

**Strategic Leadership & Corporate Services Overview and Scrutiny Committee**

**Future Work Programme 2014/15**

<b>Meeting Date</b>	<b>Agenda Items</b>	<b>Details and desired outcome</b>	<b>Report Author / Possible Witnesses</b>
10 June 2014	<ul style="list-style-type: none"> <li>Election of Chairman and Vice-Chairman</li> <li>Work programming workshop</li> </ul>	<ul style="list-style-type: none"> <li>Appoint Chairman and Vice-Chairman for 2014/15</li> <li>Ascertain work plan for the year and select and develop review topics focusing on achievable outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Christian Scade</li> </ul>
7 July 2014	<ul style="list-style-type: none"> <li><u>MKIP Update</u></li> </ul>	<ul style="list-style-type: none"> <li>Co-located simultaneous meeting with Tunbridge Wells BC and Swale BC to consider options for scrutiny review.</li> </ul>	<ul style="list-style-type: none"> <li>Paul Taylor / Jane Clarke / Alison Broom / William Benson</li> </ul>
8 July 2014	<ul style="list-style-type: none"> <li>Use of Revenue Underspend</li> <li>Discretionary Housing Payments</li> <li>Q 4 / End of Year Complaints Report</li> <li><u>Local Council Tax Support Scheme</u> – Options for (a) 2015/16 and (b) beyond.</li> </ul>	<ul style="list-style-type: none"> <li>Requested by Committee in May 2014</li> <li>Pre-decision scrutiny before July Cabinet</li> <li>Quarterly Report</li> <li>A topic for scrutiny review. An initial report will be needed in July to set the scene and to consider options for scrutiny involvement moving forwards.</li> </ul>	<ul style="list-style-type: none"> <li>Paul Riley</li> <li>Steve McGinnes</li> <li>Sam Bailey / Angela Woodhouse</li> <li>Steve McGinnes</li> </ul>
5 August 2014	<ul style="list-style-type: none"> <li>Annual Performance Report</li> <li>Cabinet Member Priorities for 2014/15 (Leader of the Council and Cabinet Member for Corporate Services)</li> <li>Capital Programme Update 2014-15</li> </ul>	<ul style="list-style-type: none"> <li>Annual Report and KPI Targets for 2014/17</li> <li>A written report, of no more than one side of A4, was requested by Committee in June, as an information item.</li> <li>Subject to the work of the budget working group (see notes below) this would be an opportunity for a general update and on recommendations made by scrutiny as</li> </ul>	<ul style="list-style-type: none"> <li>Clare Wood</li> <li>Cllr Blackmore and Cllr McLoughlin</li> <li>Paul Riley</li> </ul>

Appendix A

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	<ul style="list-style-type: none"> <li>• Local Council Tax Discount Scheme – Options for Consultation</li> </ul>	part of the Capital Programme Review <ul style="list-style-type: none"> <li>• Options for Consultation / Feedback from the O&amp;S workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Steve McGinnes</li> </ul>
2 September 2014	<ul style="list-style-type: none"> <li>• Q 1 Complaints Report</li> <li>• FWP – including terms of reference for the Budget Working Group</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Report</li> <li>• Recommendations of the Chairman and Vice-Chairman to the Committee on the inclusion of the Capital Programme and Budget Strategy within the BWG terms of reference</li> </ul>	<ul style="list-style-type: none"> <li>• Sam Bailey</li> <li>• Christian Scade</li> </ul>
7 October 2014	<ul style="list-style-type: none"> <li>• Budget Strategy 2015-16 Onwards (Revenue)</li> <li>• Q1 Performance Report</li> </ul>	<ul style="list-style-type: none"> <li>• See notes below ref Budget Working Group</li> <li>• Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>• Paul Riley</li> <li>• Clare Wood</li> </ul>
4 November 2014 <b>CANCELLED</b>			
2 December 2014	<ul style="list-style-type: none"> <li>• Mid-Year Performance Report</li> <li>• Q2 Complaints Report</li> </ul>	<ul style="list-style-type: none"> <li>• Mid-Year Report – with a detailed briefing (and discussion) on homelessness indicators - HSG005 &amp; HSG 009</li> <li>• Quarterly Report – to include information on complaints ref The Social and Events Management in general</li> </ul>	<ul style="list-style-type: none"> <li>• Clare Wood / Ellie Kershaw</li> <li>• Sam Bailey and Jason Taylor</li> </ul>
6 January 2015	<ul style="list-style-type: none"> <li>• Strategic Plan</li> <li>• Medium Term Financial Strategy (MTFS)</li> <li>• Budget Strategy – Capital, Revenue, Fees and Charges</li> <li>• Revenue Under Spend – Update</li> </ul>	<ul style="list-style-type: none"> <li>• Policy Framework Document</li> <li>• See notes below ref Budget Working Group</li> </ul>	<ul style="list-style-type: none"> <li>• Angela Woodhouse</li> <li>• Angela Woodhouse</li> <li>• Paul Riley</li> </ul>

