

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

8 JULY 2010

WORK PROGRAMME

Report from: Neil Davies, Chief Executive

Author: Peter Holland, Committee Co-ordinator

Summary

This item advises Members of the current work programme and allows them to adjust it in the light of latest priorities, issues and circumstances. It gives Members the opportunity to shape and direct the Committee's activities over the year.

1. Budget and Policy Framework

1.1 Under Chapter 4 – Rules, paragraph 22.1 (v) 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 the committee.

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 was held on 21 June 2010. It was suggested that the pre-meeting briefing prior to the meeting would be on Homechoice – “how to let” properties.

3.2 It was also suggested that a report on the Housing Revenue Account reform prospectus would be helpful for the Committee to be updated on following its determination by Cabinet on 29 June 2010.

4. Future work programme

4.1 Cabinet's Forward Plan

There are two new items which have been added to the Forward Plan since the last meeting of this Committee, which are not already on the work programme or have already been considered which are as follows:

Cabinet date	Item
17 August 2010	Area Carbon Reduction Plan - this report is seeking approval for the Area Carbon Reduction Plan
19 October 2010	Housing Strategy Annual Review

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 the Chairman has agreed that a regular overview of business discussed by the other O and S Committees should be presented at these meetings. Whilst each O and S 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 individual members of the Committee or any six members of the Council who are not members of the Committee
- 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 often undertaken in small cross party task groups. Each Committee usually undertakes one or two reviews of this type each year.
- pre-budget scrutiny
- consideration of petitions presented at Full Council
- consideration of called-in Cabinet decisions

5.3 Appendix 2 to this report sets out an overview of the work undertaken by each Overview and Scrutiny Committee during the last cycle of meetings and for the next cycle.

5.4 In addition Appendix 3 sets out the items in the Cabinet's Forward Plan indicating by asterisk items identified by the relevant Overview and Scrutiny Committee for pre-decision scrutiny.

5.5 Members are asked to note that the Waste Strategy Review report will first go to the Waste Contract Task Group and will then be reported in the work programme report of the Regeneration, Community and Culture Overview and Scrutiny Committee on 6 July 2010.

6 Cabinet Forward Plan

6.1 Appendix 3 sets out the current forward plan.

7. Financial and legal implications

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

8. Recommendations

8.1 That Members consider whether any changes need to be made to the work programme, including whether to add any items from the forward plan.

8.2 Members are asked to note the work undertaken by all overview and scrutiny committees in the last cycle and to be considered at the next cycle of meetings (set out in appendices 2 and 3 to this report).

Lead officer contact

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**Work Programme
Business Support Overview and Scrutiny Committee**

**Policy framework documents: Council Plan, Community Plan and
Licensing Policy Statement**

Item	Work type	Responsible officer	Objectives	Timescale
Electoral registration	Service information	Jane Ringham	Update on electoral registration.	8 July 2010
Petition referral	Petitions	Deborah Upton	The Committee requested a report in relation to the petition presented to the Council asking that the scheme managers at Longford Court, Rainham, Esmonde House, Brompton and Balmoral Gardens are not replaced.	8 July 2010
Stage one (benchmarking) – assessment centre for people requiring temporary accommodation	Scrutiny	Deborah Upton	To receive an update on stage one of the process (benchmarking) to provide an assessment centre for people requiring temporary accommodation.	8 July 2010
To receive an in-depth report on NI156, H5 and H8 performance indicators	Scrutiny	Deborah Upton	To receive an in-depth report on the cluster of issues on NI 156 (Number of households living in temporary accommodation), H5 (Average time for non-urgent repairs) and H8 (Average time taken to re-let council dwellings).	8 July 2010
Capital budget monitoring 2010/2011	Budget scrutiny	Peter Bown	This report presents the capital budget monitoring to May 2010.	12 August 2010

Item	Work type	Responsible officer	Objectives	Timescale
Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to May 2010.	12 August 2010
Feedback from Overview and Scrutiny Committees on targets referred to them for in-depth scrutiny	Performance monitoring	Julie Keith/ Stephanie Goad	To consider feedback from the other overview and scrutiny committees on targets referred to them from this Committee, which were rated red within the end of year performance report for 2009/2010.	23 September 2010
Council Plan monitoring – first quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	23 September 2010
Six-monthly review of complaints	Performance Management	Martin Garlick.	This report provides members with a six-monthly review of complaints against the Council.	23 September 2010
Annual review of Risk Management Strategy and six monthly review of the Risk Register	Performance monitoring	Joy Kirby	To review the Council's Risk Management Strategy and Risk Register.	4 November 2010
Capital budget monitoring 2010/2011	Budget scrutiny	Peter Bown	This report presents the capital budget monitoring to July 2010.	4 November 2010
Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to July 2010.	4 November 2010
Treasury Management Strategy mid-year report	Performance monitoring	Andy Larkin	This report presents the Treasury Management Strategy mid-year report.	4 November 2010

