

Business Support and Digital Overview and Scrutiny Committee Work Programme

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

4 April 2024

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 of Portfolio Holder Business Management	Holding to Account		To hold the Portfolio Holder to account on performance against their portfolio.
Council Plan and Strategy 2024/25	Pre-decision scrutiny	Chief Operating Officer/ Chief Organisational Culture Officer	To scrutinise the Council Plan
Advertising and Sponsorship Policy	Pre-decision scrutiny	Head of Communications	To consider the Advertising and Sponsorship Policy
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.

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	The Committee be informed of the processes and practices relating to the

		Legal and Governance	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.
Digital Strategic Plan	Pre-Decision Scrutiny	Chief Operating Officer	To scrutinise the Digital Strategic Plan
Local Plan	Pre-decision scrutiny	Director of Place	To consider the Local Plan during the consultation period at the Regulation 19 stage as it relates to the terms of reference of the Committee.

2024-2025

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
Annual review of the Council's Petitions Scheme	Information item	Head of Democratic Services	To review the use of the scheme.

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

26 October

- Reducing the use of non-permanent staff

30 November

- Universal Credit and Welfare Reforms – Annual Progress Report
- Attendance of Portfolio Holder Community Safety
- Council Plan Performance Monitoring Report and Risk Register Review Quarter 2 2023/24
- Capital and Revenue Budget Monitoring – Round 2 2023/24
- Draft Capital and Revenue Budget 2024/2025