

## **Business Support and Digital Overview and Scrutiny Committee**

**30 January 2025**

### **Work Programme**

Report from: Wayne Hemingway, Head of Democratic Services

Author: Steve Dickens, Democratic Services Officer

#### **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.

#### **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 9 January 2025 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 receive the Taxi Tariff Review Policy in March 2025 and submit comments to Cabinet for consideration.

## 5. Forward Plan

5.1. The latest [Forward Plan](#) of Cabinet decisions was published on 13 January 2025.

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
<p><b>Capital Budget Monitoring Round 3 2024/25</b> 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>	11 February 2025
<p><b>Revenue Budget Monitoring Round 3 2024/25</b> 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>	11 February 2025
<p><b>Council Plan Performance Monitoring and Risk Register Review - Quarter 3 24/25</b> 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>	11 February 2025
<p><b>Council Tax Reduction Scheme and Discretionary Relief 2025/2026</b> 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>	11 February 2025

<p><b>Treasury Management Strategy Statement 2025 / 2026</b> 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><b>Household Support Fund</b> This report will ask the Cabinet to agree proposals in relation to the use of Household Support Funding allocations.</p>	<p>11 March 2025</p>
<p><b>Council Plan Performance Monitoring Report and Risk Register Review Quarter 4 / Year End 2024/2025</b> This report will provide details of performance for Quarter 4/Year End 2024/25 against the priorities set out in the One Medway Council Plan and will bring forward the latest risk management review.</p> <p>This report is scheduled to be considered by the Committee in the next municipal year.</p>	<p>6 May 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 next meeting of the group scheduled to take place in April. Members will be contacted shortly to ask for any particular issues they would like to raise and discuss.

8. Financial, legal and risk management implications

8.1. There are no financial, legal or risk management 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

Background papers:

None