

## **Maidstone Borough Council**

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

**Tuesday 2 December 2014**

#### **Future Work Programme and SCRAIP Update**

**Report of:** Poppy Brewer, Democratic Services Officer

#### **1. Introduction**

- 1.1 To consider the Committee's future work programme (FWP) and information update to be given by the Chairman.

#### **2. Recommendation**

- 2.1 That the Committee considers the future work programme, attached at **Appendix A**, to ensure that it is appropriate and covers all issues Members currently wish to consider within the Committee's remit.
- 2.2 That the Committee notes the Future Work Programme Update outlined in section 6 of the report.
- 2.3 That the Committee considers the List of Forthcoming Decisions, relevant to the Committee at **Appendix B**, and discuss whether any of these items require further investigation or monitoring.
- 2.4 That, subject to further discussions with Tunbridge Wells Borough Council and Swale Borough Council, the Committee agrees to hold a co-located simultaneous meeting on Monday 12 January 2015 to consider the final report of the Joint Mid Kent Improvement Partnership Task and Finish Group.
- 2.5 That the Committee notes the update in the SCRAIP from 5 August 2014 attached at **Appendix C**.
- 2.3 That the Committee considers its continuous professional development needs and recommends possible training or development sessions it would like to undertake.

#### **3 Future Work Programme**

- 3.1 Throughout the course of the municipal year the Committee is asked to put forward work programme suggestions. These suggestions are planned into its annual work programme. Members are asked to consider the work programme at each meeting to ensure that it remains appropriate and covers all issues Members currently wish to consider within the Committee's remit.

- 3.2 The Committee is reminded that the Constitution states under Overview and Scrutiny Procedure Rules number 9: Agenda items that 'Any Member shall be entitled to give notice to the proper officer that he wishes an item relevant to the functions of the Committee or Sub-Committee to be included on the agenda for the next available meeting of the Committee or Sub-Committee. On receipt of such a request the proper officer will ensure that it is included on the next available agenda, the Member must attend the meeting and speak on the item put forward.'

#### **4 List of Forthcoming Decisions**

- 4.1 The List of Forthcoming Decisions (**Appendix B**) is a live document containing all key and non-key decisions.
- 4.2 Due to the nature of the List of Forthcoming Decisions, and to ensure the information provided to the Committee is up to date, a verbal update will be given at the meeting by the Chairman. The Committee can view the live document online at:  
<http://meetings.maidstone.gov.uk/mgListPlans.aspx?RPId=443&RD=0>

#### **5. Scrutiny Committee Recommendation Action and Implementation Plan (SCRAIP) Responses**

- 5.1 The issue of making, and monitoring, recommendations is an important part of the scrutiny process. SCRAIPs set out recommendations following scrutiny meetings/reviews and information is sought on the plan as to whether recommendations are accepted, the action to be taken and by who.
- 5.2 An update on recommendations made by Committee during September and October 2014 is attached at **Appendix C**.

#### **6 Future Work Programme Update**

- 6.1 Following discussions between the Chairman and officers the Customer Service Improvement Strategy, originally scheduled for September 2014, will now be considered by Committee in January 2015.
- 6.2 The Policy and Performance Officer has confirmed that a workshop will be held for Members in January 2015 in order to help develop the Council's Equality Objectives. A report will then come to Committee in February/March 2015.
- 6.3 The Accommodation Project, designated as date to be confirmed, is still in progress with the cross-party Accommodation working party and work is expected to continue until the end of the year. As such no conclusions are expected until early next year, and the item has been rescheduled for the February meeting of the Committee accordingly.

- 6.4 A verbal update on the Local Council Tax Discount Scheme will be provided by the Democratic Services Officer at the December meeting of the Committee.
- 6.5 The Debt Recovery Policy that was due to come to Committee in December is with the Director of regeneration and Communities for consideration, with a future date to be confirmed.

## **7. Impact on Corporate Objectives**

- 7.1 The Strategic Plan sets the Council's key objectives for the medium term and has a range of objectives which support the delivery of the Council's priorities.
- 7.2 The Committee will consider reports that deliver against the following Council priority:
- 'Corporate and Customer Excellence'

## **8. Financial Implications**

- 8.1 To assist O&S committees in their inquiries, a small budget is available for the purchase of necessary equipment and to cover the costs of training, site visits, meetings in locations other than the Town Hall, witness expenses, specialist advice, books and any other cost that might be legitimately incurred by the committees in the course of their activities.

## **9. Relevant Documents**

- 9.1 Appendix A – Future Work Programme  
Appendix B – List of Forthcoming Decisions  
Appendix C – SCRAIP Updates

## **10. Background Documents**

- 10.1 None