Appendix A

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12 January 2015  <b>SPECIAL TRIPARTITE MEETING</b>	<ul style="list-style-type: none"> <li>• The Mid Kent Services Director to report back to a January 2015 joint meeting with an interim update on the progress of MKIP that should include the independent appraisal of the Director's post which is being undertaken by a cross authority project team (led by Zena Cooke)</li> <li>• Final Report from the Joint MKIP Task and Finish Group</li> </ul>	<ul style="list-style-type: none"> <li>• Joint OSC meeting with SBC and TWBC ref MKIP</li> </ul>	<ul style="list-style-type: none"> <li>• Bob Pullen (SBC), Holly Goring (TWBC), Jane Clarke, Paul Taylor, Zena Cooke, Alison Broom</li> </ul>
3 February 2015 <b>CANCELLED</b>			
23 February 2015  <b>SPECIAL TRIPARTITE MEETING</b>	<ul style="list-style-type: none"> <li>• <u>Audit Report of the Review of the Planning Support Shared Service</u></li> </ul>	<ul style="list-style-type: none"> <li>• Scrutiny of the audit report into the planning Support Shared Service</li> </ul>	<ul style="list-style-type: none"> <li>• Rich Clarke</li> </ul>
3 March 2015	<ul style="list-style-type: none"> <li>• <u>Q 3 Performance Report</u></li> <li>• <u>Q3 Complaints Report</u></li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Report</li> <li>• Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>• Clare Wood</li> <li>• Sam Bailey</li> </ul>
7 April 2015	<ul style="list-style-type: none"> <li>• <u>Customer Service Improvement Strategy (Date TBC)</u></li> </ul>	<ul style="list-style-type: none"> <li>• This was requested by Committee in July 2014</li> <li>• Pre-decision scrutiny with an opportunity to</li> </ul>	<ul style="list-style-type: none"> <li>• Georgia Hawkes</li> </ul>

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	<ul style="list-style-type: none"> <li>• <u>Corporate Improvement Plan</u></li> </ul>	<p>look at channel shift / moving services online, to include data regarding visitors to the Gateway segmented by nature of enquiry be included in the Customer Service Improvement Strategy report of the Business Improvement Manager to the January meeting of the Committee.</p> <ul style="list-style-type: none"> <li>• 6 monthly report Due to restructuring this work will be completed by the incoming Policy and Information Manager once in post.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy and Information Manager</li> </ul>

**Budget Working Group** – The Committee agreed to set up a Budget Working Group. Terms of reference were agreed by Committee in September 2014.

**Future Items:**

- Planning Support Shared Service – Complaints Report - **DATE TBC**
  - An update was requested by Committee, in July 2014, on complaints received. This update was noted by Committee in August 2014
- New Asset Management Plan – Paul Riley / David Tibbit – **DATE TBC**
- The Debt Recovery Policy to include Irrecoverable Business Rates – a suggestion put forward (in July 2014) by the Local Council Tax Discount Scheme Working Group. The Policy is with the Director of Regeneration and Communities for consideration, and a date for their consideration at Committee is to be confirmed
- That the indicator for the reporting of waiting times for calls to the Contact Centre be audited as a data quality issue by the Policy and Performance Officer, with a report back to Committee when complete.

## Appendix A

- **Workforce Strategy – Dena Smart / Alison Broom**  
As of 23 January 2015 it was explained that it is feasible that the corporate plan may change again with the new governance arrangements. This has therefore been rescheduled for December 2015 to allow for any corporate plan changes to be agreed and the implications of this to feed through into the workforce strategy, which would be processed via the policy and resources committee.
- **Accommodation Project – David Edwards**  
As of 23 January 2015 information gathering is still on-going; Montague Evans, the recently commissioned Strategic Property Advisors, are about to embark on researching all the possible options over the next 12 weeks; David Edwards has asked Andrew Wade, the overarching Project Manager, to prepare a briefing note to all members of the Council.
- **Equality Objectives – Clare Wood**  
A workshop open to all members will be held on 19 February 2015.
- **Communication and Engagement Strategy (Update) - Roger Adley**  
This strategy is now due to be considered by CLT in March in order to go before Cabinet in April.