

Medway Council
Meeting of Business Support Overview and Scrutiny
Committee

Wednesday, 25 January 2023

6.00pm to 10.13pm

Record of the meeting

Subject to approval as an accurate record at the next meeting of this committee

Present: Councillors: Buckwell (Chairman), Tejan (Vice-Chairman), Clarke, Curry, Johnson, Khan, Maple, Murray, Opara, Rupert Turpin and Wildey

In Attendance: Samantha Beck-Farley, Chief Organisational Culture Officer
Katey Durkin, Chief Finance Officer
Mark Breathwick, Head of Strategic Housing
Michael Kelly, Head of Category Management
Andrew Mann, Partnership Director, Medway Norse
Councillor Tristan Osborne
Teri Reynolds, Democratic Services Officer

569 Apologies for absence

Apologies for absence had been received from Councillors Etheridge and Williams.

570 Record of meeting

The record of the meeting of the Committee held on 24 November 2022 was agreed and signed by the Chairman as correct.

571 Urgent matters by reason of special circumstances

There were none.

572 Disclosable Pecuniary Interests or Other Significant Interests and Whipping

Disclosable pecuniary interests

There were none.

Business Support Overview and Scrutiny Committee, 25 January 2023

Other significant interests (OSIs)

There were none.

Other interests

Councillor Johnson declared an interest in item 5, the Medway Norse Strategic Update and Member's Item, as he was an allotment holder.

Councillor Tejan declared an interest in item 7, Housing and Revenue Account Capital and Revenue Budgets 2023/24, as he was a Director of a service provider.

573 Medway Norse Strategic Update and Member's Item

Discussion:

The Committee considered a report on the performance of the Joint Venture (JV) from the perspective of the Council client for the 2021/22 financial year. It was accompanied by an update on the Joint Venture's achievements and financial performance prepared by the Partnership Director at Medway Norse.

The report also set out responses to issues raised by Councillor Osborne, who had requested a Members' Item on Medway Norse. Councillor Osborne was in attendance to introduce the issues he had raised.

Following an introduction of the report from the Partnership Director, Councillor Osborne said that he considered this JV model had been largely successful, but raised the following questions to which the Partnership Director responded:

- **Was there a signed contract between the Council and Medway Norse?:**
There was a signed contract; the core contract had been set up in 2013 and an extension arrangement from 31 May 2023 was in place.
- **Why did Cabinet Members sit on the Medway Norse Board, when the Auditors were not in favour of this arrangement? How did his compare with other areas of the Country in which Norse operated?:**
From a Norse Group perspective, the way in which the partnership was set up was typical of all its JVs. Norse Group considered the Medway partnership arrangement to be one of the better ones as it facilitated a two-way exchange of information. The Partnership Director said that he was satisfied that the arrangement worked effectively.
- **How successful had Medway Norse been in generating business with organisations other than the Council?:**
Although commercial operations were strong and activity had been growing, this had been on hold due to the pandemic. It was the intention to continue to pursue this vision as the workforce stabilised. It was recognised that at present there was too much reliance on sub-contracting and the aim was to grow the workforce to provide services directly.

Business Support Overview and Scrutiny Committee, 25 January 2023

- **Were minutes of Medway Norse Board meetings published in which, for example, changes in staffing numbers were recorded?:**

Minutes of the Liaison Board were accessible by officers. The Board minutes were also available to Cabinet Members.

- **Why were a number of free-standing bins missing and were any other services missing? Did this show that the contract was not being sufficiently monitored?:**

Medway Council officers were currently undertaking audits of bin infrastructure and their report should be completed by the end of the current financial year. Medway Norse emptied all bins that were available and reported damaged bins. It also replaced bins when requested to do so. Currently the list of bins was the one in place when the contract transferred from Veolia to Norse at the end of 2019 and there remained some uncertainty. However, as a result of the current audit work, there would be a definitive register of bins with a QR code going forward.

- **Could more information be provided on the reduction in staff numbers?:**

Over the course of the 10-year contact, there had been efficiencies and restructuring at the supervisory level. At the service delivery level there had not been any reduction in staff levels, although there were vacancies that were covered by agency staff. It was noted that staff levels included schools and therefore there were fluctuations as schools contacts started or finished. Many schools which had ended their contract with Norse were in the process of returning.

- **Committee members raised the following additional issues which the Partnership Director responded to:**

Was the accurate number of bins known?:

Bin numbers had previously been recorded by Veolia and these had been provided to Medway Norse, but it was clear that this information had not been as comprehensive as it might have been.

