



Business Support and Digital Overview and Scrutiny Committee

4 April 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 2024/25 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 provisional 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 provisional work programme for the 2024/25 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 12 March 2024 attended by the Chairperson.
- 4.2. The work programme has been amended to include regular items for 2024/2025 as attached at Appendix 1 and it was agreed that the Local plan would be considered at the June meeting of the Committee.
- 4.3. It is also recommended that Portfolio Holders be invited to attend the meetings arranged for October, November, January, and March, subject to their availability and the number of other items scheduled for those meetings.

5. Forward Plan

- 5.1. The latest Forward Plan of Cabinet decisions was published on 8 March 2024.

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=477&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.

Title of Decision	Anticipated Decision Date
Treasury Management Monitoring - Round 3 This report will set out the latest monitoring position. 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.	9 April 2024
Household Support Fund Following the Government decision to extend the Household Support Fund by six months, this report will ask the Cabinet to approve the disbursement of the grant.	9 April 2024
Council Plan Performance Monitoring Report and Risk Register Review - Quarter 4 This report will provide details of Quarter 4 performance for 2023/24 against the priorities set out in the Council	30 April 2024

<p>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>	
<p>Medway Council Plan and Strategy</p> <p>This report will provide details of the refresh of the Council Strategy and Council Plan.</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
<p>Advertising and Sponsorship Policy</p> <p>This report will ask the Cabinet to agree a change to the Council's Advertising and Sponsorship Policy.</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
<p>One Medway Financial Improvement and Transformation Plan</p> <p>This report will set out the Council's proposed One Medway Financial Improvement and Transformation Plan.</p>	30 April 2024
<p>Update to RIPA Surveillance Policy</p> <p>This report will ask the Cabinet to approve an update to the Council's RIPA (Regulation of Investigatory Powers) Policy.</p>	30 April 2024
<p>Cabinet Advisory Groups</p> <p>This report will seek approval of the establishment of the Cabinet Advisory Groups for 2024/2025.</p>	4 June 2024
<p>Council Plan Performance Monitoring Report and Risk Register Review - Quarter 4</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>This report will be considered by the Business Support and Digital Overview and Scrutiny Committee on 20 June 2024.</p>	4 June 2024
<p>Revenue and Capital Budget Outturn 2023/24</p>	4 June 2024

<p>This report will provide details of the final revenue and capital outturn position for the financial year ending 31 March 2024.</p>	
<p>Local Plan Regulation 18 Consultation</p> <p>This report will ask the Cabinet to agree the undertaking of an additional Regulation 18 consultation.</p> <p>The Local Plan will be considered by the Business Support and Digital Overview and Scrutiny Committee on 20 June 2024</p>	<p>4 June 2024</p>
<p>Treasury Management Outturn Annual Report</p> <p>This report will provide an overview of treasury management activity for 2023/24.</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&S Committee.</p>	<p>30 July 2024</p>

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.

Lead officer contact:

Steve Dickens, Democratic Services Officer

Telephone: 01634 332051 Email: 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