

Business Support and Digital Overview and Scrutiny Committee Work Programme

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

June 2024

Item	Work type	Responsible Officer	Objectives
Local Plan	Pre-Decision Scrutiny	Director of Place	To consider the Local Plan during the consultation period as it relates to the terms of reference of the Committee.
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
Council Plan Performance Monitoring Report and Risk Register Review Quarter 4 and end of year 2023/24	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 4 and end of year 2023/24.
Capital and Revenue Budget Monitoring Outturn 2023/24	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring Outturn 2023/24.
Annual review of the Council's Petitions Scheme	Information item	Head of Democratic Services	To review the use of the scheme.

August 2024

Capital and Revenue Budget Monitoring – Round 1 2024/25	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1 2024/25.
Council Plan Performance Monitoring Report and Risk Register Review Quarter 1 2024/25	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 1 2024/25.

October 2024

Universal Credit and Welfare Reforms – Annual Progress Report	Information Item	Chief Operating Officer	To consider a progress report regarding Universal Credit and welfare reforms.
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November 2024

Council Plan Performance Monitoring Report and Risk Register Review Quarter 2 2024/25	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 2 2024/25.
Capital and Revenue Budget Monitoring – Round 2 2024/25	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 2 2024/25.
Draft Capital and Revenue Budget 2025/2026	Pre-decision scrutiny	Chief Operating Officer/ Chief Finance Officer	To scrutinise the initial budget proposals for 2025/2026

January 2025

Procurement Strategy (Annual report)	Information Item	AD Legal and Governance	To consider an annual update on the implementation of the Procurement Strategy.
Draft Capital and Revenue Budget 2025/2026 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 2025/2026. Also to consider comments and recommendations of all Overview and Scrutiny Committees on the initial budget plan for 2024/25 proposed by Cabinet.
Risk Strategy and Risk Plan 2025/26	Pre-decision scrutiny	Chief Operating Officer	To scrutinise the Risk Strategy and Risk Plan.

March 2025

Council Plan Performance Monitoring Report and Risk Register Review Quarter 3 2024/25	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 3 2024/25.
Capital and Revenue Budget Monitoring – Round 3 2024/25	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 3 2024/25.

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 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

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

1 February 2024

- Attendance of Portfolio Holder Climate Change and Strategic Regeneration
- Procurement Strategy (Annual report)
- Draft Capital and Revenue Budget 2024/2025 including report back from other O&S Committees
- Risk Strategy and Risk Plan 2024/25
- Employee Survey