



BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

21 OCTOBER 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 The Committee's work programme for the 2021/22 municipal year is attached at Appendix 1. 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 8 October attended by the Chairman, Vice-Chairman and Opposition Spokesperson.
 - 3.2 It was agreed that the Financial Outlook 2022/23 report considered by Cabinet on 28 September be added to the agenda for this meeting, to be considered alongside the Capital and Revenue Budget Monitoring Round 1 2021/22 reports.

- 3.3 In addition, it was proposed that the follow up report on Covid-19 Recovery be removed from the list of items for the meeting scheduled for 27 January 2022 and the matter be reviewed at the next agenda planning meeting. It was suggested that, should Silver Command be reinstated, consideration be given to the need for a further report at that time. In the meantime, Covid-19 implications would continue to be referenced in reports to the Committee as required and it was suggested that there be a dedicated section for this.
- 3.4 The work programme is attached at Appendix 1.

4. Forward Plan

- 4.1 The latest Forward Plan of Cabinet decisions was published on 20 September 2021.

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=413&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>2022/23 Capital and Revenue Budgets</p> <p>This report will provide details of the initial budget proposals for 2022/23 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 27 January 2022 and the Committee will send any comments and recommendations to Cabinet on 8 February 2022 for consideration alongside the budget proposals. Full Council will be asked to consider and approve the final budget proposals on 17 February 2022.</p>	<p>16 November 2021</p> <p>(on the work programme for 27 January)</p>
<p>Capital Budget Monitoring 2021/22 - Round 2</p> <p>This report will set out the latest monitoring position.</p>	<p>16 November 2021</p> <p>(on the work programme for 25 November)</p>
<p>Council Plan Performance Monitoring Report and Risk Register Review 2021/22 - Quarter 2</p> <p>This report will provide details of Quarter 2 performance for 2021/22 against the priorities set out in the Council</p>	<p>16 November 2021</p> <p>(on the work programme for 25 November)</p>

Title of Decision	Anticipated Decision Date
Plan and will bring forward the latest risk management review.	
Revenue Budget Monitoring 2021/22 - Round 2 This report will set out the latest monitoring position.	16 November 2021 (on the work programme for 25 November)
Capital Strategy 2022/23 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.	16 November 2021
Medway Development Company Ltd - Six Monthly Report This report will set out details of performance for the latest monitoring period for Medway Development Company Ltd.	16 November 2021
Council Tax Reduction Scheme This report will seek Cabinet's consideration of the Council Tax Reduction Scheme for 2022/2023 prior to final consideration and approval at Full Council on 24 February 2022.	11 January 2022
Provisional Local Government Settlement This report will provide Cabinet with details of the provisional local government settlement announced by Government, as part of the budget setting process.	11 January 2022

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 Committee's work programme (Appendix 1); 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