

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

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

7 July 2022 (provisional)

Item	Work type	Responsible Officer	Objectives
Attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services	Holding to Account		To hold the Portfolio Holder to account on performance against his portfolio.
Attendance of the Portfolio Holder for Resources	Holding to Account		To hold the Portfolio Holder to account on performance against his portfolio.

25 August 2022 (provisional)

Item	Work type	Responsible Officer	Objectives
Universal Credit and Welfare Reforms – Annual Progress Report	Information Item	Chief Operating Officer	To consider a progress report regarding Universal Credit and welfare reforms.
Capital and Revenue Budget Monitoring Outturn 2021/22	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring Outturn 2021/22
Capital and Revenue Budget Monitoring – Round 1 2022/23	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1 2022/23.
Council Plan Performance Monitoring Report and Risk Register Review Quarter 4 and end of year 2021/22	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 4 and end of year 2021/2.

Council Plan Performance Monitoring Report and Risk Register Review Quarter 1 2022/23	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 1 2022/23.
Medway Norse Update	Information Item	Chief Operating Officer	To review the performance of the Joint Venture from the perspective of the Council client for last six months of the financial year.
Council Strategy 2023/27 (provisional)	Pre-decision scrutiny	Chief Operating Officer	To scrutinise the Council Strategy

20 October 2022 (provisional)

Item	Work type	Responsible Officer	Objectives
Attendance of the Leader of the Council	Holding to Account		To hold the Leader to account on performance against his portfolio.
Attendance of the Portfolio Holder for Business Management	Holding to Account		To hold the Portfolio Holder to account on performance against his portfolio.

24 November 2022 (provisional)

Item	Work type	Responsible Officer	Objectives
Procurement Strategy (Annual report)	Information Item	AD Legal and Governance	To consider an annual update on the implementation of the Procurement Strategy.
Capital and Revenue Budget Monitoring – Round 2 2022/23	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 2 2022/23.
Council Plan Performance Monitoring Report and Risk Register Review Quarter 2 2022/23	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 2 2022/23.

26 January 2023 (provisional)

Medway Norse Update	Information Item	Chief Operating 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 2023/24	Pre-decision scrutiny	Chief Operating Officer/Head of Strategic Housing	To scrutinise the HRA capital and revenue budgets for 2023/24, including proposed rent and service charge levels.
Draft Capital and Revenue Budget 2023/2024 including report back from other O&S Committees	Pre-decision scrutiny	Chief Operating Officer	To scrutinise the draft revenue and capital budgets 2023/2024. Also to consider comments and recommendations of all Overview and Scrutiny Committees on the initial budget plan for 2023/24 proposed by Cabinet.
Council Plan 2023/27 (provisional)	Pre-decision scrutiny	Chief Operating Officer	To scrutinise the Council Plan
Risk Strategy and Risk Plan 2023/24	Pre-decision scrutiny	Chief Operating Officer	To scrutinise the Risk Strategy and Risk Plan.

30 March 2023 (provisional)

Council Plan Performance Monitoring Report and Risk Register Review Quarter 3 2022/23	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 3 2022/23.
Capital and Revenue Budget Monitoring – Round 3 2022/23	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 3 2022/23.
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 Operating Officer	To review the audit of MCG.
Complaints handling	Information item	Chief Operating Officer	To consider the way in which the Council handles and learns from complaints.
Housing Enforcement and Licensing Policy 2020	Information item	Head of Strategic Housing	To review how the policy is being monitored.

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

19 August 2021

- Universal Credit and Welfare Reforms annual progress report
- Statement of Gambling Policy 2022-2025
- Covid-19 Recovery
- Medway Norse Update
- Revenue and Capital Budget Outturn 2020/21
- Council Plan Monitoring and Risk Register Review, Quarter 4 2020/21

21 October 2021

- Voluntary Sector Task Group
- Attendance of the Portfolio Holder for Resources
- Climate Change Action Plan
- Council Plan Performance Monitoring and Risk Register Review, Quarter 1 2021/22
- Capital and Revenue Budget Monitoring Reports Round 1 2021/22
- Financial Outlook 2022/23

25 November 2021

- Attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services
- Medway Adult Education Business Plan
- Update on Sponsorship and Advertising Policy
- Procurement Strategy 2021-25 Update Report

- Council Plan Performance Monitoring Report and Risk Register Review Quarter 2 2021/22
- Capital and Revenue Budget Monitoring – Round 2 2021/22
- Draft Capital and Revenue Budget 2022/23

25 January 2022

- Draft Capital and Revenue Budget 2022/2023 including report back from other O&S Committees
- Housing Revenue Account Capital and Revenue Budgets 2022/23
- Council Tax Reduction Scheme 2022/23
- Council Plan and Strategy Refresh 2022/23
- Risk Strategy Annual Review