



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

**27 March 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 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 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 6 March 2025 attended by the Chairperson and Vice Chairperson.

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

4.2.1. The Licensing and Safety Committee has requested further work be undertaken on the Taxi Tariff Review Policy. The Committee will receive the Taxi Tariff Review Policy in June 2025 and submit comments to Cabinet for consideration.

4.2.2. It was proposed that the Committee receive an update report in respect of Medway 2.0 at the August meeting of the Committee.

## 5. Forward Plan

5.1. The latest [Forward Plan](#) of Cabinet decisions was published on 10 March 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>Treasury Management Monitoring - Quarter 3 2024/25</b> This report will set out the latest monitoring position.</p>	8 April 2025
<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.  This report is scheduled to be considered by the Committee in the next municipal year.</p>	6 May 2025
<p><b>Medway 2.0</b> This report will provide an update on the Medway 2.0 transformation work.  A report on Medway 2.0 is scheduled to be considered by the Committee in the next municipal year (August 2025).</p>	6 May 2025
<p><b>Cabinet Advisory Groups</b> This report will seek approval of the establishment of the Cabinet Advisory Groups for 2025/2026.</p>	3 June 2025
<p><b>Capital and Revenue Outturn and Annual Debt Write Off Report 2024/25</b> This report will provide details of the final revenue and capital outturn position for the financial year ending 31 March 2025.</p>	3 June 2025

This report is scheduled to be considered by the Committee in the next municipal year.	
<b>One Medway Financial Improvement and Transformation (FIT) Plan Monitoring - Quarter 4 2024/25</b> This report will provide the Cabinet with an update on the development and implementation of the One Medway Financial Improvement and Transformation Plan.	3 June 2025
<b>Taxi Tariff Review Policy</b> This report will ask the Cabinet to recommend the Hackney Carriage Tariff Review Policy to Full Council for approval.  This report is scheduled to be considered by the Committee in the next municipal year.	8 July 2025
<b>Cost of Living Crisis Response Plan</b> This report will set out a further update to the Cost of Living Plan, which was agreed by the Cabinet in July 2023 and updated in July 2024.	29 July 2025

## 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.

## 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