

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

22 OCTOBER 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 9 October attended by the Chairman, Vice-Chairman and Opposition Spokesperson.
 - 3.2 Members discussed the Committee's work programme (Appendix 1) and agreed that a further report be submitted to this meeting on the latest steps taken by the Council to assist Medway to continue recovery from the Covid-19 pandemic. Members recommended that a report on the results of the staff

survey on working from home be considered at a future meeting of the Committee. It was envisaged that this would be the meeting scheduled for 26 November 2020.

3.3 Members discussed the timing of the report on progress in implementing the Voluntary Sector Task Group's recommendations, in the context of the latest situation with regard to the Council's Covid-19 Recovery Plan, programmed to be considered by the Committee at its meeting scheduled for 28 January 2021. Officers would seek clarification on when this item would be reported back to Cabinet.

4. Forward Plan

4.1 The latest Forward Plan of Cabinet decisions was published on 21 September.

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=379&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
<p>Medway Commercial Group Business Strategy</p> <p>This report will provide details of the Business Strategy for consideration and approval.</p>	20 October 2020
<p>The Pentagon Centre Write Off of Uncollectable Service Charge Invoices</p> <p>This report will seek approval from Cabinet to write off uncollectable service charge invoices in respect of a unit at the Pentagon Centre.</p>	20 October 2020
<p>Capital Budget Monitoring 2020/21 - Round 2</p> <p>This report will set out the latest monitoring position.</p>	17 November 2020
<p>Capital Strategy</p> <p>This report will seek approval of the Capital Strategy, which will set out how the Council determines its priorities for capital investment and the process for formulating the capital programme.</p>	17 November 2020

<p>Council Plan Monitoring and Risk Register Review 2020/21 - Quarter 2</p> <p>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.</p>	<p>17 November 2020</p>
<p>Draft Capital and Revenue Budgets 2021/2022</p> <p>This report will provide details of the Medium-Term Financial Strategy and 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 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.</p>	<p>17 November 2020</p>
<p>Revenue Budget Monitoring 2020/21 - Round 2</p> <p>To report on the latest monitoring position.</p>	<p>17 November 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 (September 2020). It will be accompanied by an update on the Joint Venture's achievements and financial performance prepared by the Partnership Director.</p>	<p>15 December 2020</p>
<p>Council Tax Reduction Scheme</p> <p>This report will ask the Cabinet to recommend approval of the Scheme to Full Council on 21 January 2021.</p>	<p>12 January 2021</p>
<p>Provisional Local Government Finance</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>12 January 2021</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 Members are asked to:

- a) note the Committee's work programme (Appendix 1) and agree to the addition of a report on the results of the staff survey on working from home; 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 Committees' work programmes

Background papers:

None