

**Work Programme
Business Support Overview and Scrutiny Committee**

**Policy framework documents: Council Plan, Sustainable Community Strategy and
Gambling Policy Statement**

Item	Work type	Responsible officer	Objectives
19 MARCH 2014			
Attendance of Portfolio Holder for Community Safety and Customer Contact	Holding to account		The Portfolio Holder or Community Safety and Customer Contact will be in attendance to be held to account on work carried out that falls within the remit of this committee, and will answer any questions.
Attendance of Portfolio Holder for Housing and Community Services	Holding to account		The Portfolio Holder for Housing and Community Services will be in attendance to be held to account on work carried out that falls within the remit of this committee, and will answer any questions.
Planning for Health – Obesity (Planning Guidance Note) Consultation	Policy development	Director of Public Health & Director of Regeneration, Community and Culture	To consider the consultation processes for the draft planning guidance note dealing with the health implications of planning, specifically focused on obesity issues.
Council Plan Monitoring 2013/14 – Quarter 3	Performance Reviews	Corporate Performance and Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 3 of 2013/14.
Capital Budget Monitoring 2013/14 – Quarter 3	Performance Reviews	Chief Finance Officer	To scrutinise the capital budget monitoring report for quarter 3 of 2013/14.
Revenue Budget Monitoring 2013/14 – Quarter 3	Performance Reviews	Chief Finance Officer	To scrutinise the revenue budget monitoring report for quarter 3 of 2013/14.
Risk Register (6 monthly update)	Other	Assistant Director, Housing and Regeneration	To scrutinise the Council's Risk Register.
Mayoralty Budget	Community Issues	Deputy Director, Customer Contact, Leisure, Culture, Democracy and Governance	Member item requested by Councillor Osborne.

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3 JULY 2014			
Six month update on implementation of the Procurement Strategy	Other	Head of Category Management	To scrutinise a six month update on the implementation of the Procurement Strategy (if approved by the Cabinet on 03/09/13).
Housing Revenue Account (HRA) Development Programme - Update	Other	Chief Finance Officer Head of Housing Management	The Housing Development Programme – refresh of the Business Plan.
Update on the joint venture with NORSE – quarter 3 and end of year 2013/14	Other	Assistant Director Legal and Corporate Services	To scrutinise the quarterly update on the Council's joint venture with NORSE.
Update on discussions with Gambling Commission	Other	Assistant Director Legal and Corporate Services	The Committee requested an update on discussions with the Gambling Commission.
26 AUGUST 2014			
Council Plan Performance Monitoring Q4	Performance Reviews	Assistant Director Communications Performance & Partnerships / Corporate Performance & Intelligence Manager	To scrutinise the council plan monitoring report for quarter 4.
Capital Budget 2013/14 Monitoring – Report 1	Performance Reviews	Chief Finance Officer	To scrutinise the capital budget monitoring report 1 for 2013/14.
Revenue Budget 2013/14 Monitoring – Report 1	Performance Reviews	Chief Finance Officer	To scrutinise the revenue budget monitoring report 1 for 2013/14.
Communications Shared Service	Other	Head of Communications	To scrutinise an update on the progress with the proposals.
Participatory Budget	Other	Director Recreation, Community and Culture Chief Finance Officer	To consider and scrutiny a report on the skill sets needed to manage participatory budgeting in the community. (26.08.14 or 03.10.14 meeting)

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3 OCTOBER 2014			
Council Plan Performance Monitoring Q1	Performance Reviews	Assistant Director Communications Performance & Partnerships / Corporate Performance & Intelligence Manager	To scrutinise the council plan monitoring report for quarter 1.
Participatory Budget	Other	Director Recreation, Community and Culture Chief Finance Officer	To consider and scrutiny a report on the skill sets needed to manage participatory budgeting in the community. <i>(26.08.14 or 03.10.14 meeting)</i>
4 DECEMBER 2014			
Attendance of Portfolio Holder for Housing and Community Services	Holding to Account		The Portfolio Holder for Housing and Community Services will be in attendance to be held to account on work carried out that falls within the remit of this Committee, and will answer any questions. <i>(to be confirmed)</i>
Six month update on implementation of the Procurement Strategy	Other	Head of Category Management	To scrutinise a six month update on the implementation of the Procurement Strategy (if approved by the Cabinet on 3 September 2013).
Council Plan Performance Monitoring Q2	Performance Reviews	Assistant Director Communications Performance & Partnerships / Corporate Performance & Intelligence Manager	To scrutinise the council plan monitoring report for quarter 2.
3 FEBRUARY 2015			
Attendance of the Leader of the Council	Holding to Account		The Leader of the Council will be in attendance to be held to account on work carried out that falls within the remit of this Committee, and will answer any questions. <i>(to be confirmed)</i>
Attendance of the Deputy Leader and Portfolio Holder for Finance	Holding to Account		The Deputy Leader and the Portfolio Holder for Finance will be in attendance to be held to account on work carried out that falls within the remit of this Committee, and will answer any questions. <i>(to be confirmed)</i>

