

Business Support and Digital Overview and Scrutiny Committee Work Programme

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

March 2025

Attendance of the Leader of the Council	Holding to Account		To hold the Leader to account on performance against their portfolio.
Members Item: Sick Pay and the Welfare of Employees	Members Item		To consider the significant rise in sick payments year and year and consider the welfare of employees
Procurement Strategy (Annual report)	Information Item	AD Legal and Governance	To consider an annual update on the implementation of the Procurement Strategy.
Taxi tariff Review Policy	Pre-Decision Scrutiny	AD Legal and Governance	To scrutinise the Taxi Tariff Policy
Council Plan Performance Monitoring Report and Risk Register Review Quarter 3 2024/25	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 3 2024/25.
Capital and Revenue Budget Monitoring – Round 3 2024/25	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 3 2024/25.
Reduction in Use of Non-Permanent Staff	Information Item	Chief Operating Officer	To receive an update on the work to reduce the use of non-permanent staff (locums/agency), in order to scrutinise this from a finance perspective

Date to be determined.

Item	Work type	Responsible Officer	Objectives
Complaints Review	Information Item	Chief Information Officer	To review the work of the Complaints Team
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.

Items considered by Committee in 2024-25

June 2024

- Medway 2.0
- Council Plan Performance Monitoring Report and Risk Register Review Quarter 4 and end of year 2023/24
- Capital and Revenue Budget Monitoring Outturn 2023/24
- Annual review of the Council's Petitions Scheme

August 2024

- Local Plan
- Statement of Gambling Policy
- Capital Budget Monitoring – Round 1
- Revenue Budget Monitoring for Round 1 2024/25.

October 2024

- Petition Report: Baron Close
- Attendance of Portfolio Holder Community Safety
- Universal Credit and Welfare Reforms – Annual Progress Report
- Member Item: Winter Fuel Payment
- Employee Survey

November 2024

- Attendance of Portfolio Holder for Climate Change and Strategic Regeneration
- Council Plan Performance Monitoring Report and Risk Register Review Quarter1 & 2 2024/25
- Capital Budget Monitoring – Round 2 2024/25
- Revenue Budget Monitoring – Round 2 2024/25
- Draft Capital and Revenue Budget 2025/2026

January 2025

- Attendance of Portfolio Holder for Business Management
- Procurement Strategy (Annual report)
- Draft Capital and Revenue Budget 2025/2026 including report back from other O&S Committees
- Risk Strategy and Risk Plan 2025/26
- One Medway Council Plan KPI refresh 2025/2026
- Local Government and Social Care Ombudsman decision