

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

25 AUGUST 2022

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 Each Overview and Scrutiny Committee has the responsibility for setting its own work programme (Chapter 4 – Rules, paragraph 21.1 (xv) General terms of reference).
2. Background
 - 2.1 The Committee's work programme for the 2022/23 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 27 July attended by the Chairman, Vice-Chairman and Opposition Spokesperson.
 - 3.2 Following on from the last meeting of the Committee, the issue of document retention, particularly once an employee had left the Council, was discussed at the agenda planning meeting. Members will recall that this issue had arisen at the meeting of the Children and Young People Overview and Scrutiny Committee held on 8 June under the item on the Gillingham Football Club

School. The Business Support Overview and Scrutiny Committee had requested that it be informed of the processes and practices relating to the retention of records used to inform decisions taken under the Employee Delegation Scheme. At the agenda planning meeting it was proposed that officers discuss the matter with a view to presenting a report to a future meeting of the Committee, possibly the meeting scheduled for 20 October.

- 3.3 Also following on from the last meeting of the Committee, the presentation of the results of staff surveys was discussed. It was proposed that Committee members be provided with an analysis of the last staff survey on hybrid working, undertaken in April 2022. Bearing in mind that Employment Matters Committee already received reports on the annual staff survey, which would next be undertaken in September, members of this Committee could then take a view on whether it also wished to receive a report, possibly at the meeting scheduled for 26 January 2023, to discuss matters of strategic importance arising out of the survey.
- 3.4 At the agenda planning meeting, there was a discussion about the 6 monthly update reports on Medway Norse that were presented to the Committee. To make the agenda for this meeting more manageable, the item was removed from this agenda so that the Committee's views could be sought on a proposal for the future scrutiny of Medway Norse. The first part of this proposal is for the Committee to receive an annual strategic report, which would align with the annual refresh/update on Norse's business plan and budget, focusing on performance, external business and strategic objectives. Secondly, it is proposed that it be recommended to the Regeneration, Culture and Environment Overview and Scrutiny that it receive an annual operational report on the activities of Medway Norse which fall within the purview of the Committee, subject to the agreement of an amendment to that Committee's terms of reference to facilitate this.

4. Forward Plan

- 4.1 The latest Forward Plan of Cabinet decisions was published on 15 August 2022.

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=437&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
Capital Budget Monitoring Round 1 2022/2023 This report will set out the latest monitoring position.	23 August 2022

Title of Decision	Anticipated Decision Date
	(On the BSO&S work programme for 25 August).
<p>Council Plan Performance Monitoring and Risk Register Review Quarter 1 2022/2023</p> <p>This report will provide details of Quarter 1 performance for 2022/23 against the priorities set out in the Council Plan and will bring forward the latest risk management review.</p>	<p>23 August 2022</p> <p>(On the BSO&S work programme for 25 August).</p>
<p>Reference from Business Overview and Scrutiny Committee</p> <p>This report will ask the Cabinet to consider recommendations made by the Business Support Overview and Scrutiny Committee on 10 May 2022. These recommendations were made by the Committee following consideration of a Call-In of two previous Cabinet decisions taken at the meeting of the Cabinet held on 5 April 2022 which related to the progress of a proposed development on a car park site in Queen Street, Chatham. At a meeting held on 8 June 2022, the Children and Young People Overview and Scrutiny Committee agreed to support the recommendations that had been made by the Business Support Overview and Scrutiny Committee.</p>	<p>23 August 2022</p>
<p>Revenue Budget Monitoring Round 1 2022/2023</p> <p>This report will set out the latest monitoring position.</p>	<p>23 August 2022</p> <p>(On the BSO&S work programme for 25 August).</p>
<p>Council Strategy Refresh - 2023/24</p> <p>This report will provide details of the Council Strategy for 2023/24. This report will be considered by the Business Support Overview and Scrutiny Committee on 25 August 2022. The Council Strategy will be referred to the next meeting of Full Council for consideration and decision.</p>	<p>20 September 2022</p> <p>(On the BSO&S work programme for 25 August).</p>
<p>Financial Outlook 2023/2024</p> <p>This report will set out the financial pressures projected by the Council's services alongside projections of the</p>	<p>20 September 2022</p>

Title of Decision	Anticipated Decision Date
Council's income streams insofar as they impact the 2023/24 budget.	
<p>Treasury Management Outturn 26 Jul 2022</p> <p>This report will provide an overview of treasury management activity for 2021/22. This report will be considered by the Audit Committee.</p>	20 September 2022
<p>Kyndi - Six Monthly Report and Business Plan Progress Update</p> <p>This report will set out details of performance for the latest monitoring period for Kyndi Ltd.</p>	18 October 2022
<p>Capital Budget Monitoring Round 2 - 2022/23</p> <p>This report will set out the latest monitoring position.</p>	<p>15 November 2022</p> <p>(On the BSO&S work programme for 24 November).</p>
<p>Capital Strategy 2023-24</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>	15 November 2022
<p>Council Plan Performance Monitoring and Risk Register Review Quarter 2 2022/23</p> <p>This report will provide details of Quarter 2 performance for 2022/23 against the priorities set out in the Council Plan and will bring forward the latest risk management review.</p>	<p>15 November 2022</p> <p>(On the BSO&S work programme for 24 November).</p>
<p>Draft Capital and Revenue Budgets 2023/24</p> <p>This report will provide details of the initial budget proposals for 2023/24 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 26 January 2023 and the Committee will send any comments and recommendations to Cabinet on 7 February 2023 for consideration alongside the budget proposals. Full</p>	<p>15 November 2022</p> <p>(On the BSO&S work programme for 24 November).</p>

Title of Decision	Anticipated Decision Date
Council will be asked to consider and approve the final budget proposals on 23 February 2023.	
Revenue Budget Monitoring Round 2 - 2022/23 This report will set out the latest monitoring position.	15 November 2022 (On the BSO&S work programme for 24 November).

5. The Co-ordinating Role of the Business Support Overview and Scrutiny Committee

- 5.1 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 (Constitution, Chapter 4 – Rules – paragraph 22.2 (xxiii)).
- 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.
- 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 implications arising from this report. Should the proposal for Regeneration, Culture and Environment Overview and Scrutiny Committee to received update reports on Medway Norse be agreed, this would be subject to a change in the Committee's terms of reference within the Council's Constitution.

7. Recommendations

7.1 Members are asked to:

- a) agree the Committee's work programme at Appendix 1, subject to the following amendments:
- (i) the addition of an item on document retention under the date to be determined section;
 - (ii) the addition of a provisional item on the annual staff survey under the date to be determined section, subject to Members'

- consideration of the results of the most recent staff survey on hybrid working;
- (iii) the programming of an annual strategic report on Medway Norse at the most appropriate meeting and the recommendation to the Regeneration, Culture and Environment Overview and Scrutiny Committee that it programmes an annual operational Medway Norse report, subject to any necessary amendments to its terms of reference.
- b) note the work programmes of the other overview and scrutiny committees at 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