

Business Support Overview and Scrutiny Committee Work Programme

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

26 October 2023

Item	Work type	Responsible Officer	Objectives
Reducing the use of non-permanent staff	Information Item	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.

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
Attendance of Portfolio Holder Community Safety	Holding to Account		To hold the Portfolio Holder to account on performance against their portfolio.
Universal Credit and Welfare Reforms – Annual Progress Report	Information Item	Chief Operating Officer	To consider a progress report regarding Universal Credit and welfare reforms.

1 February 2024

Item	Work type	Responsible Officer	Objectives
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.
Attendance of Portfolio Holder Climate Change and Strategic Regeneration	Holding to Account		To hold the Portfolio Holder to account on performance against their portfolio.

4 April 2024

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

Date to be determined.

Item	Work type	Responsible Officer	Objectives
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	Information item	Chief Organisational Culture Officer	The Committee be informed how the Council ensures equal access to all Council services.

community (internally and externally).			
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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

31 August

- Capital and Revenue Budget Monitoring – Round 1 2023/24
- Council Plan Performance Monitoring Report and Risk Register Review Quarter 1 2023/24
- LATCOs (Local Authority Trading Companies)
- Emergency Cost of Living Plan