

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

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

13 July 2023

Item	Work type	Responsible Officer	Objectives
Council Plan Performance Monitoring Report and Risk Register Review Quarter 4 and end of year 2022/23	Council Performance Monitoring	Chief Organisational Culture Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 4 and end of year 2022/3.
Capital and Revenue Budget Monitoring Outturn 2022/23	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring Outturn 2022/23
Annual Staff Survey	Information item	Chief Organisational Culture Officer	To consider the staff survey results and action plan.

31 August 2023

Item	Work type	Responsible Officer	Objectives
Capital and Revenue Budget Monitoring – Round 1 2023/24	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1 2023/24.
Council Plan Performance Monitoring Report and Risk Register Review Quarter 1 2023/24	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 1 2023/24.
LATCOs (Local Authority Trading Companies)	Post Decision Scrutiny	AD Legal and Governance	To receive an update on the establishment of three shareholder boards (Cabinet sub-committees) for Council trading companies, Kyndi,

			Medway Development Company and Medway Norse.
Emergency Cost of Living Plan	Post Decision Scrutiny	Chief Finance Officer	To receive an update on the work undertaken in relation to the Council's Emergency Cost of Living Plan

26 October 2023

Item	Work type	Responsible Officer	Objectives
Reducing the use of non-permanent staff		Chief Organisational Culture Officer	To receive an update on the work to reduce the use of non-permanent staff (locums/agency), in order to scrutinise this from a finance perspective
Universal Credit and Welfare Reforms – Annual Progress Report	Information Item	Chief Operating Officer	To consider a progress report regarding Universal Credit and welfare reforms.

30 November 2023

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 2023/24	Budget monitoring	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 2 2023/24.
Council Plan Performance Monitoring Report and Risk Register Review Quarter 2 2023/24	Council Performance Monitoring	Chief Organisational Culture Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 2 2023/24.
Draft Capital and Revenue Budget 2024/2025	Pre-decision scrutiny	Chief Operating Officer/ Chief Finance Officer	To scrutinise the initial budget proposals for 2024/2025

1 February 2024

Medway Norse Annual Strategic Update	Information Item	Chief Operating Officer	To review the strategic performance of the Joint Venture from the perspective of the Council client
Housing Revenue Account Capital and Revenue Budgets 2024/25	Pre-decision scrutiny	Chief Operating Officer/Head of Strategic Housing	To scrutinise the HRA capital and revenue budgets for 2024/25, including proposed rent and service charge levels.
Draft Capital and Revenue Budget 2024/2025 including report back from other O&S Committees	Pre-decision scrutiny	Chief Operating Officer/ Chief Finance Officer	To scrutinise the draft revenue and capital budgets 2024/2025. Also to consider comments and recommendations of all Overview and Scrutiny Committees on the initial budget plan for 2024/25 proposed by Cabinet.
Council Plan and Strategy 2024/25	Pre-decision scrutiny	Chief Operating Officer/ Chief Organisational Culture Officer	To scrutinise the Council Plan
Risk Strategy and Risk Plan 2024/25	Pre-decision scrutiny	Chief Operating Officer	To scrutinise the Risk Strategy and Risk Plan.

4 April 2024

Council Plan Performance Monitoring Report and Risk Register Review Quarter 3 2023/24	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 3 2023/24.
Capital and Revenue Budget Monitoring – Round 3 2023/24	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 3 2023/24.
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
Attendance of the Leader of the Council	Holding to Account		To hold the Leader to account on performance against their portfolio.
Attendance Portfolio Holders	Holding to Account		To hold the Portfolio Holder to account on performance against their portfolio.
Audit of the Medway Commercial Group (Kyndi)	Information item	Chief Operating Officer	To review the audit of MCG.
Housing Enforcement and Licensing Policy 2020	Information item	Head of Strategic Housing	To review how the policy is being monitored.
Decision making processes/document retention	Information item	Assistant Director of Legal and Governance	The Committee be informed of the processes and practices relating to the retention of records used to inform decisions taken under the Employee Delegation Scheme.
How the Council's equality policy, and accessibility of the same ensures equal access to all Council services for the diverse members of our community (internally and externally).	Information item	Chief Organisational Culture Officer	The Committee be informed how the Council ensures equal access to all Council services.