



# **Business Support and Digital Overview and Scrutiny Committee**

**1 February 2024**

## **Work Programme**

Report from: Wayne Hemingway, Head of Democratic Services

Author: Steve Dickens, Democratic Services Officer

### **Summary**

This report advises Members of the work programme for 2023/24 and allows them to adjust it in the light of latest priorities, issues and circumstances and provides an opportunity to shape and direct the Committee's activities over the year.

#### **1. Recommendations**

1.1. The Committee is asked to agree the work programme at Appendix 1 to the report.

1.2. The Committee is asked to note the work programmes of the other Overview and Scrutiny Committees at Appendix 2

#### **2. Budget and Policy Framework**

2.1. Each Overview and Scrutiny Committee has the responsibility for setting its own work programme (Chapter 4 – Rules, paragraph 21.1 (xv) General terms of reference).

#### **3. Background**

3.1. The Committee's work programme for the 2023/24 municipal year is attached at Appendix 1. One of the Committee's functions is to provide guidance and leadership on the development and co-ordination of the scrutiny function for all Overview and Scrutiny Committees. Appendix 2 sets out the work programmes for other Overview and Scrutiny Committees.

#### **4. Agenda Planning Meeting**

4.1. Members will be aware that Overview and Scrutiny Committees hold agenda planning meetings on a regular basis. An agenda planning meeting took

place on 11 January attended by the Chairperson, representative from the majority group and opposition spokesperson.

- 4.2. At the meeting, the work programme attached at Appendix 1 was discussed and agreed. Following the meeting taking place it was agreed that the Advertising and Sponsorship Policy be added to the work programme and considered at the April meeting of the Committee.
- 4.3. It was further agreed that the Medway Norse Strategic Update and the Petitions Update reports will be received in the first meeting of the new municipal year.
- 4.4. Members were advised that the Business Support O&S Committee agreed in [January 2022 that the Local Plan](#) be considered by each of the overview and scrutiny committees at the appropriate time. This was referenced again at [Business Support OSC in March 2023](#).
- 4.5. The Committee would consider the Local Plan with regard to those items within its remit. This would be Climate Change.
- 4.6. Democratic Services have liaised with the Planning Service and the proposal is that each of the O&S Committees would have an opportunity to consider the plan during the consultation period at the Regulation 19 stage.
5. Forward Plan
- 5.1. The latest Forward Plan of Cabinet decisions was published on 15 January 2024.  
<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=471&T=4>
- 5.2. The items that are relevant to the Business Support O&S Committee are set out below so that Members have an opportunity to identify any further items they wish to consider as pre-decision scrutiny (where dates permit) other than those already programmed.

<b>Title of Decision</b>	<b>Anticipated Decision Date</b>
<b>Annual Review of the Risk Management Strategy</b>  This report will provide details of the annual review of the Council's Risk Management Strategy and Plan.  To be considered by the Business Support and Digital Overview and Scrutiny Committee on 1 February 2024.	13 February 2024
<b>Capital Budget Monitoring 2023/24 - Round 3</b> This report will set out the latest monitoring position.	13 February 2024

To be considered by the Business Support and Digital O&S Committee on 4 April 2024.	
<b>Council Tax Reduction Scheme and Discretionary Relief</b>  This report will seek the Cabinet's views on the Council Tax Reduction Scheme and Discretionary Relief for 2024/2025 prior to final consideration and approval at Full Council on 29 February 2024.	13 February 2024
<b>Proposed Capital and Revenue Budgets 2024 / 2025</b>  This report will set out the proposals for the 2024/25 capital and revenue budgets, including the comments of the Overview and Scrutiny Committees.  To be considered by the Business Support and Digital Overview and Scrutiny Committee on 1 February 2024.	13 February 2024
<b>Revenue Budget Monitoring Round 3 2023/24</b>  This report will set out the latest monitoring position.  To be considered by the Business Support and Digital Overview and Scrutiny Committee on 4 April 2024.	13 February 2024
<b>Treasury Management Strategy Statement 2024 / 2025</b>  This report will provide details of the Treasury Management Strategy 2024/25.  This report will be considered by the Audit Committee which undertakes the scrutiny function of Treasury Management on behalf of the Business Support and Digital O&S Committee.	13 February 2024
<b>Procurement Strategy 2021- 2025 Update Report</b>  This report will update the Cabinet on progress made against the 2021-2025 Procurement Strategy and ask the Cabinet to agree the objectives to be addressed in 2024.  To be considered by the Business Support and Digital Overview and Scrutiny Committee on 1 February 2024.	12 March 2024
<b>Advertising and Sponsorship Policy</b>  This report will ask the Cabinet to agree a change to the Council's Advertising and Sponsorship Policy.  To be considered by the Business Support and Digital Overview and Scrutiny Committee on 4 April 2024.	TBC Following consideration by the Business Support Overview and Digital Overview and Scrutiny Committee
<b>Treasury Management Monitoring - Round 3</b>	9 April 2024

<p>This report will set out the latest monitoring position.</p> <p>This report will be considered by the Audit Committee which undertakes the scrutiny function of Treasury Management on behalf of the Business Support and Digital O&amp;S Committee.</p>	
<p><b>Council Plan Performance Monitoring Report and Risk Register Review - Quarter 4</b></p> <p>This report will provide details of Quarter 4 performance for 2023/24 against the priorities set out in the Council Plan and will bring forward the latest risk management review.</p> <p>To be considered by the Business Support and Digital Overview and Scrutiny Committee in the new municipal year.</p>	30 April 2024
<p><b>Medway Council Plan and Strategy</b></p> <p>This report will provide details of the refresh of the Council Strategy and Council Plan. T</p> <p>This report will be considered by the Business Support and Digital Overview and Scrutiny Committee on 4 April 2024.</p>	30 April 2024

6. The Co-ordinating Role of the Business Support and Digital Overview and Scrutiny Committee
  - 6.1. This Committee has the overall responsibility to provide guidance and leadership on the development and co-ordination of the scrutiny function for all Overview and Scrutiny committees, including guidance on priorities for scrutiny activities (Constitution, Chapter 4 – Rules – paragraph 22.2 (xxiii)).
  - 6.2. To assist the Committee in fulfilling this role, it has been agreed that a regular overview of business discussed by the other Overview and Scrutiny committees should be presented at these meetings. Whilst each Overview and Scrutiny committee is able to determine its own work programme, this Committee may wish to comment on common themes and the balance of business being covered by each Committee.
  - 6.3. Appendix 2 to this report sets out the current work programmes of the other three Overview and Scrutiny committees.
7. Financial and legal implications
  - 7.1. There are no financial implications arising from this report.

7.2. Whilst the Local Government and Housing Act 1989 requires that all committees and sub committees of a local authority are politically balanced, this legislation does not apply to the membership of task groups as they are classed as working groups. However, the established practice is to have regard to political balance, whilst facilitating representation from all political groups.

**Lead officer contact:**

Steve Dickens, Democratic Services Officer

Telephone: 01634 332051 Email: [steve.dickens@medway.gov.uk](mailto:steve.dickens@medway.gov.uk)

**Appendices:**

Appendix 1 - Business Support and Digital O&S work programme

Appendix 2 - Other O&S Committees' work programmes

**Background papers:**

None