

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

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

**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.   |
| Employee Survey  | Information Item      | Chief Organisational Culture Officer           | To consider the results of the staff survey  |
| One Medway Council Plan 26/27 refresh  | Pre decision Scrutiny | Chief Operating Officer                        | To consider the refresh of the One Medway Council Plan   |
| Petitions Scheme Review  | Pre Decision Scrutiny | Head of Democratic Services                    | To review the Council's Petition Scheme.   |

**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.                         |

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

#### October 2025

- Call in – Local Government Reform

**October 2025**

- Attendance of Portfolio Holder for Community Safety, Highways & Enforcement
- Universal Credit and Welfare Reforms – Annual
- Progress Report
- Counter Fraud Strategy
- Council Plan Performance Monitoring Report and Risk Register Review  
Quarter 1 2025/26