- **Was there the capacity and commercial desire for Medway Norse to take on other waste contacts within Kent?:**

Norse Group was very active and is seeking to expand into different areas but the challenge for expanding the waste operations was the size and scale of sites.

- **How was increased staff turnover being addressed?:**

Attracting staff was a challenge due to the availability of higher rates of pay elsewhere although staff retention in grounds greenspace and waste teams was good as staff valued the job security. Norse had reacted quickly when the driver crisis happened and had agreed to pay market rates. The areas that did suffer high staff turnover were the part-time hours roles. For example, cleaning staff were attracted by other roles with increased pay without an increase in working hours. Also, increased pay rates locally for minibus drivers had created a challenge.

Business Support Overview and Scrutiny Committee, 25 January 2023

- **Was the sign shop operating effectively?:**
There had been some confusion caused by a breakdown in communications at the time of the TUPE transfer of the service but these had been overcome and the sign shop was now functioning effectively.
- **Were there occasions where experts specialists had to be brought in for some services under the contract, for example in the Theatres?:**
The Partnership Director undertook to provide a response outside the meeting.
- **What data was collected during contract monitoring and who was this reported to? Were revised KPIs suggested by Medway Norse or by the Council?:**
The three main areas within the contract that were monitored, were green spaces, the waste contract, and facilities management. Each area had its own Council driven KPIs, and monthly meetings were held with lead officers to discuss these. In line with the two-way communications facilitated by partnership working, revised KPIs were suggested by both Medway Norse and the Council.
- **Further clarity was sought on the KPIs for facilities management:**
These related to the format of reporting of response times and satisfaction levels. Medway Norse was working with the Council's compliance team so that the Council's building managers had the information they needed. For Gun Wharf, Medway Norse were responsible for the management of the building.
- **How often were buildings conditions survey carried out? Could a situation similar to the collapsed ceiling at Splashes happen again?:**
Baseline condition surveys of properties were carried out on behalf of the Council around 10 years ago and these were now being revisited. Issues would be rated Red, Amber or Green and any health and safety concerns would be addressed. Concern was expressed by Members about the level of funding available for the repair and maintenance of buildings.
- **How often were routine inspections of play equipment carried out as delays in repairs had been noted?:**
A number of components were currently on long delivery times and better communication was needed to explain to residents why play equipment was not being repaired as quickly as it should be.
- **Does the capacity for bulky waste collections need to be increased to reduce the current wait times?:**
Medway Norse was contractually obliged to carry out 55 such collections a day but did not take any income from this service. To deliver more, additional vehicles and crews would be needed.

Business Support Overview and Scrutiny Committee, 25 January 2023

- **What was the process for identifying contacts that Medway Norse might be interested in taking on?:**

A central Norse team was responsible for this and tended to look for contacts of at least three years. Contracts were currently being won with schools within Medway.

- **Were the efforts to raise the profile of greenspaces within Medway a Medway Norse initiative or was it in conjunction with the Council?:**

This was a joint effort and Norse was part funding a dedicated communications officer post.

- **Could Medway Norse have a role in maintaining a healthy tree stock, possibly under the Urban Tree Challenge Fund?:**

Whenever a tree was planted by Norse, three years funding was included for watering. Funding was limited but Medway Norse would do all it could within available resources to maximise tree planting.

- **Further clarification was sought on Medway Norse profits and rebates to the Council:**

The KPI table within the report related to Medway Norse's operating budget so did include commercial activity. The terminology within the contract related to the 50% of profit generated by Medway Norse which was passed to Medway Council as a rebate. This had grown incrementally over the past six years. The Partnership Director said he would provide further clarity outside the meeting on the profit figure of £1.33 million for 2020/21 referred to in the report, compared to the accounts filed with Companies House.

- **Why was compost no longer provided to allotment holders:**

As a waste carrier, Norse must comply with legislation and the licence under which Norse operated did not permit this.

Decision:

The Committee:

1. Noted the contents of this report and its Appendices.
2. Noted the officer's comments provided in response to the Member's item.
3. Requested that a copy of the existing contact between Medway Norse and Medway Council be circulated to all Members of the Council, in light of the suggestion that there may be changes to key performance indicators.
4. Noted the insufficiency of the current building repair and maintenance funding model and the delayed building stock surveys and requested a further report on progress to bring the Council's building stock up to standard.

