

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

28 JANUARY 2021

WORK PROGRAMME

Report from: Perry Holmes, Chief Legal Officer

Author: Stephen Platt, 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.

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 January attended by the Chairman, Vice-Chairman and Opposition Spokesperson.
 - 3.2 Members discussed the Committee's work programme (Appendix 1) and supported a proposal by the Chief Finance Officer that the annual progress report on Universal Credit and Welfare Reforms be moved from the meeting scheduled for 30 March 2021 to the Date to be Determined section of the work

programme. The Chief Finance Officer explained that delaying this item until early in the 2021/22 municipal year would enable the inclusion of comparative data in the report.

- 3.3 It was also suggested that, subject to the approval of a proposal for a Rainham Community Hub by Cabinet, the Committee receive a report at a date to be determined, when any proposals had been further developed.

4. Forward Plan

- 4.1 The latest Forward Plan of Cabinet decisions was published on 18 January 2021.

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=389&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>Capital and Revenue Budgets 2021/22</p> <p>This report will set out the proposals for the 2021/22 capital and revenue budgets, including the comments of the Overview and Scrutiny Committees.</p>	<p>2 February 2021 (on the BSO&S work programme this meeting)</p>
<p>Medway Council Strategy and Plan 2021/22</p> <p>The report will provide details of the Council Strategy and Council Plan for 2021/22. This report will be considered by the Business Support Overview and Scrutiny Committee. The Council Strategy and Council Plan will be referred to Full Council for consideration and decision on 18 February 2021.</p>	<p>2 February 2021 (on the BSO&S work programme this meeting)</p>
<p>Housing Revenue Account (HRA) Revenue and Capital Budgets 2021/22 and Rent and Service Charge Setting</p> <p>This report will present the Housing Revenue Account (HRA) capital and revenue budgets for 2021/22 and provide details of proposed rent and service charge levels for 2021/22, including the comments of the Business Support Overview and Scrutiny Committee. The Cabinet's recommendations on this report will be referred to Council on 18 February 2021 for consideration and final approval.</p>	<p>2 February 2021 (on the BSO&S work programme for this meeting)</p>

<p>Medway Commercial Group Ltd – Six Monthly Report</p> <p>This report will set out details of performance for the latest monitoring period for Medway Commercial Group Ltd.</p>	<p>2 February 2021</p>
<p>Medway Development Company – Six Monthly Report</p> <p>This report will set out details of performance for the latest monitoring period for Medway Development Company.</p>	<p>2 February 2021</p>
<p>Risk Strategy</p> <p>This report will provide details of the Council’s Risk Strategy.</p>	<p>2 February 2021 (on the BSO&S work programme for this meeting)</p>
<p>Capital Budget Monitoring - Round 3 2020/21</p> <p>This report will set out the latest monitoring position.</p>	<p>2 March 2021 (on the BSO&S work programme for March)</p>
<p>Revenue Budget Monitoring - Round 3 2020/21</p> <p>This report will set out the latest monitoring position.</p>	<p>2 March 2021 (on the BSO&S work programme for March)</p>
<p>Council Plan Monitoring and Risk Register Review 2020/21 - Quarter 3</p> <p>This report will provide details of Quarter 3 performance for 2020/2021 against the priorities set out in the Council Plan and will bring forward the latest risk management review.</p>	<p>2 March 2021 (on the BSO&S work programme for March)</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 (December 2020). It will be accompanied by an update on the Joint Venture’s achievements and financial performance prepared by the Partnership Director.</p>	<p>2 March 2021</p>
<p>Climate Change Action Plan Progress Report</p> <p>This report will provide an update on the Climate Change Action Plan.</p>	<p>11 May 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) agree the proposed changes to the Committee’s work programme (Appendix 1) as set out in paragraph 3 above; and
- b) note the work programmes of the other overview and scrutiny committees (Appendix 2).

Lead officer contact:

Stephen Platt, Democratic Services Officer

Telephone: 01634 332011 Email: stephen.platt@medway.gov.uk

Appendices:

Appendix 1 - Business Support O&S work programme
Appendix 2 - Other O&S Committees' work programmes

Background papers:

None