

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
29 NOVEMBER 2018			
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 report 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 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 & Transformation & Deputy Chief Executive	To scrutinise a draft corporate sponsorship protocol.
31 JANUARY 2019			
Council Plan Refresh 2019/20	Council Performance monitoring	Chief Finance Officer	To scrutinise the proposed refreshed targets and projects.

Item	Work type	Responsible Officer	Objectives
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 2019/2020 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 2019/2020, 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 Medway 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.
Becoming a single use plastic free Council.	Information Item	Chief Legal Officer	To consider a progress report.
4 APRIL 2019			
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 report 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.

Item	Work type	Responsible Officer	Objectives
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	Leader Holding to Account	Councillor Jarrett	To hold the Leader to account on performance against his portfolio.
JULY 2019			
Council sponsorship of Gillingham F.C.	Information item	Director Regeneration, Culture, Environment & Transformation & Deputy Chief Executive/ Chief Legal Officer	To review the sponsorship agreement between Medway Council and Gillingham F.C.
DATE TO BE DETERMINED			
Capacity of the Voluntary Sector in Medway	Information item	Director of People - Children and Adults Services	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 and impact on scrutiny arrangements in Medway.
Multi agency response to issues of community concern (TBC)	Member's item		To consider the issue of securing a multi agency response to issues of community concern so that residents receive timely answers.

Item	Work type	Responsible Officer	Objectives
Public Rights of Way Claim - 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 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

23 August 2018

- Call in: The Long Term Future of the Corn Exchange, Enhancement of the Guildhall Museum - Sale of the Former Conservancy Building, 17 High Street, Rochester
- Petition
- Public Rights of Way Claim - New Road, Chatham
- Becoming a Single-Use Plastic Free Council
- Revenue Budget Monitoring 2019/19 - Quarter 1
- Capital Budget Monitoring 2018/19 - Quarter 1
- Work programme