

Appendix 1

Business Support Overview and Scrutiny Committee Rolling Work Programme

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

22 OCTOBER 2020

Item	Work type	Responsible Officer	Objectives
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.

26 NOVEMBER 2020

Item	Work type	Responsible Officer	Objectives
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

Item	Work type	Responsible Officer	Objectives
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&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.
Voluntary Sector Task Group	Information Item	Director of Public Health/Chief Legal Officer/Head of Planning	To scrutinise progress in implementing Group's recommendations, in the context of the latest situation with regard to the Council's Covid-19 Recovery Plan.

30 MARCH 2021

Item	Work type	Responsible Officer	Objectives
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

Item	Work type	Responsible Officer	Objectives
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).
Strengthening of Overview and Scrutiny Arrangements	Information item	Chief Legal Officer	To consider proposals to strengthen Overview and Scrutiny arrangements in Medway in response to the new statutory guidance on overview and scrutiny in local authorities published in May 2019.
Housing Enforcement and Licensing Policy 2020	Information item	Head of Housing	To review how the policy is being monitored.

Work completed in 2020/21

2 July 2020

- Petitions
- Medway Norse Update
- Housing Enforcement and Licensing Policy 2020
- Member's Item - Selective Licensing
- Revenue and Capital Budget Outturn 2019/20
- Voluntary Sector Task Group
- Work programme