

Strategic Leadership & Corporate Services Overview and Scrutiny Committee

(Draft) 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> – Details TBC 	<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
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 KPI Targets for 2014-17 Customer Service Improvement Strategy (Date TBC) 	<ul style="list-style-type: none"> Annual Report Pre-decision scrutiny with an opportunity to look at channel shift / moving services online 	<ul style="list-style-type: none"> Clare Wood / Angela Woodhouse Georgia Hawkes

Appendix A

Meeting Date	Agenda Items	Details and desired outcome	Report Author / Possible Witnesses
	<ul style="list-style-type: none"> • Cabinet Member Priorities for 2014/15 (Leader of the Council and Cabinet Member for Corporate Services) • Capital Programme Update 	<ul style="list-style-type: none"> • A written report, of no more than one side of A4, was requested by Committee in June, as an information item. • 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 	<ul style="list-style-type: none"> • Cllr Blackmore and Cllr McLoughlin • Paul Riley
2 September 2014	<ul style="list-style-type: none"> • Q 1 Performance Report • Q 1 Complaints Report 	<ul style="list-style-type: none"> • Quarterly Report • Quarterly Report 	<ul style="list-style-type: none"> • Clare Wood • Sam Bailey
7 October 2014	<ul style="list-style-type: none"> • Budget Strategy 2015-16 Onwards (Revenue) 	<ul style="list-style-type: none"> • See notes below ref Budget Working Group 	<ul style="list-style-type: none"> • Paul Riley
4 November 2014	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
2 December 2014	<ul style="list-style-type: none"> • Mid-Year Performance Report • Q2 Complaints Report • Accommodation Project (Date TBC) • Equality Objectives for 2015 -2018 (Date/Item 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. • 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 • Sam Bailey • David Edwards • Clare Wood
6 January 2015	<ul style="list-style-type: none"> • Strategic Plan • Communication and Engagement Strategy (Update) • Medium Term Financial Strategy (MTFS) 	<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 	<ul style="list-style-type: none"> • Angela Woodhouse • Angela Woodhouse • Paul Riley

Appendix A

Meeting Date	Agenda Items	Details and desired outcome	Report Author / Possible Witnesses
	<ul style="list-style-type: none"> Budget Strategy – Capital, Revenue, Fees and Charges 	Group	
3 February 2015	<ul style="list-style-type: none"> <u>Work Force Strategy</u> (Date TBC) 	<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. 	<ul style="list-style-type: none"> Dena Smart / David Edwards / Alison Broom
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: New Asset Management Plan – Paul Riley / David Tibbit – **DATE TBC**

Items not to be taken forward by SLCS OSC or for consideration by another Committee

- Policy for Discretionary Business Rate Relief – **Steve McGinnes** - August / September – for discussion by ECD OSC
- MKIP Planning Support Shared Service (Customer Improvement Work) – **Ryan O’Connell** - September – for discussion by PTD OSC
- Draft Commercialisation Strategy – **Marcus Lawler / Dawn Hudd** – July / August – for discussion by SCC / ECD OSC
- Improving Relations with Parish Councils – for discussion by CLSE OSC
- Policy for the Use of Bankruptcy Proceedings – **Steve McGinnes** - it was agreed not to add this to the FWP at this stage
- Quarterly Budget Monitoring – **Paul Riley** - it was agreed not to add this to the FWP at this stage
- The Council as a Business Review – SCRAIP Follow Up – **Paul Riley** – it was agreed this was no longer required