

## Appendix 1

### Business Support Overview and Scrutiny Committee Work Programme

(As agreed by the Committee on 24 October 2019)

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

Item	Work type	Responsible Officer	Objectives
<b>30 JANUARY 2020</b>			
Attendance of the Deputy Leader and Portfolio Holder for Community Services	Holding to Account	Councillor Doe	To hold the Deputy Leader to account on performance against his portfolio.
Council Plan Refresh 2020/2021	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 Strategic Housing	To scrutinise the HRA capital and revenue budgets for 2020/21, including proposed rent and service charge Levels.

<b>Item</b>	<b>Work type</b>	<b>Responsible Officer</b>	<b>Objectives</b>
Medway Norse Update	Information item	Chief Finance Officer	To consider a review of the performance of the joint venture from the perspective of the Council client for the first half of the 2019/2020 financial year and also an update on the Joint Venture's achievements and financial performance prepared by the Partnership Director.
Housing Enforcement and Licensing Policy	Pre-decision scrutiny	Head of Strategic Housing	To scrutinise the policy before consideration by Cabinet.
<b>2 APRIL 2020</b>			
Attendance of the Leader of the Council	Holding to Account	Councillor Jarrett	To hold the Leader to account on performance against his portfolio.
Council Plan Performance Monitoring and review of Corporate Risk Register – Quarter 3	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring and corporate risk register reports 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.
Universal Credit and Welfare Reforms – Annual Progress Report	Information item	Chief Finance Officer	To consider a progress report regarding Universal Credit and welfare reforms.
<b>DATE TO BE DETERMINED</b>			
Complaints handling	Information item	Assistant Director – Transformation	To consider the way in which the Council handles complaints.
The risk environment	Information item	Chief Finance Officer/ Assistant Director Physical and Cultural Regeneration	To consider the wider risk environment facing the Council, including the differences between the Corporate Risk Register, business continuity and emergency planning.

## **Work completed in 2019/20**

### **4 July 2019**

- Council sponsorship of Gillingham F.C.
- Scrutiny of Risk and Commercialisation
- Update on Medway Norse
- Capacity of the Voluntary Sector in Medway
- New Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities
- Petitions
- Work programme

### **22 August 2019**

- Voluntary and Community Sector
- Medway Commercial Group - Six Monthly Report
- Medway Council Strategy
- Capital Budget Monitoring - Round 1 2019/20
- Revenue Budget Monitoring - Round 1 2019/20
- Council Plan Performance Monitoring Report - Quarter 4 End of Year
- Draft Allocations Policy 2019
- Work Programme

### **24 October 2019**

- Attendance of the Portfolio Holder for Business Management
- Draft Homelessness and Rough Sleeper Strategy 2019-2024
- Council Plan Performance Monitoring Report and Risk Register Review Quarter 1 2019/20
- Risk Strategy Annual Review
- Work programme
- Medway Development Company