

## **BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE**

**1 JULY 2021**

### **WORK PROGRAMME**

Report from: Jan Guyler, Interim Monitoring Officer

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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 previously included two dates, this meeting and 21 October 2021, dedicated to the attendance of Portfolio Holders, with two Portfolio Holders being held to account at each meeting. It has been necessary to move the attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services to the 25 November 2021 meeting and consequently monitoring reports have been moved to the 21 October 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 2 June 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, in view of the number of items scheduled for the 19 August meeting, the start time be brought forward to 6.00pm.
- 3.3 Noting that the Climate Change Action Plan would be considered by Cabinet at its meeting on 8 June, it was proposed that the Action Plan also be considered by this Committee and it has been added to the work programme for the meeting on 21 October.
- 3.4 At the agenda planning meeting, it was suggested that the Covid-19 Recovery report scheduled for the 19 August meeting should include reference to the future of Gun Wharf. A further report was requested for the meeting on 27 January 2022.
- 3.5 It was noted that the information item on Innovation Park Medway schemes, requested at the Committee's last meeting on 30 March, had been added to the work programme of the Regeneration, Culture and Environment Overview and Scrutiny Committee as this is within the remit of that Committee.
- 3.6 Following the agenda planning meeting it was agreed between the Chairman of the Committee and the Opposition Spokesperson that the progress report on the Voluntary Sector Task Group recommendations be rescheduled to the meeting on 21 October.
- 3.7 The work programme attached at Appendix 1 incorporates these changes.

#### 4. Forward Plan

- 4.1 The latest Forward Plan of Cabinet decisions was published on 14 June 2021.

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=403&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.

<b>Title of Decision</b>	<b>Anticipated Decision Date</b>
<b>Kyndi – Six Monthly Report</b>  This report will provide details of performance for the latest monitoring period for Kyndi Ltd, formerly Medway Commercial Group Ltd.	<b>3 August 2021</b>

<b>Title of Decision</b>	<b>Anticipated Decision Date</b>
<p><b>Capital Budget Monitoring Round 1 2021/2022</b></p> <p>This report will set out the latest monitoring position.</p>	<p><b>24 August 2021</b></p> <p>(on the work programme for 21 October)</p>
<p><b>Council Plan Performance Monitoring and Risk Register Review - Quarter 1 2021/2022</b></p> <p>This report will provide details of end of Quarter 1 performance for 2021/22 against priorities set out in the Council Plan and will bring forward the latest risk management review.</p>	<p><b>24 August 2021</b></p> <p>(on the work programme for 21 October)</p>
<p><b>Revenue Budget Monitoring Round 1 2021/2022</b></p> <p>This report will set out the latest monitoring position.</p>	<p><b>24 August 2021</b></p> <p>(on the work programme for 21 October)</p>
<p><b>Capital Strategy 2022/23</b></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>	<p><b>21 September 2021</b></p>
<p><b>Covid-19 Recovery</b></p> <p>This report provides a further update on the Council's response to the COVID-19 (Coronavirus) global pandemic, following a previous report to the Cabinet (30 March 2021).</p>	<p><b>21 September 2021</b></p> <p>(on the work programme for 19 August 2021)</p>
<p><b>Medium Term Financial Strategy 2022/23</b></p> <p>This report will provide details of the Medium-Term Financial Strategy.</p>	<p><b>21 September 2021</b></p>
<p><b>Medway Council Strategy 2022/23</b></p> <p>This report will set out proposals for the Medway Council Strategy and will ask the Cabinet to recommend approval of the Strategy to full Council on 7 October 2021, as a Policy Framework document.</p>	<p><b>21 September 2021</b></p> <p>(on the work programme for 19 August)</p>

<b>Title of Decision</b>	<b>Anticipated Decision Date</b>
<p><b>Medway Development Company-Six Monthly Report</b></p> <p>This report will set out details of performance for the latest monitoring period for Medway Development Company Ltd.</p>	<p><b>21 September 2021</b></p>
<p><b>Medway Norse Update (Quarterly Report)</b></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 2021). It will be accompanied by an update on the Joint Venture's achievements and financial performance prepared by the Partnership Director.</p>	<p><b>21 September 2021</b></p> <p>(on the work programme for 27 January)</p>
<p><b>Risk Management Strategy Annual Review 2022/23</b></p> <p>This report will seek approval of the Council's Risk Strategy 2022-2023.</p>	<p><b>21 September 2021</b></p> <p>(on the work programme for 19 August)</p>
<p><b>Statement of Gambling Policy Review</b></p> <p>This report will set out the Council's Statement of Gambling Policy. The Cabinet will be requested to recommend the Policy to full Council, on 7 October 2021, for adoption.</p>	<p><b>21 September 2021</b></p> <p>(on the work programme for 19 August)</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 paragraphs 2 and 3 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