

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

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

**26 October 2023**

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

<b>Item</b>	<b>Work type</b>	<b>Responsible Officer</b>	<b>Objectives</b>
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
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.
Employee Survey	Information item	Chief Organisational Culture Officer	To review progress in responding to the results of the Employee Survey September 2022.

## 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.**

<b>Item</b>	<b>Work type</b>	<b>Responsible Officer</b>	<b>Objectives</b>
Attendance of Portfolio Holder Business Management	Holding to Account		To hold the Portfolio Holder to account on performance against their portfolio.
Attendance of Portfolio Holder Community Safety	Holding to Account		To hold the Portfolio Holder to account on performance against their portfolio.
Attendance of Portfolio Holder Climate Change and Strategic Regeneration	Holding to Account		To hold the Portfolio Holder to account on performance against their portfolio.
Attendance of the Leader of the Council	Holding to Account		To hold the Leader 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.
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.

## **Items considered by Committee in 2023-24**

### **13 July**

- Council Plan Performance Monitoring Report and Risk Register Review Quarter 4 and end of year 2022/23
- Capital and Revenue Budget Monitoring Outturn 2022/23
- Employee Survey