

Work Programme
Business Support Overview and Scrutiny Committee
(as agreed on 25 August 2016)

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

Item	Work type	Responsible officer	Objectives
1 DECEMBER 2016			
Council Plan Performance Monitoring Quarter 2 2016/17	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for Quarter 2.
Capital and Revenue Budget Monitoring 2016/17 – Quarter 2	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Quarter 2
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	To scrutinise progress against the targets in the Housing Strategy 2015-18.
Procurement Strategy	Other	Chief Legal Officer	To scrutinise a six month update on the implementation of the Procurement Strategy.

Item	Work type	Responsible officer	Objectives
5 JANUARY 2017			
Business Rate Relief	Other	Chief Finance Officer	To consider the outcome of the consultation exercise
31 JANUARY 2017			
Deputy Leader and Portfolio Holder for Housing and Community Services	Holding to account	Councillor Doe	To hold the Deputy Leader to account on performance against his portfolio.
Portfolio Holder for Business Management	Holding to account	Councillor Turpin	To hold the Portfolio Holder to account on performance against his portfolio.
Universal Credit and Welfare Reforms - Six Monthly Progress Report	Other	Chief Finance Officer/ Head of Housing Management	To consider a six monthly progress report regarding Universal Credit and welfare reforms
Housing Revenue Account - Capital and Revenue Budgets 2017/2018	Budget and Policy Framework	Chief Finance Officer/Head of Housing Management	To scrutinise the HRA capital and revenue budgets for 2017/18 and details of proposed rent and service charge levels
Draft Capital and Revenue Budgets 2017/18	Budget and Policy Framework	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)	Budget and Policy Framework	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
Housing (Demand, Supply and Affordability) Task Group – Update on progress	Policy Development	Assistant Director Physical and Cultural Regeneration	To receive an update on progress in implementing the Task Group's recommendations
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.

Item	Work type	Responsible officer	Objectives
Leader of the Council	Holding to account	Councillor Jarrett	To hold the Leader to account on performance against his portfolio.
Portfolio Holder for Resources	Holding to account	Councillor Gulvin	To hold the Portfolio Holder to account on performance against his portfolio.
Update on Medway Norse	Other	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with NORSE
DATE TO BE DETERMINED			
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
Various Land disposals	Other	Chief Legal Officer	To receive an update on progress in implementing the various decisions delegated to the Chief Legal Officer by Cabinet on 7 June.
Portfolio Holder for Planning, Economic Growth and Regulation	Holding to account	Councillor Chitty	To hold the Portfolio Holder to account on performance against her portfolio.

Work completed in 2016/17

July 2016

- Call In - Various Land Disposals
- Update on Medway Norse Update on Medway Norse
- Procurement Strategy 2016-2021
- Council Plan End of Year Q4 2016/16 Performance Monitoring Report
- Petitions

August 2016

- Universal Credit and Welfare Reforms - Six Monthly Progress Report
- Government Consultation: 100% Business Rates Retention
- Revenue Budget Monitoring 2016/17 - Quarter 1
- Capital Budget Monitoring 2016/17 - Quarter 1
- Update on Responsible Gambling
- Work Programme