

Work Programme

Business Support Overview and Scrutiny Committee

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

21 October 2021

Item	Work type	Responsible Officer	Objectives
Attendance of the Portfolio Holder for Resources	Holding to Account	Councillor Gulvin	To hold the Portfolio Holder to account on performance against his portfolio.
Council Plan Performance Monitoring Report and Risk Register Review Quarter 1 2021/22	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 1 2021/22.
Capital and Revenue Budget Monitoring – Round 1 2021/22	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1 2021/22.
Voluntary Sector Task Group	Information item	Director of Public Health/ Head of Health and Wellbeing Services	Six-month progress report on recommendations.
Climate Change Action Plan	Information item	Assistant Director of Front Line Services/ Head of Environmental Services	To note the action plan

25 November 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 Portfolio Holder to account on performance against his portfolio.

Council Plan Performance Monitoring Report and Risk Register Review Quarter 2 2021/22	Council Performance Monitoring	Chief Finance Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 2 2021/22.
Capital and Revenue Budget Monitoring – Round 2 2021/22	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 2 2021/22.
Procurement Strategy (Annual report)	Information Item	Head of Category Management	To consider an annual update on the implementation of the Procurement Strategy.
Corporate Sponsorship Policy	Information item	Head of Communications and Marketing	To review the use of the policy since it was adopted in 2018

27 January 2022

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 Strategic 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 and Strategy Refresh 2022/23	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the Council Plan and Strategy including proposed refreshed targets and projects.

Risk Management Strategy Annual Review 2022/23	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the Risk Strategy 2022/23.
Covid-19 Recovery	Information Item	Assistant Director Culture and Community	To note progress.

31 March 2022

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.
Annual review of the Council's Petitions Scheme	Information item	Head of Democratic Services	To review the use of the scheme.

Date to be determined

Item	Work type	Responsible Officer	Objectives
Audit of the Medway Commercial Group	Information item	Chief Finance Officer	To review the audit of MCG.
Adult Education Business Plan	Pre-decision scrutiny	Assistant Director Culture and Community	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 published in May 2019

Housing Enforcement and Licensing Policy 2020	Information item	Head of Strategic Housing	To review how the policy is being monitored.
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Work completed in 2021/2022

1 July 2021

- Attendance of the Leader of the Council
- Attendance of the Portfolio Holder for Business Management
- Findings from the Local Government and Social Care Ombudsman
- Petition