



Business Support and Digital Overview and Scrutiny Committee

26 March 2026

Work Programme

Report from: Wayne Hemingway, Head of Democratic Services

Author: Steve Dickens, Democratic Services Officer

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.
- 1.3. The Committee is asked to approve improving Scrutiny of Performance Monitoring as the focus of the Medway 2.0 Task Group.
- 1.4. The Committee is asked to:
 - 1.4.1. agree that the proposed finalised scope and terms of reference of the task group be circulated in writing to the Committee for comments and;
 - 1.4.2. agree that delegated authority be granted to the Head of Democratic Services, in consultation with the Chairperson of the Task Group, once elected, to approve the finalised scope and terms of reference of the Task Group, subject to their being no objections, to enable the work of the task group to begin as soon as reasonably practicable, to avoid delay.

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 5 March 2026 attended by the Chairperson, Vice Chairperson and Opposition Spokesperson.
- 4.2. At the meeting the draft work programme was proposed as attached the draft Work Programme for 2026/27 was discussed. Dates work Portfolio Holders to be held to Account will be provided in due course.
- 4.3. The Hackney Carriage and Private Hire Licensing Policy was scheduled to be considered for pre-decision scrutiny at the March meeting of the Committee following consultation with the public. However, there have been no significant changes to the policy following consultation and the policy has previously been considered by both the Licensing and Safety Committee and Cabinet in November 2025. The Cabinet granted delegated authority to the Assistant Director, Legal and Governance, in consultation with the Portfolio Holder for Community Safety, Highways and Enforcement to consider any comments received and determine any changes to the policy. The policy is scheduled for further final discussion by the Licensing and Safety Committee on 25 March 2026.
- 4.4. In those circumstances it was agreed at the pre-agenda meeting on 5 March 2026 that the Policy be provided to the Committee for information only without discussion to avoid unnecessary duplication, this is set out in Appendix 3 to the report.

5. Forward Plan

- 5.1. The latest [Forward Plan](#) of Cabinet decisions was published on 9 March 2026.
- 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
<p>Medway Norse New Contract Update This report will seek Cabinet approval of a new contract with Medway Norse.</p>	7 April 2026
<p>One Medway Financial Improvement and Transformation (FIT) Plan 2026/27 Refresh This report will present a refresh of the FIT Plan to cover 2026/2027. The refresh will include any actions that have been carried over from 2025/26 as well as new savings targets and key actions, which underpin the 2026/27 budget.</p>	7 April 2026
<p>Petitions Scheme This report will ask the Cabinet to recommend to Full Council, changes to the Council's Petitions Scheme.</p>	7 April 2026
<p>Capital and Revenue Outturn and Annual Debt Write Off Report 2025/26 This report will provide details of the final revenue and capital outturn position for the financial year ending 31 March 2026.</p>	2 June 2026
<p>One Medway Council Plan Performance Monitoring and Risk Register Review Q4 2025/2026 - End of Year This report will provide details of performance for Quarter 4/Year End 2025/26 against the priorities set out in the One Medway Council Plan and will bring forward the latest risk management review.</p>	2 June 2026
<p>One Medway Financial Improvement and Transformation (FIT) Plan Monitoring - Round 4 2025/26 This report will provide the Cabinet with an update on the development and implementation of the One Medway Financial Improvement and Transformation Plan.</p>	2 June 2026

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. Medway 2.0 Task Group

- 7.1. In October 2023, the Business Support and Digital Overview and Scrutiny Committee decided that the second task group undertaken would be on the subject of the subject of the Medway 2.0 programme following the completion of the Air Quality and Public Transport task group.
- 7.2. The first meeting of the Medway 2.0 Task Group took place in January, with a proposed scope for the consideration. The Task Group were of the view that in the interim other issues had come to the fore and requested that a scope be considered on the issue of improving scrutiny of performance monitoring.
- 7.3. A further meeting is planned to reflect this change in focus. It is standard practice for the final scope of the Task Group to be approved by the Committee prior to the commencement of evidence sessions. The next meeting of the Committee is not scheduled until June, to avoid delay the Committee is asked to agree the recommendations set out in recommendation 1.4 of the report to enable the work of the Task Group could begin as soon as reasonably practicable, to avoid unnecessary delay.

8. Informal Meeting of Overview and Scrutiny Chairpersons, Vice Chairpersons and Opposition Spokespersons

- 8.1. 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 Tuesday 14 April 2026, on MS Teams.

9. Financial, legal and risk management implications

- 9.1. There are no financial, legal or risk management implications arising from this report.

Lead officer contact:

Steve Dickens, Democratic Services Officer
Telephone: 01634 332051 Email: steve.dickens@medway.gov.uk

Appendices:

Appendix 1 - Business Support and Digital O&S work programme
Appendix 2 - Other O&S Committees' work programmes
Appendix 3 - Report for Information: Post Consultation Review of the Hackney Carriage and Private Hire Licensing Policy

Background papers:

None