



BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE

24 OCTOBER 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. An agenda planning meeting took place on 4 October attended by the Chairman, Vice-Chairman, Opposition Spokesperson and Chairman of the Health and Adult Social Care O&S Committee.

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

- a) that the report on Medway Commercial Group's Business Plan scheduled to come to this meeting should come to the November meeting for pre-decision scrutiny as the item is now scheduled to go to the December meeting of the Cabinet.
- b) that an item be added to the work programme to explain (particularly for benefit of new Members) the wider risk environment facing the Council by describing the differences between the Corporate Risk Register, business continuity and emergency planning.

4. **Forward Plan**

- 4.1 The current [Forward Plan](#) of forthcoming Cabinet decisions was published on the Council's website on 11 October.

Title of Decision	Anticipated Decision Date
<p>Recruitment Freeze</p> <p>This report will bring forward vacant posts for Members' approval.</p>	<p>19 November, 17 December 2019 and 14 January 2020</p>
<p>Risk Strategy 2020/2021</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>22 October 2019</p>
<p>Capital and Revenue Budget Monitoring 2019/2020 - Round 2</p> <p>This report will set out the latest monitoring position.</p>	<p>19 November 2019 <i>(on work programme for November)</i></p>
<p>Council Plan Monitoring and Risk Register Review 2019/2020 - Quarter 2</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>19 November 2019 <i>(on work programme for November)</i></p>
<p>Draft Capital and Revenue Budgets 2020/2021</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"> • Business Support: 28 November 2019 • Children and Young People: 3 December 2019 • Health and Adult Social Care: 12 December 2019 	<p>19 November 2019 <i>(on work programme for November)</i></p>

<ul style="list-style-type: none"> • Regeneration, Culture and Environment: 15 December 2019 <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>Homelessness and Rough Sleeping Strategy</p> <p>This report will provide details of the Homelessness and Rough Sleeping Strategy, for Cabinet approval.</p>	<p>19 November 2019 <i>(on agenda for this meeting)</i></p>
<p>Medway Norse Update</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>17 December 2019 <i>(on work programme for January)</i></p>
<p>Medway Commercial Group Ltd Business Plan</p> <p>This report will provide details of the Medway Commercial Group Ltd Business Plan for consideration and approval.</p>	<p>19 November (N.B <i>This report will now be submitted to the December meeting of Cabinet)</i></p>
<p>Risk Strategy</p> <p>This report will seek approval to the Council's Risk Strategy 2020/2021.</p>	<p>19 November (on agenda for this meeting)</p>
<p>Provisional Local Government Finance 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>14 January 2020</p>
<p>Council Tax Reduction Scheme</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>14 January 2020</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.