574 Contract Procedure Rules

Discussion:

The Head of Category Management introduced the report which set out a proposed updated set of Contract Procedure Rules to replace those set out at Chapter 4, Part 7 of Medway Council's Constitution. The revised suite simplified terminology used for better end user engagement, improved accountability across the various layers of the organisation and updated thresholds at which procurement board level governance would apply to procurement activity, which would only apply to projects valued equal to or greater than activities that would be subject to the Public Contracts Regulations 2015 for Goods/Services and the Light Touch Regime, or £500k for works projects.

Members then raised a number of questions and comments, which included:

- **Information governance issues** – reference was made to two cases where there had been issues with information governance and officers were looking into these incidents to identify any learning that could be made. It was suggested that an update on this work be provided to the next meeting of this Committee.
- **Recurring contract transactions** – in response to a question about how the Council safeguard against tenderers who repeatedly fall just under the threshold for contract value limit with multiple contracts, it was confirmed that the Category Management team approve all new suppliers onto the Finance Management system and periodically ask for a report detailing if any officers have breached their original request.
- **Climate change** – reference was made to section 4.2 of the report, which did not include climate change as a listed benefit from the rules. In response officers confirmed that social value was referred to at that part of the report, which included climate change as one of the five elements that underpinned social value, however, undertook to review the section to ensure a more explicit reference to climate change.
- **Criminal Records Bureau checks (Disclosure Barring Services – DBS)** – in relation to the DBS check reference within the Contract Procedure Rules at Appendix 1, a suggestion was made that all elected Members should be subject to DBS checks, particularly given their role as Corporate Parents. Officers explained that previous rule changes had removed the legal requirement for all Councillors to be automatically subjected to DBS checks but could investigate the legalities and practicalities of introducing DBS checks for all Members following the next local elections in May 2023.

Business Support Overview and Scrutiny Committee, 25 January 2023

Decision:

The Committee:

- a) noted the comments of the Audit Committee on the draft revised Contract Procedure Rules set out in Appendix 2 to the report;
- b) reviewed and provided comments on the draft revised Contract Procedure Rules, and recommended their approval to Full Council, after consideration by Cabinet; and
- c) recommended Cabinet to instruct officers to explore the benefits and requirements of Elected Members having a DBS check, given their role as Corporate Parents and that this be considered for all Members in the next municipal year.

575 Housing and Revenue Account Capital and Revenue Budgets 2023/24

Discussion:

The Committee considered a report presenting the Housing Revenue Account (HRA) capital and revenue budgets for 2023/24 which provided details of proposed rent and service charge levels for 2023/24. It also contained the latest revised forecasts of the HRA Business Plan.

In introducing the report, the Head of Strategic Housing referred to the proposed 7% increase in rent; the challenges around rent arrears and void turnaround times; and the intended uplift in the repairs and maintenance contract due to inflation.

Members raised a number of questions and comments which were responded to by the Head of Strategic Housing as follows:

- **Implications of the 7% rent increase, particularly on the most vulnerable residents:** The officer said that last year the authority had set a rent level below the cap based on the low CPR rate. This year's increase of 7% was considered prudent in light of current challenges. This increase would impact on residents and housing officers liaised with colleagues in the Revenues and Benefits team to support residents in managing their finances. Consideration would be given to increasing that officer team to ensure the required level of resident support could be maintained. Opportunities to explore further partnerships with the voluntary and community sector would also be explored. The officer said that he would give further thought to the point raised that those on Universal Credit would be disproportionately impacted by the rent increase.
- **Why had there been such a steep increase in rent arrears?:** The officer explained that the figure of £602,000 in the report was a combination of

Business Support Overview and Scrutiny Committee, 25 January 2023

existing and former tenant arrears, i.e. bad debt. He agreed to provide a more detailed breakdown outside the meeting.