Item	Work type	Responsible officer	Objectives	Timescale
Capital and revenue budget initial proposals	Budget scrutiny	Mick Hayward	This report presents the capital and revenue budget initial proposals.	2 December 2010
Capital budget monitoring 2010/2011	Budget scrutiny	Peter Bown	This report presents the capital budget monitoring to September 2010.	2 December 2010
Council Plan monitoring – second quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	2 December 2010
Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to September 2010.	2 December 2010
Capital budget monitoring 2010/2011	Budget scrutiny	Peter Bown	This report presents the capital budget monitoring to November 2010.	27 January 2011
Draft capital and revenue budgets (Business Support)	Budget scrutiny	Mick Hayward	This report presents draft capital and revenue budgets (Business Support).	27 January 2011
Draft capital and revenue budgets (report back from other O&S Committees)	Budget scrutiny	Mick Hayward	This report presents draft capital and revenue budgets (report back from other O&S Committees).	27 January 2011
Housing Revenue Account, revenue and capital budget report	Budget scrutiny	Andy McNally-Johnson/ Derrick Singleton	This report presents the Housing Revenue Account, revenue and capital budget report.	27 January 2010
Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to November 2010.	27 January 2011

Item	Work type	Responsible officer	Objectives	Timescale
Treasury Management Strategy Statement and Annual Investment Strategy 2010/11	Performance monitoring	Andy Larkin	This report presents the Treasury Management Strategy Statement and Annual Investment Strategy 2010/11.	27 January 2011
Council Plan monitoring – third quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	22 March 2011
Attendance of the Portfolio Holder for Community Services	Executive accountability	Richard Hicks and Deborah Upton	To hold the Portfolio Holder to account for executive decision making.	To be confirmed
Attendance of the Portfolio Holder for Customer First and Corporate Services	Executive accountability	Richard Hicks and Deborah Upton	To hold the Portfolio Holder to account for executive decision making.	To be confirmed
Attendance of the Portfolio Holder for Finance and Deputy Leader	Executive accountability	Mick Hayward	To hold the Portfolio Holder to account for executive decision making.	To be confirmed
Attendance of the Leader	Executive accountability	Richard Hicks	To hold the Leader to account for executive decision making.	To be confirmed
Council Plan monitoring – fourth quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	To be confirmed

Forthcoming meetings:

2010: 8 July, 12 August, 23 September, 4 November and 2 December (budget)

2011: 27 January and 22 March

Work completed in 2010/11:

25 May 2010

- New petition procedures including e-petitions
- End of year performance report 2009/10
- Review of support for people in temporary accommodation – update on assessment centre

Overview and Scrutiny Activity

Appendix 2

BUSINESS SUPPORT	CHILDREN AND ADULTS	HEALTH AND ADULT SOCIAL CARE	REGENERATION, COMMUNITY AND CULTURE
25 May 2010	27 May 2010	3 June 2010	1 June 2010
Fourth quarter performance report 2009/10	Common Assessment Framework	Council Plan monitoring – fourth quarter	Air Quality Management Action Plan – outcome of consultation
Petitions and E-Petitions	Tell Us Survey 2009	CQC registration issues	Community Safety Partnership Plan Review
Six month review of supporting people in temporary accommodation in-depth task group	End of year performance report 2009/10	NHS Medway Estates Strategy	Fourth quarter performance report 2009/2010
		Petition – hydrotherapy pool	Petition referral
			Local Development Framework (pre-publication version)
			Scrutiny of the Community Safety Partnership
8 July 2010	12 July 2010	15 July 2010	6 July 2010
Petitions – sheltered housing schemes	Update on the future location of the Child Development Centre	Dementia update	Community Safety Partnership Plan review
Performance indicators	Medway Youth Justice Plan 2010-11	Phlebotomy report	Gateway 3 Contract Award: Household Waste Recycling Centres
Review of temporary accommodation	Improving attainment for looked after children	Dermatology report	Local Development Framework: draft core strategy

BUSINESS SUPPORT	CHILDREN AND ADULTS	HEALTH AND ADULT SOCIAL CARE	REGENERATION, COMMUNITY AND CULTURE
Electoral Registration	School Ofsted inspections in Medway	Primary Angioplasty update	The future of the Strood Environmental Enhancement Scheme
HRA Reform Prospectus		LINK Annual Report & LINK protocol	