

Appendix 1

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
23 JUNE 2016 *			
Update on Medway Norse	Other	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with NORSE
Procurement Strategy	Other	Chief Legal Officer	To scrutinise a six month update on the implementation of the Procurement Strategy.
Council Plan Performance Monitoring Quarter 4 2015/16	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for quarter 4.
25 AUGUST 2016 *			
Six Month Review of Welfare Reform Task Group Review	Policy Development	Chief Finance Officer	To consider a six monthly review of the Welfare Reform Task Group Review.
Council Plan Year End 2015/16 Performance Monitoring Report	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan Year End performance monitoring report.

Item	Work type	Responsible officer	Objectives
27 OCTOBER 2016 *			
Annual Review of the Risk Management Strategy and 6 Monthly Review of the Council's Corporate Risk Register	Other	Director Regeneration, Culture, Environment and Transformation	To scrutinise the annual review of the Council's Risk Register.
Council Plan Quarter 1 Performance Monitoring	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for quarter 1.
Procurement Strategy	Other	Chief Legal Officer	To scrutinise a six month update on the implementation of the Procurement Strategy.
Capital and Revenue Budget Monitoring – Quarter 1	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1
1 DECEMBER 2016 *			
Update on Medway NORSE	Other	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with NORSE
Council Plan Performance Monitoring Quarter 2 2016/17	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for quarter 1.
Capital and Revenue Budget Monitoring 2016/17 – Quarter 2	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 2

Item	Work type	Responsible officer	Objectives
Draft Capital and Revenue Budget 2017/2018	Budget and policy framework	Chief Finance Officer	To scrutinise the Draft revenue and capital budgets 2017/2018
Housing Strategy Annual Review	Budget and policy framework	Director Regeneration, Culture, Environment and Transformation	The Housing Strategy 2015-18 was approved by Cabinet in December 2014. This report reviews and assesses progress against the targets in the Strategy.
Item	Work type	Responsible officer	Objectives
31 JANUARY 2017 *			
Six Monthly Review of Welfare Reform Task Group Review	Policy Development	Chief Finance Officer	To consider a six monthly review of the Welfare Reform Task Group Review.
Housing Revenue Account - Capital and Revenue Budgets 2017/2018	Budget and Policy Framework	Chief Finance Officer/Head of Housing Management	This report presents the HRA capital and revenue budgets for 2017/18 and provides details of proposed rent and service charge levels
Draft Capital and Revenue Budgets 2017/18	Performance Reviews	Chief Finance Officer	To scrutinise the draft Capital and Revenue Budgets 2017/18

Item	Work type	Responsible officer	Objectives
Draft Capital and Revenue Budget Proposals 2017/18 (Report back from other Overview and Scrutiny Committees)	Performance Reviews	Chief Finance Officer	To consider comments and recommendations of all Overview and Scrutiny Committees on the initial budget plan for 2017/18 proposed by Cabinet.
Council Plan Review	Performance Reviews	Assistant Director, Transformation	To scrutinise the proposed refreshed targets and projects prior to consideration by Cabinet and full Council
13 APRIL 2017 *			
Council Plan Quarter 3 Performance Monitoring	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for quarter 3.
Capital and Revenue Budget Monitoring Round 3	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 3
6 Monthly Review of the Council's Corporate Risk Register	Other	Director Regeneration, Culture, Environment and Transformation	To scrutinise the 6 monthly review of the Council's Corporate Risk Register.
DATE TO BE DETERMINED			
Medway Responsible Gambling Partnership and the self-exclusion scheme.	Other	Chief Legal Officer	To receive an update on the work of the Partnership and the gambling self exclusion scheme

Item	Work type	Responsible officer	Objectives
Lessons learned from the procurement process for the purchase of specialist cremator supplies	Other	Chief Legal Officer/ Director Regeneration, Culture, Environment and Transformation	To scrutinise the report on the lessons learned

*** Provisional Dates**

Work completed in 2015/16:

25 June 2015:

- Update on Joint Venture with NORSE Quarter 3 2014/15
- Procurement Strategy
- Topics for In Depth Scrutiny Reviews – Priorities and Timetable

13 August 2015:

- Welfare Reform – Six monthly Update
- Council Plan Performance Monitoring Quarter 4 2014/15
- Medway Adult Learning OFSTED Report

8 October 2015:

- Annual Review of the Risk Management Strategy and Six
- Monthly Review of the Council's Corporate Business Risk Register
- Council Plan Quarter 1 2015/16 Performance Monitoring
- Gambling Act 2005 – Review of Council Statement of Gambling Policy
- Procurement Strategy
- Draft Medium Term Financial Plan 2015/2020
- Capital Budget Monitoring 2015/16 - Quarter 1
- Revenue Budget Monitoring 2015/16 - Quarter 1
- Localising Support for Council Tax

3 December 2015

- Council Plan Performance Monitoring Quarter 2 2015/16
- Capital and Revenue Budget Monitoring Round 2
- Draft revenue and capital budgets 2016/2017
- Housing Strategy Annual Review
- Topics for in depth scrutiny reviews
- Self Exclusion Pilot Scheme for Gamblers
- Update on Joint Venture with NORSE Quarter 4 2014/15
- Portfolio Holder for Corporate Services in attendance

2 February 2015

- Attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services
- Attendance of the Portfolio Holder for Business Management
- Council Plan 2016/17 - 2020/21
- Draft Capital and Revenue Budgets 2016/2017
- Draft Capital and Revenue Budget Proposals 2016/2017 (report back from Overview and Scrutiny Committees)
- Housing Revenue Account - Revenue and Capital Budgets 2016/17
- 6 Month Review of Welfare Reform Task Group Review