

Business Support and Digital Overview and Scrutiny Committee Work Programme

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

October 2025

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| 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. |
| 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. |

November 2025

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| 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

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| 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. |
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| 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

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| 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. |
| Hackney Carriage and Private Hire Policy | Pre decision Scrutiny | Licensing Manager | To scrutinise proposals for amendment to the Hackney Carriage and Private Hire Policy |

To be determined

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| 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. |
| Petitions Scheme Review | Pre decision Scrutiny | Head of Democratic Services | To review the Council's Petition Scheme. |
| Procurement Strategy (Annual report) | Information Item | AD Legal and Governance | To consider an annual update on the implementation of the Procurement Strategy. |
| Results of the Staff Survey | Information Item | Chief Organisational Culture Officer | To consider the results of the staff survey |

Items considered by Committee in 2025-26**June 2025**

- Taxi Tariff Review Policy
- Complaints and Compliments
- CIPFA Audit Assurance Report
- Performance Monitoring Report and Risk Register Review Quarter 4 and end of year 2024/25
- Capital and Revenue Budget Monitoring Outturn 2024/25
- Annual review of the Council's Petitions Scheme