

## Business Support and Digital Overview and Scrutiny Committee Work Programme

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

### August 2025

Item	Work type	Responsible Officer	Item
Medway 2.0	Information Item	Chief Operating Officer	To consider plans for Digitisation.
Capital and Revenue Budget Monitoring – Round 1 2025/26	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1 2025/26.
Council Plan Performance Monitoring Report and Risk Register Review Quarter 1 2025/26	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 1 2025/26.

### October 2025

Attendance of Portfolio Holder for Community Safety, Highways & Enforcement	Holding to Account		To hold the Portfolio Holder to account on performance against the elements of their portfolio, which falls under the remit of this Committee.
Universal Credit and Welfare Reforms – Annual Progress Report	Information Item	Chief Operating Officer	To consider a progress report regarding Universal Credit and welfare reforms.

### November 2025

Attendance of Portfolio Holder for Climate Change and Strategic Regeneration	Holding to Account		To hold the Portfolio Holder to account on performance against the elements of their portfolio, which falls under the remit of this Committee.
Council Plan Performance Monitoring Report and Risk Register Review Quarter 2 2025/26	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 2 2025/26.

Capital and Revenue Budget Monitoring – Round 2 2025/26	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 2 2025/26.
Draft Capital and Revenue Budget 2026/2027	Pre-decision scrutiny	Chief Operating Officer/ Chief Finance Officer	To scrutinise the initial budget proposals for 2026/2027

### January 2026

Attendance of Portfolio Holder for Business Management	Holding to Account		To hold the Portfolio Holder to account on performance against the elements of their portfolio, which falls under the remit of this Committee.
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 2026/2027 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 2026/2027. Also to consider comments and recommendations of all Overview and Scrutiny Committees on the initial budget plan for 2026/27 proposed by Cabinet.
Risk Strategy and Risk Plan 2026/27	Pre-decision scrutiny	Chief Operating Officer	To scrutinise the Risk Strategy and Risk Plan.

### March 2026

Attendance of the Leader of Medway Council	Holding to Account		To hold the Portfolio Holder to account on performance against their portfolio.
Council Plan Performance Monitoring Report and Risk Register Review Quarter 3 2025/26	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 3 2025/26.
Capital and Revenue Budget Monitoring Round 3 2025/26	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 3 2025/26.

**To be determined**

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.