

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

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

1 July 2021 (provisional)

Item	Work type	Responsible Officer	Objectives
Attendance of the Leader of the Council	Holding to Account	Councillor Jarrett	To hold the Leader to account on performance against his portfolio.
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.

19 August 2021 (provisional)

Item	Work type	Responsible Officer	Objectives
Universal Credit and Welfare Reforms – Annual Progress Report	Information Item	Chief Finance Officer	To consider a progress report regarding Universal Credit and welfare reforms.
Capital and Revenue Budget Monitoring Outturn 2020/21	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring Outturn 2020/21
Council Plan Performance Monitoring Report and Risk Register Review Quarter 4 and end of year 2020/21	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 4 and end of year 2020/21.
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.

Voluntary Sector Task Group	Information item	Director of Public Health	Six-month progress report on recommendations
Gambling Policy Statement	Pre-decision scrutiny	Chief Legal Officer	To consider the revised policy statement prior to Cabinet and Council.

21 October 2021 (provisional)

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 and Portfolio Holder to account on performance against his portfolio.
Attendance of the Portfolio Holder for Resources	Holding to Account	Councillor Gulvin	To hold the Portfolio Holder to account on performance against his portfolio.

25 November 2021 (provisional)

Item	Work type	Responsible Officer	Objectives
Council Plan Performance Monitoring Report and Risk Register Review Quarters 1 and 2 2021/22	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarters 1 and 2 2021/22.
Capital and Revenue Budget Monitoring – Rounds 1 and 2 2021/22	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Rounds 1 and 2 2021/22.
Procurement Strategy (Annual report)	Information Item	Chief Legal Officer	To consider an annual update on the implementation of the Procurement Strategy.

27 January 2022 (provisional)

Item	Work type	Responsible Officer	Objectives
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 2022/23	Pre-decision scrutiny	Chief Finance Officer/Head of Housing	To scrutinise the HRA capital and revenue budgets for 2022/23, including proposed rent and service charge levels.
Draft Capital and Revenue Budget 2022/2023 including report back from other O&S Committees	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft revenue and capital budgets 2022/2023. Also, to consider comments and recommendations of all Overview and Scrutiny Committees on the initial budget plan for 2022/23 proposed by Cabinet.
Council Plan Refresh 2022/23 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.

31 March 2022 (provisional)

Item	Work type	Responsible Officer	Objectives
Council Plan Performance Monitoring Report and Risk Register Review Quarter 3 2021/22	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 3 2021/22.

Capital and Revenue Budget Monitoring – Round 3 2021/22	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 3 2021/22.
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Date to be determined

Adult Education Business Plan	Pre-decision scrutiny	Assistant Director Community and Culture	To consider the business plan prior to its approval.
Complaints handling	Information item	Chief Finance Officer	To consider the way in which the Council handles and learns from complaints.
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 and proposals from a cross party Member meeting.
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

20 August 2020

- Covid-19 recovery
- Attendance of the Leader of the Council
- Council Plan Performance 2019/20 - Quarter 4

- Remote meetings
- Work programme

22 October 2020

- Attendance of the Portfolio Holder for Business Management
- Council Plan Performance 2020/21 - Quarter 1
- Capital Budget Monitoring Round 1 2020/21
- Revenue Budget Monitoring Round 1 2020/21
- Covid-19 recovery
- Petitions
- Work programme

26 November 2020

- Attendance of the Portfolio Holder for Resources
- Staff survey on working arrangements
- Procurement Strategy 2021 – 2025
- Council Plan Performance Monitoring and Risk Register Review Quarter 2 2020/21
- Capital Budget Monitoring Report Round 2 2020/21
- Revenue Budget Monitoring Round 2 2020/21
- Draft Capital and Revenue Budget 2021/22
- Monuments and place names working group
- Covid-19 Response – Phase 2
- Work programme

28 January 2021

- Establishment of a Medway Community Lottery
- Attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services
- Medway Norse Update
- Housing Revenue Account Capital and Revenue Budgets 2021/22
- Draft Capital and Revenue Budget 2021/2022 and report back from O&S Committees
- Council Plan Refresh 2021/22 and Medway Council Strategy
- Risk Management, Business Continuity and Emergency Planning
- Risk Strategy and Risk Plan
- Voluntary Sector Task Group
- Work Programme