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Housing Revenue Account – Budget 2015/16	Budget and Policy Framework	Chief Finance Officer Head of Housing Management	This report presents the HRA capital and revenue budgets for 2015/16 and provides details of proposed rent and service charge levels for 2015/16.
Council Plan	Policy Framework	Assistant Director Communications, Performance and Partnerships	
Capital Budget 2014/15 Monitoring – Report 2	Performance Reviews	Chief Finance Officer	To scrutinise the capital budget monitoring report 1 for 2014/15.
Revenue Budget 2014/15 Monitoring – Report 2	Performance Reviews	Chief Finance Officer	To scrutinise the revenue budget monitoring report 1 for 2014/15
Draft Capital and revenue Budgets 2015/16	Budget and Policy Framework	Chief Finance Officer	The draft budget is based on principles contained in the MTFP 2014-17 and reflects the formula grant assumptions announced as part of the Local Government Finance Settlement 2015/16 and 2016/17 Technical Consultation in July and September.
Draft Capital and Revenue Budget Proposals – report back from the other OSC's	Budget and Policy Framework	Chief Finance Officer	Comments and recommendations of all OSC's on the initial budget plan for 2015/16 proposed by Cabinet in November 2014.
9 APRIL 2015			
Attendance of Portfolio Holder for Community Safety and Customer Contact	Holding to account		The Portfolio Holder or Community Safety and Customer Contact will be in attendance to be held to account on work carried out that falls within the remit of this committee, and will answer any questions. <i>(to be confirmed)</i>
Council Plan Performance Monitoring Q3	Performance Reviews	Assistant Director Communications Performance & Partnerships / Corporate Performance & Intelligence Manager	To scrutinise the council plan monitoring report for quarter 3.

Work completed in 2013/14:

20 June 2013

- Treasury Management Outturn Report 2012/13
- Procurement Strategy
- Update on discussions with Gambling Commission
- End of Year Performance report 2012/13

13 August 2013

- Procurement Strategy
- Mobilisation update about Medway Norse
- Council Plan Monitoring 2013/14 – Quarter 1
- Capital Budget Monitoring 2013/14 – Quarter 1
- Revenue Budget Monitoring 2013/14 – Quarter 1

19 September 2013

- Medway Adult and Community Learning Ofsted – update on improvements
- Implementation of charges for the production of paper copies of planning applications to parish councils
- Annual review of Risk Management Strategy and six monthly review of the Council's Corporate Business Risk Register
- Housing Revenue Account (HRA) Development Programme
- Business case for establishing a communications shared service
- Medium Term Financial Plan 2014-17

5 December 2013

- Management action on SEN school transport overspend
- Update on Joint Venture with NORSE
- Update on Category Management
- Annual Review of Housing Strategy
- Council Plan Monitoring
- Revenue Budget Monitoring
- Draft Capital and Revenue Budgets 2014/15

4 February 2014

- Attendance of the Leader, Holding to Account
- Attendance of the Deputy Leader, Holding to Account
- Housing Revenue Account-budget 2014/15
- Empty Properties
- Review of the Implementation of the Recommendations from the Supported Accommodation Task Group
- Homelessness Prevention Strategy
- Refresh of Council Plan Indicators 2014/15
- Draft Capital and Revenue Budgets 2014/15
- Draft Capital and Revenue Budgets Proposals (Report back from other Overview and Scrutiny Committees)
- Treasury Management Strategy 2014/15

19 March 2014

- Attendance of Portfolio Holder for Community Safety and Customer Contact (with regard to customer, ICT and legal), Holding to Account
- Attendance of Portfolio Holder for Housing and Community Services, Holding to Account
- Update on the Joint Venture with Norse – quarter 3 of 2013/14
- Council Plan Monitoring 2013/14 quarter 3
- Capital Budget Monitoring 2013/14 quarter 3
- Revenue Budget Monitoring 2013/14 quarter 3
- Hot Food Takeaways in Medway: A Guidance Note
- Risk Register (6 Monthly Update)
- Mayoralty Budget