

Business Support and Digital Overview and Scrutiny Committee Work Programme

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

August 2024

Item	Work type	Responsible Officer	Objectives
Local Plan	Pre-Decision Scrutiny	Director of Place	To consider the Local Plan during the consultation period at the Regulation 18 stage as it relates to the terms of reference of the Committee.
Statement of Gambling Policy	Pre-Decision Scrutiny	Licensing Manager	To scrutinise the Council's Gambling Policy
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.

October 2024

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

November 2024

Attendance of Portfolio Holder Climate Change and Strategic Regeneration	Holding to Account		To hold the Portfolio Holder to account on performance against their portfolio.
Council Plan Performance Monitoring Report and Risk Register Review Quarter1 & 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

Attendance of Portfolio Holder Business Management	Holding to Account		To hold the Portfolio Holder to account on performance against their portfolio.
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

Attendance of the Leader of the Council	Holding to Account		To hold the Leader to account on performance against their portfolio.
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
Scrutiny Arrangements for LATCOs	Pre-Decision Scrutiny	Assistant Director Legal and Governance	To consider updated national scrutiny guidance and arrangements for the scrutiny of LATCOs.
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.

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

4 April 2024

- Attendance of the Leader of the Council
- Attendance of Portfolio Holder Business Management
- One Medway Council Plan
- Advertising and Sponsorship Policy
- Council Plan Performance Monitoring Report and Risk Register Review Quarter 3 2023/24
- Revenue Budget Monitoring – Round 3 2023/24
- Capital Budget Monitoring – Round 3 2023/24