



BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

25 JANUARY 2023

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 remainder of 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 5 January attended by the Chairman, Vice-Chairman and Opposition Spokesperson.
 - 3.2 At the meeting, it was advised that the review of the Council's risk strategy and risk plan was ongoing and would not be considered by the Audit Committee until its meeting on 16 March. It had therefore been necessary to amend the BSO&S work programme to move it from this meeting to 30 March. It would then be considered by Cabinet on 4 April.

3.3 There was a discussion about the Committee’s work programme for 2023/24 and it was suggested that the structure and content of the work programme be considered at the next agenda planning meeting and reported to the Committee on 30 March for consideration. This would include a review of the items currently listed under ‘Date to be Determined’ as well as any outstanding actions and would serve as a handover report to the new Committee.

4. Forward Plan

4.1 The latest Forward Plan of Cabinet decisions was published on 9 January 2023.

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=448&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>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>	<p>7 February 2023</p> <p>(On the BSO&S work programme for 25 January).</p>
<p>Capital 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&S work programme for 30 March).</p>
<p>Contract Procedure Rules</p> <p>This report will detail proposed changes to the Council’s Contract Procedure Rules. The report is also due to be considered by the Audit Committee on 10 January 2023, the Business Support Overview and Scrutiny Committee on 25 January 2023 and Full Council on 23 February 2023.</p>	<p>7 February 2023</p> <p>(On the BSO&S work programme for 25 January).</p>
<p>Council Plan Performance Monitoring and Risk Register Review Quarter 3 2022/23</p>	<p>7 February 2023</p>

Title of Decision	Anticipated Decision Date
<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>	<p>(On the BSO&S work programme for 30 March).</p>
<p>Council Tax Reduction Scheme and Discretionary Relief</p> <p>This report will seek the Cabinet's views on the Council Tax Reduction Scheme and Discretionary Relief for 2023/2024 prior to final consideration and approval at Full Council on 23 February 2023.</p>	<p>7 February 2023</p>
<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 25 January 2023. The Cabinet's recommendations on this report will be referred to Council on 23 February 2023 for consideration and final approval.</p>	<p>7 February 2023</p> <p>(On the BSO&S work programme for 25 January).</p>
<p>Medway Council Plan</p> <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 25 January 2022. The Council Plan will be referred to Full Council for consideration and decision on 23 February 2023.</p>	<p>7 February 2023</p> <p>(On the BSO&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&S work programme for 30 March).</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</p>	<p>7 February 2023</p>

Title of Decision	Anticipated Decision Date
2023. The Cabinet will be asked to make a recommendation to Council on 19 January 2023 for final consideration and approval.	
<p>Risk Strategy and Risk Plan 2023/24</p> <p>This report will provide details of the Council's Risk Strategy and Plan.</p>	<p>4 April 2023</p> <p>(On the BSO&S work programme for 30 March).</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