- **Repairs and maintenance contract:** The officer said that the structure of this contract with Mears was under consideration to make sure that service delivery can be safeguarded. Work on the re-tendering of the contract, which would expiry in September 2024, had already commenced. Feedback from residents showed that satisfaction levels with repairs remained good. In response to a question on the flexibility to use local SMEs for repairs and maintenance, the officer said that the proposed new structure of the contract did allow for a range of providers particularly where specialist work was required. Feedback had showed that residents were not in favour of such work being sub-contracted by the main contractor. A contractor engagement day had attracted some local businesses.
- **What plans were in place to address the number of void properties?:** The officer advised that, due to labour shortages, the focus for repairs and maintenance needed to be focused on occupied properties. However, it had been made clear to Mears that improvements in respect of repairs to void properties needed to be made so that they could be re-let.
- **Major estate regeneration/joint ventures:** Asked where these was planned, the officer said that options were being appraised but he was not in a position to discuss these in a public forum at this stage. Members were pleased to note that the Council remained open to any opportunities for joint ventures that might arise and urged developers come forward for discussions.
- **Review of the Business Plan:** The officer advised that the Business Plan was reviewed at least annually and agreed that more regular reviews may be required where decisions were being taken around increased borrowing and development.
- **Were existing budgets sufficient to deal with mould in the Council's HRA stock? Were residents provided with advice and guidance on how to reduce mould?** The officer said that Medway's current price per property included a requirement for Mears to undertake a number of repairs including damp and mould. An analysis of the new contract was that there were sufficient funds within the contract to continue to absorb those costs. Envirovent was installed when replacing a kitchen or bathroom to improve ventilation. The Council continually looked at ventilation in properties and replaced any ventilation units that were not working properly. In addition, advice was provided to residents to increase their understanding of the need to ventilate their homes. Landlords also had a responsibility to make sure their properties were as efficient as possible. Proactive steps were being taken to identify the poorest performing properties in terms of energy efficiency.

Business Support Overview and Scrutiny Committee, 25 January 2023

Asked if there was a regular programme for visiting properties to check if they were up to standard, the officer said that gas safety inspections were carried out every year and the Council was working with Mears to broaden this annual inspection to cover other issues. Work was also in hand to maximise the benefits of any home visits that took place by Council officers so that they looked beyond the principal reason for their visit.

- **What percentage of the Council's HRA stock have prepayment meters?** The number of Council properties with prepayments meters would be established and provided to Members.
- **Why was the number of void properties increasing?:** The officer said that two issues which had impacted on the number of void properties were the pandemic and the lack of labour. At present much of the work on void properties was subcontracted by Mears. This was an area which needed to improve. Asked for a breakdown of the type of properties that were voids, the officer said there were currently between 65 and 70 void properties, the majority of which were flats and bedsits rather than houses. In response to a question on whether there were Key Performance Indicators (KPIs) for how long Mears should take to bring void properties up to standard, Members were advised that although KPIs were in place, one of the shortcomings of the current contract was that there were very few ways in which the authority could penalise Mears for poor performance. This would be addressed in the new contract. Mears had expressed confidence that the position with regard to voids would be improved by the end of March.
- **MHS/ Council joint tenders:** The officer said that conversations were taking pace with MHS to explore opportunities.
- **Household support grant:** Asked how many tenants had applied for this support, the officer said that he would respond outside the meeting.
- **Payment of rent direct to the landlord:** The officer confirmed that such alternative payment arrangements could be made where it was requested by residents in receipt of universal credit.

Decision:

1. The Committee recommended the following to the Cabinet:
 - a) A proposed social rent increase of 7% as per the cap set by the Government for year 2023/24 (which is below the allowed CPI of 10.1 plus 1%) for the social rent housing stock as set out in Appendix A (based on 52 collection weeks) with effect from 03 April 2023. All new tenancies issued during 2023/24, to be set at either the formula rent or rent cap for social rent dwellings, whichever is lower.

Business Support Overview and Scrutiny Committee, 25 January 2023

- b) A proposed affordable rent increase of lower of LHA rate or 7% (which is below the allowed CPI of 10.1 plus 1%) for the affordable rent properties as set out in Appendix B (based on 52 collection weeks) with effect from 03 April 2023. All new tenancies during 2023/24 to be set at either 80% of market rent or the LHA rate for affordable rent dwellings, whichever is lower.
 - c) A proposed rent increase of 10% to be applied to all garage tenure types with effect from 03 April 2023 as stated in section 4.
 - d) That the service charges increases/decreases as set out in Appendix C of the report for 2024/23 be approved.
 - e) That a 50% rebate on the increase from 2022/23 electricity and gas service charges to be issued to the tenants affected by those increases set out in recommendation D.
 - f) That the revenue budget for the HRA service for 2023/24 as per Appendix D be approved.
 - g) That the proposed new budget of £8.25m (as set out in section 8.5.3 & 8.5.4 which is £2.5m for new purchases, £0.5m for Phase 4 and £5.25m for Phase 6 budgets).
 - h) A virement of remaining budget (approximately £0.3m) from Phase 4 to Phase 5 new build programme budget be approved.
 - i) That the provision for the estimated repayment of debt based on annuity-based payment of £0.358m, on the HRA's outstanding debt for 2023/24 be approved.
 - j) That an estimated repayment of £0.5m of debt from 1-4-1 RTB receipts capital (as explained in section 11.1) on the HRA's outstanding debt for 2023/24 be approved.
 - k) To delegate authority to the Director of Place and Deputy Chief Executive to agree weekly rental values presented by the Head of Housing for any in-year completed HRA acquisitions and/or new builds during 23/24.
 - l) That Members approve the revised 30-year HRA Business Plan model as attached at Appendix E.
2. The Committee also agreed to scrutinise the HRA Business Plan on a six-monthly basis, rather than annually.

