

Business Support and Digital Overview and Scrutiny Committee Work Programme

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

January 2025

Attendance of Portfolio Holder for 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 scrutiny		To scrutinise the refresh of the Council Plan
<i>Local Government and Social Care Ombudsman decision</i>	<i>Information Item</i>	<i>Chief Information Officer</i>	<i>To receive a report outlining the Council response to a recent Ombudsman decision</i>

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
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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 2024-25

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

August 2024

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

October 2024

- Petition Report: Baron Close
- Attendance of Portfolio Holder Community Safety
- Universal Credit and Welfare Reforms – Annual Progress Report
- Member Item: Winter Fuel Payment
- Employee Survey