

## Appendix 1

### Work Programme Business Support Overview and Scrutiny Committee

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

Item	Work type	Responsible Officer	Objectives
<b>24 AUGUST 2017</b>			
<b>26 OCTOBER 2017</b>			
Universal Credit and Welfare Reforms – Six Monthly Progress Report	Information item	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	Council Performance and Budget Monitoring	Director Regeneration, Culture, Environment and Transformation	To scrutinise the annual review of the Council's Risk Register.
Council Plan Quarter 1 Performance Monitoring	Council Performance and Budget Monitoring	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for quarter 1.
Capital and Revenue Budget Monitoring – Quarter 1	Council Performance and Budget Monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1.

<b>Item</b>	<b>Work type</b>	<b>Responsible Officer</b>	<b>Objectives</b>
<b>30 NOVEMBER 2017</b>			
Attendance of Portfolio Holder for Business Management	Portfolio Holder Holding to account	Councillor Turpin	To hold the Portfolio Holder for Business Management to account on performance against his portfolio
Update on Medway Norse	Information item	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with Medway Norse.
Council Plan Performance Monitoring Quarter 2 2017/18	Council Performance and Budget Monitoring	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for Quarter 1.
Capital and Revenue Budget Monitoring 2017/18 – Quarter 2	Council Performance and Budget Monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 2.
Draft Capital and Revenue Budget 2018/2019	Pre decision scrutiny	Chief Finance Officer	To scrutinise the draft revenue and capital budgets 2018/2019.
Procurement Strategy	Information item	Chief Legal Officer	To scrutinise a six month update on the implementation of the Procurement Strategy.
Housing Strategy Annual Review	Council Performance and Budget Monitoring	Director Regeneration, Culture, Environment and Transformation	To review and assesses progress against the targets in the Housing Strategy.

<b>Item</b>	<b>Work type</b>	<b>Responsible Officer</b>	<b>Objectives</b>
Scrutiny Task Groups	Task Groups	Chief Legal Officer	To agree the programme of Task Group topics for the next round of in-depth scrutiny reviews.
<b>30 JANUARY 2018</b>			
Attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services	Portfolio Holder Holding to account	Councillor Doe	To hold the Deputy Leader and Portfolio Holder for Housing and Community Services to account on performance against his portfolio
Housing Revenue Account (HRA) - Capital and Revenue Budgets 2018/2019	Pre decision scrutiny	Chief Finance Officer/Head of Housing Management	To scrutinise the HRA capital and revenue budgets for 2018/19 and details of proposed rent and service charge levels.
Draft Capital and Revenue Budgets 2018/19	Pre decision scrutiny	Chief Finance Officer	To scrutinise the draft Capital and Revenue Budgets 2018/19.
Draft Capital and Revenue Budget Proposals 2018/19 (Report back from other Overview and Scrutiny Committees)	Pre decision scrutiny	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	Pre decision scrutiny	Assistant Director, Transformation	To scrutinise proposed refreshed targets and projects.

<b>Item</b>	<b>Work type</b>	<b>Responsible Officer</b>	<b>Objectives</b>
<b>12 APRIL 2018</b>			
Attendance of the Leader of the Council	Portfolio Holder Holding to account	Councillor Jarrett	To hold the Leader to account on performance against his portfolio
Attendance of the Portfolio Holder for Resources	Portfolio Holder Holding to account	Councillor Gulvin	To hold the Portfolio Holder for Resources to account on performance against his portfolio
Council Plan Quarter 3 Performance Monitoring	Council Performance and Budget Monitoring	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for quarter 3.
Capital and Revenue Budget Monitoring Round 3	Council Performance and Budget Monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 3.
6 Monthly Review of the Council's Corporate Risk Register	Council Performance and Budget Monitoring	Director Regeneration, Culture, Environment and Transformation	To scrutinise the 6 monthly review of the Council's Corporate Risk Register.
Universal Credit and Welfare Reforms – Six Monthly Progress Report	Information item	Chief Finance Officer	To consider a progress report regarding Universal Credit and welfare reforms, including the work of the Welfare Reform Officers Working Group.
Update on Medway Norse	Information item	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with Medway Norse.

Item	Work type	Responsible Officer	Objectives
<b>DATE TO BE DETERMINED</b>			
Lessons learned from the procurement process for the purchase of specialist cremator supplies	Information item	Chief Legal Officer/ Director Regeneration, Culture, Environment and Transformation	To scrutinise the report on the lessons learned.

### **Work completed in 2017/18**

#### **13 April 2017**

- Petitions
- Attendance of the Leader of the Council
- Attendance of the Portfolio Holder for Resources
- 6 Monthly Review of the Council's Corporate Business Risk Register
- Council Plan Quarter 3 2016/17 Performance Monitoring Report
- Revenue Budget Monitoring 2016/17 - Quarter 3
- Capital Monitoring 2016/17 - Quarter 3
- Universal Credit and Welfare Reforms Six Monthly Progress Report
- Work Programme