

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

30 MARCH 2021

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 current work programme for this Committee for the 2021/22 municipal year. As agreed by the Committee on 26 November 2020 this includes two dates, 1 July and 21 October 2021, dedicated to the attendance of Portfolio Holders, with two Portfolio Holders being held to account at each meeting.
 - 2.2 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 3 March attended by the Chairman, Vice-Chairman and Opposition Spokesperson.

3.2 Members discussed the Committee’s work programme (Appendix 1) and it was proposed that an item on the review of the audit of Medway Commercial Group be added under the Date to be Determined section of the work programme.

4. Forward Plan

4.1 The latest Forward Plan of Cabinet decisions was published on 1 March 2021.

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=393&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>Acquisition of the Lower Lines Park, Gillingham</p> <p>This report will set out a proposal for the Council to acquire the Lower Lines Park, Gillingham.</p>	30 March 2021
<p>Covid-19 Response</p> <p>This report provides a further update on the Council’s response to the COVID-19 (Coronavirus) global pandemic.</p>	30 March 2021 (on the agenda for this meeting)
<p>Kyndi Limited – Business Plan Update</p> <p>This report will present to Cabinet the updated Business Plan for Kyndi Limited (formerly known as Medway Commercial Group) and provide details of the rebrand.</p>	30 March 2021
<p>Pentagon Centre - Update</p> <p>This report will present to Cabinet the latest plans for re-development of the Pentagon Centre, following the Council acquisition of the Centre in April 2019.</p>	30 March 2021 (on the agenda for this meeting)
<p>Climate Change Action Plan</p> <p>This report will provide an update on the Climate Change Action Plan.</p>	11 May 2021

Title of Decision	Anticipated Decision Date
<p>Council Plan Performance Monitoring and Risk Register Review - Quarter 4 and End of Year 2020/2021</p> <p>This report will provide details of end of Quarter 4 and year end performance for 2020/21 against priorities set out in the Council Plan and will bring forward the latest risk management review.</p>	<p>11 May 2021 (on the work programme for August)</p>
<p>2020/21 Year End Outturn</p> <p>This report will detail the final revenue and capital outturn position for the financial year ending 31 March 2021. The report will also provide details of the level of debt raised, collected and written off, as well as debt outstanding.</p>	<p>8 June 2021</p>
<p>Cabinet Advisory Groups</p> <p>This report will seek approval of the establishment of the Cabinet Advisory Groups for 2021/2022.</p>	<p>8 June 2021</p>
<p>Medway Norse Update (Quarterly Report)</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 (March 2021). It will be accompanied by an update on the Joint Venture's achievements and financial performance prepared by the Partnership Director.</p>	<p>8 June 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 change to the Committee's work programme (Appendix 1) as set out in paragraph 3.2 above; 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