

Strategic Leadership & Corporate Services Overview and Scrutiny Committee

Future Work Programme 2014/15

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

Appendix A

Meeting Date	Agenda Items	Details and desired outcome	Report Author / Possible Witnesses
	<ul style="list-style-type: none"> • Capital Programme Update 2014-15 • Local Council Tax Discount Scheme – Options for Consultation 	<ul style="list-style-type: none"> • 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 part of the Capital Programme Review • Options for Consultation / Feedback from the O&S workshop 	<ul style="list-style-type: none"> • Paul Riley • Steve McGinnes
2 September 2014	<ul style="list-style-type: none"> • Q 1 Complaints Report • FWP – including terms of reference for the Budget Working Group 	<ul style="list-style-type: none"> • Quarterly Report • 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 	<ul style="list-style-type: none"> • Sam Bailey • Christian Scade
7 October 2014	<ul style="list-style-type: none"> • Budget Strategy 2015-16 Onwards (Revenue) • Q1 Performance Report • Customer Service Improvement Strategy 	<ul style="list-style-type: none"> • See notes below ref Budget Working Group • Quarterly Report • Pre-decision scrutiny with an opportunity to look at channel shift / moving services online 	<ul style="list-style-type: none"> • Paul Riley • Clare Wood • Georgia Hawkes
4 November 2014	<ul style="list-style-type: none"> • Local Council Tax Discount Scheme Update 	<ul style="list-style-type: none"> • Update report to consider the best approach to review at the end of the current three year agreement 	<ul style="list-style-type: none"> • Stephen McGinnes
2 December 2014	<ul style="list-style-type: none"> • Mid-Year Performance Report • Q2 Complaints Report • Accommodation Project (Date TBC) 	<ul style="list-style-type: none"> • Mid-Year Report • Quarterly Report • Update report following completion of work by the cross-party working party. Report to come to SLCS OSC before Cabinet. 	<ul style="list-style-type: none"> • Clare Wood • Sam Bailey • David Edwards

Appendix A

Meeting Date	Agenda Items	Details and desired outcome	Report Author / Possible Witnesses
	<ul style="list-style-type: none"> Equality Objectives for 2015 -2018 (Date/Item TBC) 	<ul style="list-style-type: none"> The Committee need to decide how / when to get involved. An initial report would be available (if required) for December 	<ul style="list-style-type: none"> Clare Wood
6 January 2015	<ul style="list-style-type: none"> Strategic Plan Communication and Engagement Strategy (Update) Medium Term Financial Strategy (MTFS) Budget Strategy – Capital, Revenue, Fees and Charges Revenue Under Spend – Update 	<ul style="list-style-type: none"> Policy Framework Document Update for consideration at the same time as the Strategic Plan (links to issues discussed by Committee in April 2014) See notes below ref Budget Working Group This was requested by Committee in July 2014 	<ul style="list-style-type: none"> Angela Woodhouse Angela Woodhouse Paul Riley Paul Riley
3 February 2015	<ul style="list-style-type: none"> <u>Work Force Strategy</u> (Date TBC) Corporate Improvement Plan 	<ul style="list-style-type: none"> A possible (mini) review – an initial report will be needed to set the scene and to consider options for scrutiny involvement. 6 Monthly report 	<ul style="list-style-type: none"> Dena Smart / David Edwards / Alison Broom Georgia Hawkes
3 March 2015	<ul style="list-style-type: none"> Q 3 Performance Report Q3 Complaints Report 	<ul style="list-style-type: none"> Quarterly Report Quarterly Report 	<ul style="list-style-type: none"> Clare Wood Sam Bailey
7 April 2015	<ul style="list-style-type: none"> 		

Budget Working Group – The Committee agreed to set up a Budget Working Group for another year. The items above, in relation to budget scrutiny, may need to be updated following confirmation of the group’s terms of reference.

Future Items:

- Planning Support Shared Service – Complaints Report - **DATE TBC**

Appendix A

- 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**
- Debt Recovery Policy – Steve McGinnes – **DATE TBC**
 - A suggestion put forward (in July 2014) by the Local Council Tax Discount Scheme Working Group
- The Mid Kent Services Director to report back to a **December 2014** 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.