



# **BUSINESS SUPPORT OVERVIEW & SCRUTINY COMMITTEE**

**28 NOVEMBER 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 6 November attended by the Chairman, Vice-Chairman and Opposition Spokesperson.

3.2 Members discussed the Committee's work programme and agreed to recommend that the items in the date to be determined section regarding complaints and the risk environment should come to the April meeting.

- 3.3 Since the agenda planning meeting some further adjustments to the Committee's work programme are recommended:
- a) the Housing Enforcement and Licensing Policy is now due to be considered by Cabinet in May 2020 and should therefore come to the April meeting of this Committee to allow for pre-decision scrutiny.
  - b) the Strategic Risk Officer Group who are co-ordinating the report on the risk environment referred to in paragraph 3.2 would like to consider this at their April meeting and, therefore, it is recommended that this paper should come to the Committee's July meeting.
  - c) the report on Medway Commercial Group's (MCG) Business Plan will now be considered by Cabinet in February. Therefore it is recommended this should come to the January meeting of this Committee to allow for pre-decision scrutiny. Elsewhere on this agenda there is a progress report which gives a financial update for MCG in 2019/20, details future business development opportunities and also progress in preparing the Business Plan for 2020-23.

#### 4. Scrutiny of Risk and Commercialisation

- 4.1 At its July 2019 meeting this Committee considered a [report](#) on the scrutiny of risk and commercialisation. Members asked for a Member Development Session to provide a briefing for Overview and Scrutiny Members on the Council's current approach to commercialisation and a facilitated discussion on the emerging role for Scrutiny. This Session took place on 30 October and was well received by Members. Members can view the training materials from the session on the Members' Portal.

#### 5. Forward Plan

- 5.1 The latest [Forward Plan](#) of Cabinet decisions was published on 18 November 2019.
- 5.2 The items that are relevant to the Business Support O&S Committee are set out below so that Members have an opportunity to identify any further items they wish to consider as pre-decision scrutiny (where dates permit) other than those already programmed.

| Title of Decision  | Anticipated Decision Date   |
|--|---|
| <p><b>Recruitment Freeze</b></p> <p>This report will bring forward vacant posts for Members' approval.</p> | <p><b>17 December 2019, 14 January, 4 February and 3 March 2020</b></p> |

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| <p><b>Medway Commercial Group Ltd Business Plan</b></p> <p>This report will provide details of the Medway Commercial Group Ltd Business Plan for consideration and approval.</p>  | <p><b>4 February 2020</b></p>   |
| <p><b>Medway Norse Update</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><br/><i>(on work programme for January)</i></p>     |
| <p><b>Council Tax Reduction Scheme</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 20 February 2020.</p>  | <p><b>14 January 2020</b></p>   |
| <p><b>Provisional Local Government Finance 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>14 January 2020</b></p>   |
| <p><b>Capital and Revenue Budgets 2020/21</b></p> <p>This report will set out the proposals for the 2020/21 capital and revenue budgets, including the comments of the Overview and Scrutiny Committees. The report will also include details of the Medium Term Financial Plan and Treasury Management Plan.</p> <p>The Cabinet will be asked to make recommendations to Council on 20 February 2020 for final consideration and approval.</p> | <p><b>4 February 2020</b><br/><i>(on work programme for January 2020)</i></p> |
| <p><b>Capital Budget Monitoring - Round 3 2019/20</b></p> <p>This report will set out the latest monitoring position.</p>   | <p><b>4 February 2020</b><br/><i>(on work programme for April 2020)</i></p>   |
| <p><b>Council Plan (and Risk Plan) 2020/21</b></p> <p>This report will provide details of the Council Plan (and Risk Plan) for 2020/21. This report will be considered by the Business Support O&amp;S Committee on 30 January 2020. The Council Plan will be referred to Full Council for consideration and decision on 20 February 2020.</p>  | <p><b>4 February 2020</b><br/><i>(on work programme for January 2020)</i></p> |

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| <p><b>Housing Revenue Account (HRA) Revenue and Capital Budgets 2020/2021 and Rent and Service Charge Setting</b></p> <p>This report will present the Housing Revenue Account (HRA) capital and revenue budgets for 2020/21 and provides details of proposed rent and service charges levels for 2020/21.</p>                             | <p><b>4 February 2020</b><br/><i>(on work programme for January 2020)</i></p> |
| <p><b>Medway Commercial Group Ltd Six Monthly Report</b></p> <p>This report will set out details of performance for the latest monitoring period for Medway Commercial Group Ltd.</p>   | <p><b>4 February 2020</b></p>   |
| <p><b>Revenue Budget Monitoring - Round 3 2019/20</b></p> <p>This report will set out the latest monitoring position.</p>   | <p><b>4 February 2020</b><br/><i>(on work programme for April 2020)</i></p>   |
| <p><b>Treasury Management Strategy 2020/21</b></p> <p>This report will provide details of the Treasury Management Strategy 2020/21, following initial consideration by the Audit Committee on 7 January 2020. The Cabinet will be asked to make a recommendation to Council on 20 February 2020 for final consideration and approval.</p> | <p><b>4 February 2020</b></p>   |
| <p><b>Council Plan Monitoring and Risk Register 2019/2020 - Quarter 3 <b>NEW</b></b></p> <p>This report will provide details of Quarter 3 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>3 March 2020</b><br/><i>(on work programme for April 2020)</i></p>      |

## **6. The Co-ordinating Role of the Business Support Overview and Scrutiny Committee**

- 6.1 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’*.
- 6.2 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.

6.3 Appendix 2 to this report sets out the current work programmes of the other three overview and scrutiny committees.

## **7. Financial and legal implications**

7.1 There are no financial or legal implications arising from this report.

## **8. Recommendations**

8.1 The Committee is asked to:

- (a) agree to the proposed changes to the current work programme (Appendix 1) set out in paragraph 3.3 above, and;
- (b) note the work programmes of the other overview and scrutiny committees (Appendix 2).

### **Lead officer contact:**

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### **Appendices:**

Appendix 1 - Business Support O&S work programme

Appendix 2 - Other O&S Committees' work programmes

### **Background papers:**

None