

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

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

**25 August 2022**

| <b>Item</b>                                                                                           | <b>Work type</b>               | <b>Responsible Officer</b> | <b>Objectives</b>                                                                                                                    |
|-------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 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 Plan and Strategy Refresh 2023/24                                                             | Pre-decision scrutiny          | Chief Operating Officer    | To scrutinise the Council Plan and Strategy refresh                                                                                  |

**20 October 2022**

| <b>Item</b>                                                | <b>Work type</b>   | <b>Responsible Officer</b> | <b>Objectives</b>                                                             |
|------------------------------------------------------------|--------------------|----------------------------|-------------------------------------------------------------------------------|
| 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**

| <b>Item</b>                                                                           | <b>Work type</b>               | <b>Responsible Officer</b> | <b>Objectives</b>                                                                                    |
|---------------------------------------------------------------------------------------|--------------------------------|----------------------------|------------------------------------------------------------------------------------------------------|
| 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. |
| 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.                         |
| Procurement Strategy (Annual report)                                                  | Information Item               | AD Legal and Governance    | To consider an annual update on the implementation of the Procurement Strategy.                      |
| Draft Capital and Revenue Budget 2023/2024                                            | Pre-decision scrutiny          | Chief Operating Officer    | To scrutinise the initial budget proposals for 2023/2024                                             |

26 January 2023

| Item                                                                                       | Work type             | Responsible Officer                               | Objectives                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                                                       | 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**

| <b>Item</b>                                                                           | <b>Work type</b>               | <b>Responsible Officer</b>  | <b>Objectives</b>                                                                                    |
|---------------------------------------------------------------------------------------|--------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------|
| 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**

| <b>Item</b>                                   | <b>Work type</b> | <b>Responsible Officer</b> | <b>Objectives</b>                                                            |
|-----------------------------------------------|------------------|----------------------------|------------------------------------------------------------------------------|
| 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 2022/2023**

10 May 2022

- Call-In – Queen Street development update