



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

**24 NOVEMBER 2022**

### **WORK PROGRAMME**

Report from: Wayne Hemingway, Head of Democratic Services

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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 24 October attended by the Chairman and Opposition Spokesperson.
  - 3.2 Following on from previous discussions on the Council's risk registers, it was confirmed that this committee should receive the risk register for the Business Support directorate for information and an item on this appears elsewhere on the agenda for this meeting.

## 4. Forward Plan

- 4.1 The latest Forward Plan of Cabinet decisions was published on 14 November 2022.

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=446&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>
<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>	13 December 2022
<p>Treasury Management Mid-Year Review Report 2022/23</p> <p>This report will set out the mid-year review of the Treasury Management Strategy, in accordance with the Chartered Institute of Public Finance Accountancy (CIPFA) Code of Practice. This report was considered by the Audit Committee on 3 November 2022. Following consideration by the Cabinet, it will be considered by full Council on 19 January 2023.</p>	13 December 2022
<p>Gateway 1 Procurement Commencement - HRA Repairs Retender</p> <p>This report will seek Cabinet approval to commence the procurement of the Housing Revenue Account (HRA) repairs contract.</p>	10 January 2023
<p>Medway Norse - Six Month 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 (July 2022). It will be accompanied by an update on the Joint Venture's achievements and financial performance prepared by the Partnership Director.</p>	10 January 2023  (Annual strategic report on the BSO&S work programme for 25 January).

<b>Title of Decision</b>	<b>Anticipated Decision Date</b>
<p>Capital and Revenue Budgets 2023/24</p> <p>This report will set out the proposals for the 2023/24 capital and revenue budgets, including the comments of the Overview and Scrutiny Committees. The Cabinet will be asked to make recommendations to Council on 23 February 2023 for final consideration and approval.</p>	7 February 2023
<p>Capital Budget Monitoring Round 3 2022/23</p> <p>This report will set out the latest monitoring position.</p>	7 February 2023  (On the BSO&S work programme for 30 March).
<p>Council Plan Performance Monitoring and Risk Register Review Quarter 3 2022/23</p> <p>This report will provide details of Quarter 3 performance for 2022/23 against the priorities set out in the Council Plan and will bring forward the latest risk management review.</p>	7 February 2023  (On the BSO&S work programme for 30 March).
<p>Council Tax Reduction Scheme</p> <p>This report will seek the Cabinet's views on the Council Tax Reduction Scheme for 2023/2024 prior to final consideration and approval at Full Council on 23 February 2023.</p>	7 February 2023
<p>Housing Revenue Account Capital and Revenue Budgets</p> <p>This report will present the Housing Revenue Account (HRA) capital and revenue budgets for 2023/24 and provides details of proposed rent and service charges levels for 2023/24, including the comments of the Business Support Overview and Scrutiny Committee, which is scheduled to consider this report on 26 January 2023. The Cabinet's recommendations on this report will be referred to Council on 23 February 2023 for consideration and final approval.</p>	7 February 2023  (On the BSO&S work programme for 25 January).
<p>Medway Council Plan</p>	7 February 2023

<b>Title of Decision</b>	<b>Anticipated Decision Date</b>
<p>This report will provide details of the Council Plan for 2022/23. This report will be considered by the Business Support Overview and Scrutiny Committee on 26 January 2022. The Council Plan will be referred to Full Council for consideration and decision on 23 February 2023.</p>	<p>(On the BSO&amp;S work programme for 25 January).</p>
<p>Revenue Budget Monitoring Round 3 2022/23</p> <p>This report will set out the latest monitoring position.</p>	<p>7 February 2023</p> <p>(On the BSO&amp;S work programme for 30 March).</p>
<p>Risk Strategy and Risk Plan 2023/24</p> <p>This report will provide details of the Council's Risk Strategy and Plan. This report is due to be considered by the Audit Committee on 10 January 2023 and is due to be considered by the Business Support Overview and Scrutiny Committee on 26 January 2023.</p>	<p>7 February 2023</p> <p>(On the BSO&amp;S work programme for 26 January).</p>
<p>Treasury Management Strategy</p> <p>This report will provide details of the Treasury Management Strategy 2023/24, following initial consideration by the Audit Committee on 10 January 2023. The Cabinet will be asked to make a recommendation to Council on 19 January 2023 for final consideration and approval.</p>	<p>7 February 2023</p>
<p>Discretionary Council Tax Relief</p> <p>This report will request Cabinet approval of the discretionary Council Tax Relief Policy for Care Leavers for the period 1 April 2023 to 31 March 2024. The report will also request approval of Council Tax Discretionary Relief Policy changes which will take effect from 1 April 2023.</p>	<p>7 March 2023</p>

## 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 or legal implications arising from this report.

## 7. Recommendations

- 7.1 Members are asked to:
- a) agree the committee's work programme at Appendix 1; and
  - 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