

Business Support and Digital Overview and Scrutiny Committee Work Programme

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

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.
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.
Results of the Staff Survey	Information Item	Chief Organisational Culture Officer	To consider the results of the staff survey

Appendix 1

One Medway Council Plan 26/27 refresh	Pre decision Scrutiny	Chief Operating Officer	To consider the refresh of the One Medway Council Plan
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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.
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

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.

Items considered by Committee in 2025-26

June

- 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

August

- Medway 2.0
- Procurement Strategy 2025-2030
- Revenue Budget Monitoring – Round 1 2025/26
- Capital Budget Monitoring – Round 1 2025/26