

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

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

**30 March 2023**

<b>Item</b>	<b>Work type</b>	<b>Responsible Officer</b>	<b>Objectives</b>
Risk Strategy and Risk Plan 2023/24.	Pre-decision scrutiny	Chief Operating Officer/ Chief Organisational Culture Officer	To scrutinise the Risk Strategy and Risk Plan
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.

<b>Item</b>	<b>Work type</b>	<b>Responsible Officer</b>	<b>Objectives</b>
Decision making processes/document retention	Information item	Assistant Director of Legal and Governance	Cabinet has asked CMT to consider a report on current systems and processes and identify possible changes to improve governance.
Annual Staff Survey (Provisional item)	Information item	Chief Organisational Culture Officer	To consider any issues arising out of EMC's consideration of this matter.

### **Work completed in 2022/2023**

10 May 2022

- Call-In – Queen Street development update

7 July 2022

- Attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services
- Attendance of the Portfolio Holder for Resources

25 August 2022

- Universal Credit and Welfare Reforms – Annual Progress Report
- Capital and Revenue Budget Monitoring Outturn 2021/22
- Capital Budget Monitoring – Round 1 2022/23
- Revenue Budget Monitoring – Round 1 2022/23
- Council Plan Performance Monitoring Report and Risk Register Quarter 4 2021/22
- Council Plan Performance Monitoring Report and Risk Register Summary Quarter 1 2022/23
- Council Strategy Refresh 2023/24

20 October 2022

- Attendance of the Leader
- Attendance of the Portfolio Holder for Business Management

24 November 2022

- Procurement Strategy 2021-2025 – Update
- Council Plan Performance Monitoring Report and Risk Register Summary Quarter 2 2022/23
- Business Support Department Risk Register Summary
- Capital Budget Monitoring – Round 2 2022/23
- Revenue Budget Monitoring – Round 2 2022/23
- Draft Capital and Revenue Budget 2023/24