

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

4 NOVEMBER 2010

WORK PROGRAMME

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Summary

This item advises Members of the current work programme and allows them to adjust it in the light of latest priorities, issues and circumstances. It gives Members the opportunity to shape and direct the Committee's activities over the year.

1. Budget and Policy Framework

- 1.1 Under Chapter 4 – Rules, paragraph 22.1 (v) 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 the committee.

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 was held on 19 October 2010.
- 3.2 Members were informed that Adult Learning had been added to the Assistant Director, Organisational Service's remit and as such was now within the terms of reference of Business Support Overview and Scrutiny Committee rather than Children and Adults Overview and Scrutiny Committee.
- 3.3 It was agreed that the Business Support Overview and Scrutiny Committee should be briefed on this new area of responsibility before holding the Portfolio Holder to account. A report giving members an

overview of adult learning will be submitted on 2 December 2010 and the Portfolio Holder for Housing and Community Services will be held to account for the adult learning, Housing Revenue Account, housing and homelessness, libraries and resource centres and the voluntary sector themes within his portfolio on 27 January 2011.

- 3.4 At its meeting on 23 September 2010, the committee noted that the latest revenue and capital budget monitoring information would be sent via a briefing note and that Members would be given the opportunity to raise questions at the following meeting. Members were sent this information on 7 October 2010.

The link to the cabinet reports are as follows:

<http://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=5797>

<http://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=5813>

4. Future work programme

4.1 Cabinet's Forward Plan

There are no new items that have been added to the Forward Plan since the last meeting of this committee, which are not already on the work programme or have already been considered.

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 the Chairman has 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 individual members of the Committee or any six members of the Council who are not members of the Committee
- 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 often undertaken in small cross party task groups. Each Committee usually undertakes one or two reviews of this type each year.
- pre-budget scrutiny

- consideration of petitions presented at Full Council
- consideration of called-in Cabinet decisions

5.3 Appendix 2 to this report sets out an overview of the work undertaken by each Overview and Scrutiny Committee during the last cycle of meetings and for the next cycle.

5.4 In addition Appendix 3 sets out the items in the Cabinet's Forward Plan indicating by asterisk items identified by the relevant Overview and Scrutiny Committee for pre-decision scrutiny.

6 Cabinet Forward Plan

6.1 Appendix 3 sets out the current forward plan.

7. Financial and legal implications

7.1. There are no financial or legal implications arising from this report.

8. Recommendations

8.1 That Members consider whether any changes need to be made to the work programme, including whether to add any items from the forward plan.

8.2 That this committee should receive a report giving members an overview of adult learning on 2 December 2010 and that the Portfolio Holder for Housing and Community Services is held to account on 27 January 2011.

8.2 The committee is asked to note that the latest revenue and capital budget monitoring information was sent to the committee and that Members would be given the opportunity to raise any questions they may have from that information at this meeting.

8.3 Members are asked to note the work undertaken by all overview and scrutiny committees in the last cycle and to be considered at the next cycle of meetings (set out in appendices 2 and 3 to this report).

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