

## 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>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.                                                |
| 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.                                          |
| The Council's e-petition platform                                                                           | Information item                    | Chief Legal Officer                                                                       | To consider progress regarding enhancing the functionality of the Council's e-petition Platform, as agreed at Council in April 2018.           |

| <b>Item</b>                                       | <b>Work type</b>                    | <b>Responsible Officer</b>                                                                | <b>Objectives</b>                                                                           |
|---------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <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 | Council 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. |
| Corporate Sponsorship Protocol                    | Pre-decision scrutiny               | Director Regeneration, Culture, Environment and Transformation and Deputy Chief Executive | To scrutinise a draft corporate sponsorship protocol.                                       |
| <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.                              |

| <b>Item</b>                                                                                                  | <b>Work type</b>                    | <b>Responsible Officer</b>                       | <b>Objectives</b>                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.   |
| 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                                                            | Council 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. |

| Item                                                                                                                                            | Work type                           | Responsible Officer                                                                                               | Objectives                                                                                                                              |
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| 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                                                                      |
| <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.          |
| 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. |
| Council sponsorship of Gillingham F.C.                                                                                                          | Information item                    | Director Regeneration, Culture, Environment and Transformation and Deputy Chief Executive/<br>Chief Legal Officer | To review the sponsorship agreement between Medway Council and Gillingham F.C.                                                          |

## **Work completed in 2018/19**

### **5 July 2018**

- Member's item: Gillingham Football Club Sponsorship by Medway Council
- Update on Medway Norse
- Shared Licensing Service between Gravesham Borough Council and Medway Council
- Gambling Act 2005 - Review of Statement of Gambling Policy
- Gambling Act 2005 - Government Response to the Consultation on Proposals for Changes to Gaming Machines and Social Responsibility Measures
- Council Plan Performance Monitoring Report Quarter 4 and End of Year 2017/18
- Transformation Programme Update
- Procurement Strategy
- Work programme