

**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
26 AUGUST 2014			
Council Plan Performance Monitoring Q4 end of year report 2013/14	Performance Reviews	Assistant Director Communications Performance & Partnerships/ Corporate Performance & Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 4.
Housing Revenue Account (HRA) Business Plan	Other	Chief Finance Officer Head of Housing Management	The Housing Development Programme – refresh of the Business Plan.
Communications Shared Service	Other	Head of Communications	To scrutinise an update on the progress with the proposals.
Council Tax - Penal Rates for Empty Properties	Other	Chief Finance Officer	At the meeting on 04.02.14 the Committee requested that the Chief Finance Officer investigate the possibility of introducing a penalty Council Tax rate on empty properties.
New Social Housing Rent Setting Policy April 2015	Pre-decision scrutiny	Assistant Director for Housing & Regeneration Head of Performance & Service Improvement (Housing)	The Government has introduced new rent setting methods/formulas from April and this will impact on the business plan.
Welfare Reform Task Group	Policy Development	Chief Finance Officer Head of Democratic Services	To consider an in-depth review on welfare reform.
7 OCTOBER 2014			
Attendance of Deputy Leader and Portfolio Holder for Finance	Holding to account		The Deputy Leader and 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.

Item	Work type	Responsible officer	Objectives
Council Plan Performance Monitoring Q1 2014/2015	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 1.
Capital Budget 2013/14 Monitoring – Report 1	Performance Reviews	Chief Finance Officer	To scrutinise the capital budget monitoring report 1 for 2013/14. The report will also include information on the Growing Places Fund – Paying Back the Funding (Chatham & Rochester).
Revenue Budget 2013/14 Monitoring – Report 1	Performance Reviews	Chief Finance Officer	To scrutinise the revenue budget monitoring report 1 for 2013/14.
Annual Review of the Council's Corporate Risk Register	Other	Performance & Intelligence Manager	The annual review of the Council 's Risk Register.
Medium Term Financial Plan	Pre-decision scrutiny	Chief Finance Officer	To consider the Medium Term Financial Plan after being submitted to Cabinet on 30.09.14.
Update on Joint Venture with NORSE Quarter 1 2014/15	Other	Assistant Director Legal & Corporate Services Strategic Property & Energy Manager	To scrutinise the quarterly update on the Council's joint venture with NORSE.
4 DECEMBER 2014			
Attendance of the Portfolio Holder for Community Safety and Customer Contact	Holding to account		The Portfolio Holder for 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.
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.

Item	Work type	Responsible officer	Objectives
Council Plan Performance Monitoring Quarter 2 2014/15	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 2.
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.
Housing Strategy Annual Review/Update	Budget and Policy Framework	Director Regeneration Community & Culture Head of Strategic Housing Services	The Housing Strategy 2011-14 was approved by Cabinet in October 2011. The Strategy contains a commitment to annually review and assess progress against the targets, which this report seeks to do.
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.
Attendance of the 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.
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.

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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 OSCs	Budget and Policy Framework	Chief Finance Officer	Comments and recommendations of all OSCs on the initial budget plan for 2015/16 proposed by Cabinet in November 2014.
Update on Joint Venture with NORSE Quarter 2 2014/15	Other	Assistant Director Legal & Corporate Services Strategic Property & Energy Manager	To scrutinise the quarterly update on the Council's joint venture with NORSE.
9 APRIL 2015			
Council Plan Performance Monitoring Quarter 3 2014/15	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	To scrutinise the Council Plan monitoring report for quarter 3.
Six Monthly Review of the Council's Corporate Risk Register	Other	Performance & Intelligence Manager	The 6 monthly review of the Council's Corporate Risk Register.
Update on Joint Venture with NORSE Quarter 3 2014/15	Other	Assistant Director Legal & Corporate Services Strategic Property & Energy Manager	To scrutinise the quarterly update on the Council's joint venture with NORSE.

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DATE TO BE DETERMINED			
Alcohol Sales from Non-Traditional Outlets	Other	Licensing & Local Land Charges Manager	At the meeting of the Committee on 19 March 2014 it was agreed that this should be investigated by the Medway Alcohol Partnership Group and a report on their deliberations be submitted to the Committee in due course.
Procurement Strategy	A report to be submitted to the Committee on progress in facilitating suppliers bidding as a consortium or partnership.	Assistant Director Legal & Corporate Services / Acting Head of Category Management	At the meeting of the Committee on 3 July 2014 a report was requested on the progress in facilitating suppliers bidding as a consortium or partnership.

Work completed in 2014/15:

3 July 2014:

- Six month update on implementation of the Procurement Strategy
- Update on the joint venture with NORSE – Quarter 3 and end of year 2013/14
- Update on discussions with Gambling Commission
- Hot Food Takeaways: Planning Guidance - Consultation Response
- Petitions