

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

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

Item	Work type	Responsible Officer	Objectives
4 JULY 2019 (TBC)			
Council sponsorship of Gillingham F.C.	Information item	Director Regeneration, Culture, Environment & Transformation & Deputy Chief Executive/ Chief Legal Officer/ Assistant Director – Transformation	To review the sponsorship agreement between Medway Council and Gillingham F.C.
Transfer of Council services	Information item	Assistant Director – Transformation/ Chief Legal Officer	To note all Council services transferred to Medway Commercial Group and Medway Norse which have come back to the Council, together with details of what action the Council subsequently took.
Update on Medway Norse	Information item	Chief Finance Officer	To scrutinise the quarterly update on the Council's joint venture with Medway Norse.
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.
Scrutiny Task Groups	Task Groups	Chief Legal Officer	To select a topic for the next Task Group and to launch the process for selecting the next round of review topics.

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22 AUGUST 2019 (TBC)			
Capital and Revenue Budget Monitoring – Quarter 1 2019/20	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Quarter 1.
Council Plan Performance Monitoring Quarter 4 2018/19	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring report for quarter 4.
24 OCTOBER 2019 (TBC)			
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.
28 NOVEMBER 2019 (TBC)			
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.
Draft Capital and Revenue Budget 2020/2021	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft revenue and capital budgets 2020/2021.

Item	Work type	Responsible Officer	Objectives
Procurement Strategy (annual report)	Information item	Chief Legal Officer	To consider an annual update on the implementation of the Procurement Strategy.
30 JANUARY 2020 (TBC)			
Council Plan Refresh 2020/21	Council Performance Monitoring	Chief Finance Officer	To scrutinise the proposed refreshed targets and projects.
Draft Capital and Revenue Budget 2020/2021	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft revenue and capital budgets 2020/2021
Draft Capital and Revenue Budget Proposals 2020/21 (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 2020/21 proposed by Cabinet.
Housing Revenue Account - Capital and Revenue Budgets 2020/2021	Pre-decision scrutiny	Chief Finance Officer/Head of Housing Management	To scrutinise the HRA capital and revenue budgets for 2020/21, including proposed rent and service charge Levels.
Update on Medway Norse	Information item	Chief Finance Officer	To scrutinise the quarterly update on the Council's joint venture with Norse.
2 APRIL 2020 (TBC)			
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 risk register.

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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.
DATE TO BE DETERMINED			
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.
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.
Public Rights of Way Claim - New Road, Chatham	Information item	Director Regeneration, Culture, Environment & Transformation & Deputy Chief Executive	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

25 October 2018

- Attendance of Portfolio Holder for Business Management
- Universal Credit and Welfare Reforms - Six Monthly Progress Report
- Council Plan Performance Monitoring Report Quarter 1 and Start of Year 2018/19
- The Draft Housing Strategy 2018-22
- Draft Tenancy Strategy 2018
- 6 Monthly Review of the Corporate Risk Register and Annual Review of the Risk Management Strategy
- Corporate Peer Challenge 6 Month Review
- The Potential Impact of Brexit
- Work Programme

29 November 2018

- Attendance of Portfolio Holder for Resources
- Procurement Strategy - Six Month Update
- The Council's Petition Scheme - E-Petitions
- Council Plan Performance Monitoring Report Quarter 2 2018/19
- Sponsorship and Advertising Policy
- Revenue Budget Monitoring 2018/19 - Quarter 2
- Capital Budget Monitoring 2018/19 - Quarter 2
- Draft Capital and Revenue Budget 2019/2020
- Work Programme

31 January 2019

- Council Plan Refresh 2019/20
- Draft Capital and Revenue Budget 2019/2020
- Draft Capital and Revenue Budget Proposals 2019/20 (Report back from other Overview and Scrutiny Committees)
- Housing Revenue Account (HRA) - Capital and Revenue Budgets 2019/2020

- Update on Medway Norse
- Attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services
- Becoming a single use plastic free Council