

Business Support and Digital Overview and Scrutiny Committee Work Programme

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

October 2024

Petition Report – Baron Close	Information Item	Head of Democratic Services	To review action taken by the Council in response to a petition
Attendance of Portfolio Holder Community Safety	Holding to Account		To hold the Portfolio Holder to account on performance against their portfolio.
Member Item: Winter Fuel Payment	Information Item	Chief Operating Officer	To consider Council proposals in response to the change in Winter Fuel Allowance
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.
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.
Council Plan refresh 2025/2026	Pre-decision		Council Plan refresh 2025/2026

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 consider progress in reducing the use of non-permanent staff

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.

Items considered by Committee in 2024-2025

June 2024

- 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
- Medway 2.0
- Annual review of the Council's Petitions Scheme

August 2024

- Local Plan
- Statement of Gambling Policy
- Capital and Revenue Budget Monitoring – Round 1 2024/25