

**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
<b>3 FEBRUARY 2015</b>			
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 and Action Plan	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 and a refresh of the Housing Development Programme Business Plan
Capital Budget 2014/15 Monitoring – Report 2	Performance Reviews	Chief Finance Officer	To scrutinise the capital budget monitoring report 2 for 2014/15.
Revenue Budget 2014/15 Monitoring – Report 2	Performance Reviews	Chief Finance Officer	To scrutinise the revenue budget monitoring report 2 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.

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>
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.
Housing Revenue Account (HRA) Business Plan	Other	Chief Finance Officer Head of Housing Management	The Housing Development Programme – refresh of the Business Plan.
Council Plan Review	Performance Reviews	Assistant Director Communications Performance & Partnerships Corporate Performance & Intelligence Manager	The report will set out the proposed refreshed targets and projects prior to consideration by Cabinet on 10 February 2015 and full Council on 26 February 2015.
Welfare Reform – Six monthly Update	Policy Development	Chief Finance Officer	Agreed by the Committee at its meeting on 26 August 2014 and also six monthly reviews thereafter.
<b>9 APRIL 2015</b>			
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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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	Other	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.
Communications Shared Service	Other	Head of Communications	To scrutinise an update on the progress with the Communications Shared Service proposals.
New Rent Setting Policy 2015	Other	Head of Housing Management	Further investigation be undertaken regarding the adoption of a principle whereby internally sub-divided rooms will not be counted as additional bedrooms having regard to the original room layout of the property and a report on the findings to be submitted to a meeting of the Committee.
<b>DATE TO BE DETERMINED</b>			
Six month update on implementation of the Procurement Strategy (scheduled for October 2015)	Other	Head of Category Management	To scrutinise a six month update on the implementation of the Procurement Strategy.

### 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

#### 26 August 2014:

- Council Plan Performance Monitoring Q4 end of year report 2013/14
- Council Tax – Penal Rates for Empty Properties
- New Social Housing Rent Setting Policy
- Welfare Reform Task Group

#### 7 October 2014

- Attendance of Deputy Leader and Portfolio Holder for Finance
- Council Plan Performance Monitoring Q1 2014/2015
- Capital Budget 2014/15 Monitoring – Report 1
- Revenue Budget 2014/15 Monitoring – Report 1
- Annual Review of the Council's Corporate Risk Register
- Medium Term Financial Plan
- Update on Joint Venture with NORSE Quarter 1 2014/15
- New Social Housing Rent Setting Policy April 2015 –consideration of two elements deferred by the Committee at its meeting on 26 August 2014

#### 4 December 2014

- Attendance of the Portfolio Holder for Community Safety and Customer Contact
- Council Plan Performance Monitoring Quarter 2 2014/15
- Draft Capital and Revenue Budgets 2015/16
- Housing Strategy Annual Review/Update
- Homelessness
- Petitions