



Business Support and Digital Overview and Scrutiny Committee

28 November 2024

Work Programme

Report from: Wayne Hemingway, Head of Democratic Services

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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 to the report.
- 1.3. The Committee is asked to consider the Task Group Protocol at Appendix 3 to the report and recommend approval by Full Council for inclusion in the Council's constitution.

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 7 November 2024 attended by the Chairperson and Opposition Spokesperson.

4.2. At the meeting the following amendments to the work programme were proposed:

4.2.1. The Committee will consider a report regarding the Council response to a recent decision made by the Local Government and Social Care Ombudsman. The decision resulted from an investigation related to accessibility of documents following the partial closure of Gun Wharf due to RAAC.

5. Forward Plan

5.1. The latest [Forward Plan](#) of Cabinet decisions was published on 18 November 2024.

5.2. The items that are relevant to the Business Support and Digital 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 – Mid Year 2024/25 This report will set out the latest monitoring position. Audit Committee will consider this report on behalf of the Business Support and Digital Overview and Scrutiny Committee	17 December 2024
Provisional Local Government Finance Settlement 2025/26 This report will provide details of the Provisional Local Government Finance Settlement 2025 to 2026.	14 January 2025
Taxi Tariff Review Policy	14 January 2025
Annual Review of the Risk Management Strategy This report will provide details of the annual review of the Council's Risk Management Strategy and Plan. This report is scheduled to be considered by the Committee on 30 January 2025.	11 February 2025

<p>Capital Budget Monitoring Round 3 2024/25 This report will set out the latest monitoring position.</p> <p>This report is scheduled to be considered by the Committee in March 2025.</p>	<p>11 February 2025</p>
<p>Revenue Budget Monitoring Round 3 2024/25 This report will set out the latest monitoring position.</p> <p>This report is scheduled to be considered by the Committee in March 2025.</p>	<p>11 February 2025</p>
<p>Council Plan Performance Monitoring and Risk Register Review - Quarter 3 24/25 This report will provide details of quarter 3 performance for 2023/24 against the priorities set out in the Council Plan and will present the latest risk management review.</p> <p>This report is scheduled to be considered by the Committee in March 2025.</p>	<p>11 February 2025</p>
<p>Council Tax Reduction Scheme and Discretionary Relief 2025/2026 This report will seek the Cabinet's views on the Council Tax Reduction Scheme and Discretionary Relief for 2025/2026 prior to final consideration and approval at Full Council on 27 February 2025.</p>	<p>11 February 2025</p>
<p>One Medway Council Plan 2025/26 Refresh This report will provide details of the One Medway Council Plan for 2025/26.</p> <p>This report is scheduled to be considered by the Committee on 30 January 2025.</p>	<p>11 February 2025</p>
<p>Treasury Management Strategy Statement 2025 / 2026 This report will provide details of the Treasury Management Strategy 2025/26. The Cabinet will be asked to make a recommendation to Council on 27 February 2025 for final consideration and approval.</p> <p>The Audit Committee will consider this report on behalf of the Business Support and Digital Overview and Scrutiny Committee</p>	<p>11 February 2025</p>
<p>Procurement Strategy 2021 - 2025: 2024 Update Report This report will update the Cabinet on progress made against the 2021-2025 Procurement Strategy and ask the Cabinet to agree the objectives to be addressed in 2025.</p> <p>The report is scheduled to be considered by the Committee on 30 January 2025.</p>	<p>11 February 2025</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. Informal Meeting of Overview and Scrutiny Chairpersons, Vice Chairpersons and Opposition Spokespersons

- 7.1. Informal meetings of Overview and Scrutiny Chairpersons, Vice Chairpersons and Opposition Spokespersons take place on a six monthly basis, with the most recent meeting taking place on 12 November 2024, where the following issues were discussed: Task Group Protocol; O&S Committee workloads, the recent new statutory scrutiny guidance and Member training.
- 7.2. With particular reference to the development of a Task Group Protocol, this had been initially considered at the informal meeting on 3 April 2024 and an updated version, taking account of Members' comments, particularly on the issue of substitutions, was presented on 12 November 2024.
- 7.3. The Task Group Protocol will provide guidance on the function and operation of scrutiny task groups at Medway Council. The Protocol is not intended as an exhaustive list of instructions but offers general principles on how task groups can be most effective.
- 7.4. The Members at the informal meeting were in agreement to submit the updated version, as set out at Appendix 3 to this report, to the Business Support and Digital Overview and Scrutiny Committee for formal consideration. Subject to any comments and the recommendations from this Committee, it will be referred to full Council for final approval, to be added as part of the Constitution (Overview and Scrutiny Rules).
- 7.5. Therefore, Members are asked to provide any further comments and to recommend to Full Council approval of the Protocol for inclusion in the Council's Constitution, as part of the overview and scrutiny rules.

8. Financial and legal implications

8.1. There are no financial implications arising from this report.

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Appendices:

Appendix 1 - Business Support and Digital O&S work programme

Appendix 2 - Other O&S Committees' work programmes

Appendix 3 - Task Group Protocol

Background papers:

None