

## 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
<b>20 AUGUST 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 and Risk Register 2019/20 - Quarter 4	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring report and corporate risk register for Quarter 4.
<b>22 OCTOBER 2020</b>			
Council Plan Performance Monitoring Report and Risk Register Review Quarter 1 2020/21	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 1.
Capital and Revenue Budget Monitoring - Round 1 2020/21	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Quarter 1.
Attendance of the Portfolio Holder for Business Management	Holding to Account	Councillor Turpin	To hold the Portfolio Holder to account on performance against his portfolio.
<b>26 NOVEMBER 2020</b>			
Council Plan Monitoring and Risk Register review – Quarter 2 2020/21	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 2.
Capital and Revenue Budget Monitoring – Round 2	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 2.

Draft Capital and Revenue Budgets 2021/2022	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft revenue and capital budgets 2021/2022.
Procurement Strategy (Annual report)	Information Item	Chief Legal Officer	To consider an annual update on the implementation of the Procurement Strategy.
Attendance of the Portfolio Holder for Resources	Holding to Account	Councillor Gulvin	To hold the Portfolio Holder to account on performance against his portfolio
28 JANUARY 2021			
Attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services	Holding to Account	Councillor Doe	To hold the Deputy Leader to account on performance against his portfolio
Medway Norse Update	Information Item	Chief Finance Officer	To review the performance of the Joint Venture from the perspective of the Council client for last six months of the financial year.
Housing Revenue Account Capital and Revenue Budgets 2021/22	Pre-decision scrutiny	Chief Finance Officer/Head of Housing	To scrutinise the HRA capital and revenue budgets for 2021/22, including proposed rent and service charge levels.
Draft Capital and Revenue Budget 2021/2022	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft revenue and capital budgets 2021/2022.
Draft Capital and Revenue Budget Proposals 2021/2022 <i>(Report back from other O&amp;S Committees)</i>	Pre-decision scrutiny	Chief Finance Officer	To consider comments and recommendations of all Overview and Scrutiny Committees on the initial budget plan for 2021/22 proposed by Cabinet.
Council Plan Refresh 2021/22 and Medway Council Strategy	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the Council Plan proposed refreshed targets and projects and also the Council Strategy.
Risk Strategy and Risk Plan	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the Risk Strategy and Risk Plan.

25 MARCH 2021

Council Plan Performance Monitoring Report and Risk Register Review Quarter 3 2020/21	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 – Round 3	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 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.
DATE TO BE DETERMINED			
Adult Education Business Plan	Pre-decision scrutiny	Assistant Director Physical and Cultural Regeneration	To consider the business plan prior to its approval.
The risk environment	Information item	Chief Finance Officer/ Assistant Director Front Line Services	To consider the wider risk environment facing the Council, including the differences between the Corporate Risk Register, business continuity and emergency planning.
Complaints handling	Information item	Chief Finance Officer	To consider the way in which the Council handles and learns from complaints.
Universal Credit and Welfare Reforms – Annual Progress Report	Information item	Chief Finance Officer	To consider a progress report regarding Universal Credit and welfare reforms (including an update on the Local Welfare Provision programme).

## **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

### **28 November 2019**

- Attendance of the Portfolio Holder for Resources
- Council Plan Monitoring and Risk Register review – Quarter 2
- Capital and Revenue Budget Monitoring – Round 2
- Draft Capital and Revenue Budgets 2020/2021
- Procurement Strategy (Annual report)
- Medway Commercial Group – Progress report

### **30 January 2020**

- Attendance of the Deputy Leader and Portfolio Holder for Community Services
- Medway Norse Update

- Housing Revenue Account Capital and Revenue Budgets 2020/21
- Draft Capital and Revenue Budget 2020/2021
- Draft Capital and Revenue Budget Proposals 2020/2021 (Report back from other O&S Committees)
- Council Plan Refresh 2020/21
- Work Programme
- Medway Commercial Group - Six Monthly Progress Report and Business Plan Adoption