

## Business Support and Digital Overview and Scrutiny Committee Work Programme

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

### August 2024

|   |                       |                         |  |
|---|-----------------------|-------------------------|--|
| 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. |
| Universal Credit and Welfare Reforms – Annual Progress Report | Information Item   | Chief Operating Officer | To consider a progress report regarding Universal Credit and welfare reforms.   |
| Employee Survey   | Information item   | Chief Operating Officer | To consider the staff survey results  |

### 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.                         |

|  |                       |  |  |
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| 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.  |
| Reduction in Use of Non-Permanent Staff   | Information Item               | Chief Operating Officer | To receive an update on the work to reduce the use of non-permanent staff (locums/agency), in order to scrutinise this from a finance perspective |

**Date to be determined.**

| <b>Item</b>   | <b>Work type</b> | <b>Responsible Officer</b>                 | <b>Objectives</b>  |
|---|------------------|--|--|
| 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 2024-25**

**July 2024**

- Medway 2.0
- Council Plan Performance Monitoring Report and Risk Register Review Quarter 4 and end of year 2023/24
- Capital and Revenue Budget Monitoring Outturn 2023/24
- Annual review of the Council's Petitions Scheme