set out in the Council Plan and will bring forward the latest risk management review.</p>	<p><b>24 September 2019</b> <i>(on work programme for October)</i></p>
<p><b>Medium Term Financial Strategy 2019-2024</b></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 2020/2021 Revenue Budget.</p>	<p><b>24 September 2019</b></p>
<p><b>Treasury Management Strategy Mid-Year Review Report 2019/20</b></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 (CIPFA) Code of Practice.</p>	<p><b>24 September 2019</b></p>
<p><b>Risk Strategy 2020/2021</b></p> <p>This report will seek approval to the Council's Risk Strategy 2020/2021 and will initially be considered by the Audit Committee on 26 September 2019.</p>	<p><b>22 October 2019</b></p>
<p><b>Capital and Revenue Budget Monitoring 2019/2020 - Round 2</b></p> <p>This report will set out the latest monitoring position.</p>	<p><b>19 November 2019</b> <i>(on work programme for November)</i></p>

<p><b>Council Plan Monitoring and Risk Register Review 2019/2020 - Quarter 2</b></p> <p>This report will provide details of Quarter 2 performance for 2019/2020 against the priorities set out in the Council Plan and will bring forward the latest risk management review.</p>	<p><b>19 November 2019</b> <i>(on work programme for November)</i></p>
<p><b>Draft Capital and Revenue Budgets 2020/2021</b></p> <p>This report will provide details of the initial budget proposals for 2020/21 prior to consideration by the Council's Overview and Scrutiny Committees as follows:</p> <ul style="list-style-type: none"> <li>• Business Support: 28 November 2019</li> <li>• Children and Young People: 3 December 2019</li> <li>• Health and Adult Social Care: 12 December 2019</li> <li>• Regeneration, Culture and Environment: 15 December 2019</li> </ul> <p>The outcome of consideration by the four Overview and Scrutiny Committees will be considered by the Business Support Overview and Scrutiny Committee on 30 January 2020 and the Committee will send any comments and recommendations to Cabinet on 4 February 2020 for consideration alongside the budget proposals. Full Council will be asked to consider and approve the final budget proposals on 20 February 2020.</p>	<p><b>19 November 2019</b> <i>(on work programme for November)</i></p>
<p><b>Homelessness and Rough Sleeping Strategy</b></p> <p>This report will provide details of the Homelessness and Rough Sleeping Strategy, for Cabinet approval.</p>	<p><b>19 November 2019</b> <i>(on work programme for October)</i></p>
<p><b>Council Tax Reduction Scheme</b> <b>NEW</b></p> <p>This report will seek Cabinet's consideration of the Council Tax Reduction Scheme for 2020/2021 prior to final consideration and approval at Full Council on 23 January 2020.</p>	<p><b>17 December 2019</b></p>
<p><b>Medway Norse Update</b> <b>NEW</b></p> <p>This report will set out a review of the performance of the joint venture from the perspective of the Council client for the first half of the 2019/2020 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><b>17 December 2019</b> <i>(on work programme for January)</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) agree the proposed changes to the current work programme (Appendix 1) as set out in paragraph 3.2, and;
- (b) 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.