

**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

Meeting Date	Agenda Items	Details and desired outcome	Report Author / Possible Witnesses
	<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	<ul style="list-style-type: none"> <li>• Local Council Tax Discount Scheme Update</li> <li>• Customer Service Improvement Strategy <b>(Date TBC)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Update report to consider the best approach to review at the end of the current three year agreement</li> <li>• Pre-decision scrutiny with an opportunity to look at channel shift / moving services online</li> </ul>	<ul style="list-style-type: none"> <li>• Stephen McGinnes</li> <li>• Georgia Hawkes</li> </ul>
2 December 2014	<ul style="list-style-type: none"> <li>• Mid-Year Performance Report</li> <li>• Q2 Complaints Report</li> <li>• Accommodation Project <b>(Date TBC)</b></li> <li>• Equality Objectives for 2015 -2018 <b>(Date/Item TBC)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Mid-Year Report</li> <li>• Quarterly Report</li> <li>• Update report following completion of work by the cross-party working party. Report to come to SLCS OSC before Cabinet.</li> <li>• The Committee need to decide how / when to get involved. An initial report would be available (if required) for</li> </ul>	<ul style="list-style-type: none"> <li>• Clare Wood</li> <li>• Sam Bailey</li> <li>• David Edwards</li> <li>• Clare Wood</li> </ul>

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	<ul style="list-style-type: none"> <li>Debt Recovery Policy (<b>Date TBC</b>)</li> </ul>	<p>December</p> <ul style="list-style-type: none"> <li>To include Irrecoverable Business Rates – a suggestion put forward (in July 2014) by the Local Council Tax Discount Scheme Working Group.</li> </ul>	<ul style="list-style-type: none"> <li>Steve McGinnes</li> </ul>
6 January 2015	<ul style="list-style-type: none"> <li>Strategic Plan</li> <li>Communication and Engagement Strategy (Update)</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>Update for consideration at the same time as the Strategic Plan (links to issues discussed by Committee in April 2014)</li> <li>See notes below ref Budget Working Group</li> <li>This was requested by Committee in July 2014</li> </ul>	<ul style="list-style-type: none"> <li>Angela Woodhouse</li> <li>Angela Woodhouse</li> <li>Paul Riley</li> <li>Paul Riley</li> </ul>
3 February 2015	<ul style="list-style-type: none"> <li><u>Work Force Strategy</u> (<b>Date TBC</b>)</li> <li>Corporate Improvement Plan</li> </ul>	<ul style="list-style-type: none"> <li>A possible (mini) review – an initial report will be needed to set the scene and to consider options for scrutiny involvement.</li> <li>6 Monthly report</li> </ul>	<ul style="list-style-type: none"> <li>Dena Smart / David Edwards / Alison Broom</li> <li>Georgia Hawkes</li> </ul>
3 March 2015	<ul style="list-style-type: none"> <li>Q 3 Performance Report</li> <li>Q3 Complaints Report</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></li> </ul>		

## Appendix A

**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 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.