



Business Support and Digital Overview and Scrutiny Committee

21 August 2025

Work Programme

Report from: Wayne Hemingway, Head of Democratic Services

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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 31 July 2025 attended by the Chairperson, Vice Chairperson and Opposition Spokespersons.

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

4.2.1. To move the Procurement Strategy (Annual Report) from January to a date to be confirmed. The Procurement Strategy 2025-2030 is scheduled for consideration on agenda for this evening's meeting and approval by Cabinet later in the year. As a result there would not be enough data to meaningfully assess progress of the new strategy in January. It is proposed that officers keep under review when meaningful data would be available and bring forward a review of progress on a date to be determined.

4.2.2. The Committee to undertake pre-decision scrutiny in relation to the Hackney Carriage and Private Hire Policy in March 2026 following consultation with the public.

4.2.3. It was also proposed that the results of the staff survey would be provided to the Committee on a date to be determined following consideration by the Employment Matters Committee.

5. Forward Plan

5.1. The latest [Forward Plan](#) of Cabinet decisions was published on 28 July 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
Capital Strategy This report will seek approval of the Capital Strategy, which will set out how the Council determines its priorities for capital investment and the process	26 August 2025
Climate Change Action Plan This report will set out a refresh of the Climate Change Action Plan	26 August 2025
Medium Term Financial Outlook 2025/26 This report will set out the financial pressures projected by the Council's services alongside projections of the Council's income streams.	26 August 2025

<p>One Medway Council Plan Performance Monitoring and Risk Register Review Quarter 1 2025/26</p> <p>This report will provide details of performance for Quarter 1 2025/26 against the priorities set out in the One Medway Council Plan and will bring forward the latest risk management review.</p> <p>This is scheduled to be considered by the Committee later in the year.</p>	26 August 2025
<p>Flag Raising Protocol</p> <p>This report will ask the Cabinet to approve the Flag Raising Protocol</p>	23 September 2025
<p>Review of the Taxi Tariff</p> <p>This report will set out the outcome of a review of tariffs for taxis operating in Medway</p>	21 October 2025.
<p>Capital Budget Monitoring Round 2 2025/26</p> <p>This report will set out the latest monitoring position.</p> <p>This is scheduled to be considered by the Committee later in the year.</p>	18 November 2025
<p>Draft Capital and Revenue Budgets 2026/27 Proposals</p> <p>This report will provide details of the initial budget proposals for 2026/27 prior to consideration by the Council's Overview and Scrutiny Committees.</p> <p>This is scheduled to be considered by the Committee later in the year.</p>	18 November 2025
<p>Local Government Reorganisation and Devolution</p> <p>This report will set out the proposed final submission to Government on Local Government Reorganisation and Devolution, ahead of the submission deadline of 28 November 2025. The report will initially be considered at a special Council meeting on Thursday 13 November 2025 for the specific purpose of submitting comments to Cabinet.</p>	18 November 2025
<p>One Medway Council Plan Performance Monitoring and Risk Register Review Quarter 2 2025/26</p> <p>This report will provide details of performance for Quarter 2 2025/26 against the priorities set out in the One Medway Council Plan and will bring forward the latest risk management review.</p> <p>This is scheduled to be considered by the Committee later in the year.</p>	18 November 2025
<p>One Medway Financial Improvement and Transformation Plan - Round 2 2026/26</p> <p>This report will provide the Cabinet with an update on the development and implementation of the One Medway Financial Improvement and Transformation Plan.</p>	18 November 2025
<p>Revenue Budget Monitoring Round 2 2025/26</p> <p>This report will set out the latest monitoring position.</p>	18 November 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 on Monday 20 October. Members are invited to contact Democratic Services with any requests to items for discussion. In addition, all Members of O&S Committees have received an invitation to a finance briefing scheduled to be held at 6pm on Tuesday 25 November 2025 on MS Teams.

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