

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

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

6 JULY 2017 *			
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	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for quarter 4
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 2016.
Update on Medway Norse	Other	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with Norse
Capital and Revenue Budget Monitoring – Quarter 4	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Quarter 4

Appendix 1

24 AUGUST 2017 *			
26 OCTOBER 2017*			
Universal Credit and Welfare Reforms – Six Monthly Progress Report	Other	Chief Finance Officer/Head of Housing Management	To consider a six monthly review of the Welfare Reform Task Group Review
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
Capital and Revenue Budget Monitoring – Quarter 1	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Quarter 1
30 NOVEMBER 2017*			
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 2017/18	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for Quarter 2

Appendix 1

Capital and Revenue Budget Monitoring 2017/18 – Quarter 2	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Quarter 2
Draft Capital and Revenue Budget 2018/2019	Budget and policy framework	Chief Finance Officer	To scrutinise the Draft revenue and capital budgets 2018/2019
Procurement Strategy	Other	Chief Legal Officer	To scrutinise a six month update on the implementation of the Procurement Strategy
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
30 JANUARY 2018*			
Housing Revenue Account - Capital and Revenue Budgets 2018/2019	Budget and Policy Framework	Chief Finance Officer/Head of Housing Management	This report presents the HRA capital and revenue budgets for 2018/19 and provides details of proposed rent and service charge levels
Draft Capital and Revenue Budgets 2018/19	Performance Reviews	Chief Finance Officer	To scrutinise the draft Capital and Revenue Budgets 2018/19

Appendix 1

Draft Capital and Revenue Budget Proposals 2018/19 (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 2018/19 proposed by Cabinet
Council Plan Refresh 2018/19	Performance Reviews	Assistant Director, Transformation	To scrutinise the proposed refreshed targets and projects
12 APRIL 2018*			
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 Quarter 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

Appendix 1

Universal Credit and Welfare Reforms – Six Monthly Progress Report	Other	Chief Finance Officer	To consider a progress report regarding Universal Credit and welfare reforms as agreed by Cabinet in September 2014 and also the work of the Welfare Reform Officers Working Group
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

*Provisional dates

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

October 2016

- Annual Review of the Risk Management Strategy and 6 Monthly Review of the Council's Corporate Risk Register
- Council Plan Quarter 1 Performance Monitoring
- Member's Item – Council Land at Hall Wood and Hook Wood, Lordswood

December 2016

- Update on Medway Norse
- Council Plan Performance Monitoring Quarter 2 2016/17 Performance Monitoring Report
- Capital Budget Monitoring 2016/17 Quarter 2
- Revenue Budget Monitoring 2016/17 Quarter 2
- Draft Capital and Revenue Budget 2017/18
- Housing Strategy Annual Review
- Work programme

5 January 2016 (Special)

- Business Rate relief
- Shared Legal Services with Gravesham BC

31 January 2017

- Attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services
- Attendance of the Portfolio Holder for Business Management
- Call-In: Business Rate Relief
- Call-In: Traded Services - Category Management and Staffing Agency
- Housing Revenue Account - Capital and Revenue Budgets 2017/18
- Housing (Demand, Supply and Affordability) Task Group - Progress Report
- Medway Commercial Group Limited - First Year Quarter 2 Report
- Procurement Strategy
- Draft Capital and Revenue Budget 2017/18 (Report back from other Overview and Scrutiny Committees)
- Draft Capital and Revenue Budget 2017/18
- Council Plan Refresh 2017/18
- Work programme