

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

20 AUGUST 2020

WORK PROGRAMME

Report from: Perry Holmes, Chief Legal Officer

Author: Michael Turner, Democratic Services Officer

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. The report also provides an update on action to strengthen overview and scrutiny arrangements in Medway and recommends that the next Task Group should focus on a topic related to Early Help, to be led by the Children and Young People Overview and Scrutiny Committee.

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 August attended by the Chairman, Vice-Chairman and Opposition Spokesperson.

- 3.2 Members discussed the Committee’s work programme (Appendix 1) and agreed that a report should be submitted to this meeting reflecting on lessons learned from the introduction of the legislation and technology to allow the Council to hold remote meetings.
- 3.3 A discussion took place about recent cross-party Member discussions on changing how the Overview and Scrutiny arrangements in Medway operate. A number of recommendations for change have been proposed by Members. The Democratic Services Team will now work with Members to produce a report for a future meeting.
4. Forward Plan
- 4.1 The latest Forward Plan of Cabinet decisions was published on 27 July.
<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=376&T=4>
- 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
Capital Budget Monitoring 2020/21 - Round 1 To report on the latest monitoring position.	25 August 2020
Council Plan Monitoring and Risk Register Review 2020/21 - Quarter 1 This report will provide details of Quarter 1 performance for 2020/21 against the priorities set out in the Council Plan and will bring forward the latest risk management review.	25 August 2020
Medway Commercial Group Limited (MCG) Six Monthly Report This report will provide details of performance for the latest monitoring period.	25 August 2020
Revenue Budget Monitoring 2020/21 - Round 1 To report on the latest monitoring position.	25 August 2020

<p>Gun Wharf NEW</p> <p>This report will provide a review of the Council's current headquarters building and proposals to relocate to central Chatham and seek authority to commence the process.</p>	<p>25 August 2020</p>
<p>Medway Council COVID-19 Recovery Plan NEW</p> <p>This report will set out an ongoing overview of the Council's Recovery Plan, which sets out how the Council is approaching recovery from the pandemic, and the work undertaken to date across the various workstreams.</p>	<p>25 August 2020</p>
<p>Medway Development Company Ltd - Annual Report</p> <p>This report will provide an update on the activity of Medway Development Company (MDC) in the past year.</p>	<p>25 August 2020</p>
<p>Referrals from Business Support Overview and Scrutiny Committee - Selective Licensing and Consultation</p> <p>This report will provide details of two referrals from the Business Support Overview and Scrutiny Committee meeting held on 2 June 2020 in relation to Selective Licensing and consultation.</p>	<p>25 August 2020</p>
<p>Medium Term Financial Strategy</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 will also provide a framework for the more detailed preparation of the 2021/2022 Revenue Budget.</p>	<p>22 September 2020</p>
<p>Medway Norse Update</p> <p>This report will provide details of a review of the performance of the Joint Venture from the perspective of the Council client since the last report (June 2020). It will be accompanied by an update on the Joint Venture's achievements and financial performance prepared by the Partnership Director.</p>	<p>22 September 2020</p>
<p>Draft Capital and Revenue Budgets 2021/2022</p> <p>This report will provide details of the initial budget proposals for 2021/22 prior to consideration by the Council's Overview and Scrutiny Committees. The outcome of consideration by the four Overview and Scrutiny Committees will be considered by the Business</p>	<p>17 November 2020</p>

Support Overview and Scrutiny Committee on 28 January 2021 and the Committee will send any comments and recommendations to Cabinet on 2 February 2021 for consideration alongside the budget proposals. Full Council will be asked to consider and approve the final budget proposals on 18 February 2021.	
Capital Budget Monitoring 2020/21 - Round 2 This report will set out the latest monitoring position.	17 November 2020
Climate Change Action Plan Update This report will present an update of the work of the Climate Change Member Advisory Group.	17 November 2020
Council Plan Monitoring and Risk Register Review 2020/21 - Quarter 2 This report will provide details of Quarter 2 performance for 2020/21 against the priorities set out in the Council Plan and will bring forward the latest risk management review.	17 November 2020
Revenue Budget Monitoring 2020/21 - Round 2 To report on the latest monitoring position.	17 November 2020

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 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).

Lead officer contact:

Michael Turner, Democratic Services Officer

Telephone: 01634 332817 Email: michael.turner@medway.gov.uk

Appendices:

Appendix 1 - Business Support O&S work programme

Appendix 2 - Other O&S Committees' work programmes

Background papers:

None