576 Draft Capital and Revenue Budget 2023/24

Discussion:

The Chief Finance Officer said that the previous report considered by the Committee on 25 November 2022 had been written prior to the Chancellor of Exchequer's autumn statement.

Appendix 5 of the report outlined the discussions held at the other Overview and Scrutiny Committee's on the draft budget.

Appendix 6 of the report was the Local finance settlement report to Cabinet. This was more favourable than had been anticipated and as a result the budget deficit would be smaller than expected.

Members raised a number of issues which were responded to by the Chief Finance Officer as follows:

- **Uncertainty over the social care budget:** Concerns were expressed about assumptions that had been made in the budget process. The officer responded that in the Chancellor's autumn statement and the provisional settlement, the Government had not been clear about which element of the adult social care reforms were being deferred. The absence of the charging reform element implied that this was the deferred element. Although there was certainty about the flexibility to increase Council Tax by the 2% adult social care precept, it remained necessary to make some funding assumptions so there would continue to be an element of uncertainty and risk until the final settlement was published.
- **High needs block/safety valve programme:** Asked for an update, the officer said that there had been some clarity as the Minister had confirmed £17,000,000 of revenue funding and £8,000,000 SEND capital funding in principle. This was backed by a deficit recovery plan which would return the high needs block to a breakeven point by 2025/26. The statutory override which allowed the Council to have the reserve in a deficit position had been extended for another 3 years which would cover the deficit recovery period.
- **Savings and efficiencies identified by Directorates:** Asked how satisfied the Finance Team were, in building the budget, that these identified efficiencies were reasonable, two examples being the predicted increased capacity of Aut Even and the Old Vicarage, the officer said that the budget was a set of estimates based on projections of placement numbers and predicted costs which made it precarious to a degree. The calculations of the assumptions that underpinned the changes that had been put into the budget had been made through close working between the services and Finance Team and the logic had been tested by senior Members and officers and by Finance Managers. The identified savings were more proportionate in terms of risk and demand than in previous years.

Business Support Overview and Scrutiny Committee, 25 January 2023

- **Update on Cornwallis School:** The officer advised that further information would be within the round 3 capital budget monitoring report. The anticipated opening of the school was in 2024/25.
- **Assumptions on Legal Services savings:** Asked about the increase in the cost of the service, the officer said that this service was a pressure in the current year as it had been necessary to use locum staff to cover vacant posts in the permanent establishment, however the budget for Legal Services for 2023/24 remained unchanged from 2022/23 in the Draft Budget.
- **Prudential borrowing for the capital programme:** Asked how the debt was being serviced, particularly the £1,600,000 in relation to Splashes, the officer said that in the current year, there was a budget of £12,300,000 for the cost of interest and financing. The Draft Budget reflected pressure from the growth of the programme (including the Splashes addition) and the increased interest rates, increasing the budget requirement by c£8m.
- **The Government's levelling up process:** Concern was expressed about the amount of officer time that had been spent on this process where it later transpired that there was no chance of success, for example in relation to Gillingham and Innovation Park Medway. The officer said that the Council continued to lobby Government for longer term settlements with less competitive processes.
- **Risk management rating:** Reference was made to the risk rating in the report that there was a high likelihood that there would be a failure to deliver a balanced budget. The officer said that prior to the Chancellor's statement and in the absence of any Government guidance, this had been correct given the scale of the budget gap. However, the report to Cabinet would include a smaller gap and therefore would almost certainly include a lower risk management rating.

Decision:

1. The Committee noted that Cabinet had instructed officers to continue to work with Portfolio Holders in formulating robust proposals to balance the budget for 2023/24.
2. The Committee commented on the proposals outlined in the draft capital and revenue budgets in so far as they relate to the services within the remit of this committee. It considered the comments from the individual Overview and Scrutiny Committees, as set out in Appendix 5, and forwarded them to Cabinet, contributing to the overall comments that the Committee fed back to Cabinet on behalf of the other O&S Committees.

