



BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

30 JANUARY 2020

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 10 January attended by the Chairman, Vice-Chairman and Opposition Spokesperson.

3.2 Members discussed the Committee's work programme (Appendix 1) and on this occasion have not made any recommendations to change it.

3.3 When reviewing the outstanding actions from previous meetings, Members agreed that, where an individual Member asks for an update or for more

information about a particular issue at a meeting of the Committee, then the response will be shared with all Members of the Committee, unless it is an issue that only relates to a single ward.

4. Forward Plan

- 4.1 The latest [Forward Plan](#) of Cabinet decisions was published on 6 January 2020.
- 4.2 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>Recruitment Freeze</p> <p>This report will bring forward vacant posts for Members' approval.</p>	<p>4 February, 3 March, April and 12 May 2020</p>
<p>Capital and Revenue Budgets 2020/21</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.</p> <p>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>4 February 2020 <i>(on agenda for this meeting)</i></p>
<p>Capital Budget Monitoring - Round 3 2019/20</p> <p>This report will set out the latest monitoring position.</p>	<p>4 February 2020 <i>(on work programme for April 2020)</i></p>
<p>Council Plan Refresh 2020/21</p> <p>This report will provide details of the Council Plan for 2020/21.</p>	<p>4 February 2020 <i>(on agenda for this meeting)</i></p>
<p>Housing Revenue Account (HRA) Revenue and Capital Budgets 2020/2021 and Rent and Service Charge Setting</p> <p>This report will present the Housing Revenue Account (HRA) capital and revenue budgets for 2020/21 and</p>	<p>4 February 2020 <i>(on agenda for this meeting)</i></p>

provides details of proposed rent and service charges levels for 2020/21.	
<p>Medway Commercial Group Limited (MCG) Six Monthly Report and Business Plan Progress Update</p> <p>This report will provide details of the Medway Commercial Group Ltd Business Plan for consideration and approval. It will also set out details of performance for the latest monitoring period.</p>	<p>4 February 2020 <i>(on agenda for this meeting)</i></p>
<p>Revenue Budget Monitoring - Round 3 2019/20</p> <p>This report will set out the latest monitoring position.</p>	<p>4 February 2020 <i>(on work programme for April 2020)</i></p>
<p>Treasury Management Strategy 2020/21</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>4 February 2020</p>
<p>Council Plan Monitoring and Risk Register 2019/2020 - Quarter 3</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>3 March 2020 <i>(on work programme for April 2020)</i></p>
<p>Housing Enforcement and Licensing Policy NEW</p> <p>This report will review provide details of the Housing Enforcement and Licensing Policy.</p>	<p>12 May 2020 <i>(on work programme for April 2020)</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. Recommendation

7.1 Members are asked to note the Committee's work programme (Appendix 1) and also 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 Committees' work programmes

Background papers:

None