

## 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>23 AUGUST 2018</b>			
Capital and Revenue Budget Monitoring – Quarter 1	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Quarter 1.
Statement of Gambling Policy	Pre-decision scrutiny	Chief Legal Officer	To consider the revised Statement of Gambling Policy.
<b>25 OCTOBER 2018</b>			
Council Plan Performance Monitoring Quarter 1	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring report for quarter 1
Annual Review of the Risk Management Strategy and 6 Monthly Review of the Council's Corporate Risk Register	Council Performance Monitoring	Chief Finance Officer	To scrutinise the annual review of the Council's 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.
Corporate Peer Challenge	Information item	Director Regeneration, Culture, Environment and Transformation and Deputy Chief Executive	To consider progress in implementing the action plan arising from the Corporate Peer Challenge.

<b>Item</b>	<b>Work type</b>	<b>Responsible Officer</b>	<b>Objectives</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
<b>29 NOVEMBER 2018</b>			
Council Plan Performance Monitoring Quarter 2	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring report for Quarter 2.
Capital and Revenue Budget Monitoring – Quarter 2	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Quarter 2.
Procurement Strategy	Information item	Chief Legal Officer	To scrutinise a six month update on the implementation of the Procurement Strategy.
Draft Capital and Revenue Budget 2019/2020	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft revenue and capital budgets 2019/2020.
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
<b>31 JANUARY 2019</b>			
Council Plan Refresh 2019/20	Council Performance Monitoring	Chief Finance Officer	To scrutinise the proposed refreshed targets and projects.
Draft Capital and Revenue Budget 2019/2020	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft revenue and capital budgets 2019/2020.
Draft Capital and Revenue Budget Proposals 2019/20 (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 2019/20 proposed by Cabinet.

<b>Item</b>	<b>Work type</b>	<b>Responsible Officer</b>	<b>Objectives</b>
Housing Revenue Account - Capital and Revenue Budgets 2019/2020	Pre-decision scrutiny	Chief Finance Officer/Head of Housing Management	To scrutinise the HRA capital and revenue budgets for 2019/20, including proposed rent and service charge Levels.
Update on Medway Norse	Information item	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with Norse.
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
<b>4 APRIL 2019</b>			
Council Plan Performance Monitoring Quarter 3	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring report for Quarter 3.
Capital and Revenue Budget Monitoring – Quarter 3	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Quarter 3.
6 Monthly Review of the Council's Corporate Risk Register	Council Performance Monitoring	Chief Finance Officer	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.
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

Item	Work type	Responsible Officer	Objectives
<b>DATE TO BE DETERMINED</b>			
Capacity of the Voluntary Sector in Medway	Information item	Director Children and Adults	To consider an update on the implementation of a pilot to redirect existing funding for statutory services into the community.
Consultation on proposals for changes to Gaming Machines and Social Responsibility Measures	Information item	Chief Legal Officer	To consider the Government's response to the consultation.
House of Commons Communities and Local Government Committee: Publication of report into effectiveness of local overview and scrutiny committees	Information item	Chief Legal Officer	To consider the report's recommendations, the Government response and updated Government guidance together with comments from officers.
Land adjoining Union Place Car Park New Road, Chatham.	Information item	Chief Legal Officer	To receive a progress report on issues which arose as a result of a Member's Item regarding Land Disposal, Consultation and Access.

## 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

## **6 July 2017**

- Update on Medway Norse
- Outcome of Public Consultation on the Proposed Closure of Thomas Aveling Public Library
- Procurement Strategy
- Homelessness Prevention Strategy 2017-19
- Various Land Disposals
- Council Plan Performance Monitoring Report End of Year: Quarter 4: 2016/17
- Work Programme

## **26 October 2017**

- Universal Credit and Welfare Reforms - Six Monthly Progress Report
- Building Security at Council Offices
- Major Incident Response Update
- 6 Monthly Review of the Council's Corporate Business Risk Register and Annual Review of the Strategic Risk Framework
- Revenue Budget Monitoring 2017/18 - Quarter 1
- Capital Budget Monitoring 2017/18 - Quarter 1
- Work Programme

## **30 November 2017**

- Attendance of Portfolio Holder for Business Management
- Update on Medway Norse
- Council Plan Performance Monitoring Quarter 2 2017/18
- Capital and Revenue Budget Monitoring 2017/18 – Quarter 2
- Draft Capital and Revenue Budget 2018/2019
- Procurement Strategy
- Housing Strategy Annual Review
- Topics for In-Depth Scrutiny Reviews – 2018/19

## **30 January 2018**

- Attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services
- Housing Revenue Account (HRA) - Capital and Revenue Budgets 2018/2019
- Draft Capital and Revenue Budgets 2018/19
- Draft Capital and Revenue Budget Proposals 2018/19 (Report back from other Overview and Scrutiny Committees)
- Council Plan Refresh 2018/19
- The Council's Petitions Scheme - E-petitions
- Update on Medway Norse
- Medway Council and Gravesham Borough Council, HR Shared Service

## 12 April 2018

- Petition - Additional Parking Bays - Forge Lane Gillingham
- Attendance of the Leader of the Council
- Attendance of the Portfolio Holder for Resources
- Universal Credit and Welfare Reforms - Six Monthly Progress Report
- Voluntary and Community Sector
- Council Plan Performance Monitoring Report Quarter 3 2017/18
- Revenue Budget Monitoring 2017/18 - Quarter 3
- Capital Budget Monitoring 2017/18 - Quarter 3
- Six Monthly Review of the Corporate Risk Register
- Community Governance Review - Review of Process
- Member's item - Land Disposal, Consultation and Access
- Corporate Peer Challenge