577 Council Plan Refresh 2023/24

Discussion:

The Chief Organisational Culture Officer introduced the report which presented the annual refresh of the Council Plan and proposed what measures and targets should be used to track performance against the Council's key priorities for 2023/24.

She also explained that since the report had been published, the Department for Education had discontinued one of the measures which related to the percentage achievement gap at Early Years Foundation Stage Profile between the lowest attaining 20 % of children and the mean (code CASEIYFS Gap). Data had not been available since 2018/19 due to the pandemic and officers therefore proposed that the measure be removed. Officers confirmed that data relating to the percentage of different groups of children achieving "a good level of development", dependent on characteristics such as Identified SEN, Ethnicity, FSM, would continue and would be reports in the Council's annual schools' report.

Members then raised a number of questions and comments, which included:

- Excess weight in children (PH14 and PH15) – comment was made that despite officers' focus on this target, it remained stubbornly red and that a wider strategic approach and investment into resourcing this area of work was vital to see improvements made.
- Children Social Care - reference was made to the suite of measures relating to children's social care and that the issues regarding staff shortages put the improvement journey at real risk of progression. ILAC7 and ILAC7(N) were also referred to as being tricky measures but essential to the overall improvement journey. In response the officer explained that ILACS7 reduction was to provide an ambitious but more realistic target for 2023/24 by changing the target from 80% to 50% and the proposed removal of ILAC7(N) provided an opportunity for the organisation to focus on the one more meaningful target, as both were measuring the same thing but in a different way, which was causing confusion.
- Number of maintained primary schools that are good or better – it was being proposed that this measure be removed due to so many schools no longer being maintained by the Local Authority. Concern was raised about this change and it was considered that instead it should be a measure that covered all schools, including academies, reflecting the Council's role in school improvement generally.
- Smoking at time of delivery (PH16) – it was suggested this target should be revisited to be more ambitious.
- Missing areas – comment was made that there should be measures on the following priorities which were important for Medway; Child Friendly

Business Support Overview and Scrutiny Committee, 25 January 2023

Medway, climate change, digital enablement and health inequalities. Officers confirmed that the next look at the Council Plan, for 2024/25, would be a complete rewrite rather than a refresh, which would look at areas such as these and would include a fundamental new approach to performance monitoring which would move to a greater focus on output.

- Average journey time (NI 167) – it was considered this measure needed reviewing further as lived experience was that congestion was high in Medway and did not reflect current medway, particularly given the measure was established in 2011.
- Role of Chief Organisational Culture officer in performance – in response to a question about the role of this post in relation to performance, particular for measures that are performing poorly, it was explained that dialogue across directorates and CMT was key in ensuring targets are aspirational but achievable. The next refresh for the 2024/25 plan, would provide an opportunity to transform how performance is managed across the organisation.
- The Chief Organisational Culture Officer undertook to feed the comments back to relevant officers and confirmed that consultation on the refresh had been conducted with officers and had been considered at Corporate Management Team.

Decision:

1. The Committee commented on the refreshed Council Plan measures as shown in Appendix 1.
2. The Committee noted that those Council Plan measures still awaiting a proposed target, would be further considered by the Corporate Management Team and that Full Council would be asked to delegate authority to the Chief Executive, in consultation with the Portfolio Holder for Resources, to agree the final measures.

578 Work programme

Discussion:

The Committee considered a report setting out its current work programme and those of the other overview and scrutiny committees.

There was support for the idea proposed at the agenda planning meeting that the final work programme report of the municipal year should include a review of last four years, including the structure and content of the work programme, an update on Task Groups and any outstanding matters and actions, to serve as a handover document to the new Committee after the elections. It was suggested that the other overview and scrutiny committees be recommended to consider this idea.

Business Support Overview and Scrutiny Committee, 25 January 2023

Members noted that this would have been the last meeting of the Committee clerked by Stephen Platt, Democratic Services Officer and thanked him for his support to the Committee and wished him well in his retirement.

Decision:

The Committee:

- a) agreed the committee's work programme at Appendix 1 to the report;
- b) noted the work programmes of the other overview and scrutiny committees at Appendix 2 to the report; and
- c) recommended to the other Overview and Scrutiny Committees that they consider including in their next work programme report a review of last four years, including the structure and content of the work programme, an update on Task Groups and any outstanding matters and actions, to serve as a handover document to the new Committee after the elections.

Chairman

Date:

Steve Platt, Democratic Services Officer

Telephone: 01634 332011

Email: democratic.services@medway.gov.uk

This page is intentionally left blank