# Appendix 1

# Business Support

# Overview and Scrutiny Committee

# Work Programme

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

**4 April 2024**

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| **Item** | | **Work type** | | **Responsible Officer** | | Objectives | |
| Council Plan and Strategy 2024/25 | | Pre-decision  scrutiny | | Chief Operating Officer/ Chief Organisational Culture Officer | | To scrutinise the Council Plan | |
| Council Plan Performance Monitoring Report and Risk Register Review Quarter 3 2023/24 | | Council  Performance  Monitoring | | Chief Operating  Officer | | To scrutinise the Council Plan  monitoring and corporate risk  register reports for Quarter 3 2023/24. | |
| Capital and Revenue Budget Monitoring – Round 3 2023/24 | | Budget monitoring | | Chief Operating Officer | | To scrutinise the Capital and  Revenue Budget Monitoring for Round 3 2023/24. | |
| Annual review of the Council’s Petitions Scheme | | Information item | | Head of Democratic Services | | To review the use of the scheme. | |
| Attendance of the Leader of the Council | | Holding to Account | |  | | To hold the Leader to account on performance against their portfolio. | |
| Attendance of Portfolio Holder Business Management | | Holding to Account | |  | | To hold the Portfolio Holder to account on performance against their portfolio. |

**June 2024 (TBC)**

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| **Item** | **Work type** | **Responsible Officer** | Objectives |
| Medway Norse Annual Strategic Update | Information Item | Chief Operating Officer | To review the strategic performance of the Joint Venture from the perspective of the Council client |
| Annual review of the Council’s Petitions Scheme | Information item | Head of Democratic Services | To review the use of the scheme. |

## Date to be determined.

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| **Item** | **Work type** | Responsible Officer | Objectives |
| 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. |
| Digital Strategic Plan | Pre-Decision Scrutiny | Chief Operating Officer | To scrutinise the Digital Strategic Plan |
| Local Plan | Pre-Decision Scrutiny | Director of Place | To consider the Local Plan during the consultation period at the Regulation 19 stage as it relates to the terms of reference of the Committee. |

**Items considered by Committee in 2023-24**

**13 July**

* Council Plan Performance Monitoring Report and Risk Register Review Quarter 4 and end of year 2022/23
* Capital and Revenue Budget Monitoring Outturn 2022/23
* Employee Survey

**31 August**

* Capital and Revenue Budget Monitoring – Round 1 2023/24
* Council Plan Performance Monitoring Report and Risk Register Review Quarter 1 2023/24
* LATCOs (Local Authority Trading Companies)
* Emergency Cost of Living Plan

**26 October**

* Reducing the use of non-permanent staff

**30 November**

* Universal Credit and Welfare Reforms – Annual Progress Report
* Attendance of Portfolio Holder Community Safety
* Council Plan Performance Monitoring Report and Risk Register Review Quarter 2 2023/24
* Capital and Revenue Budget Monitoring – Round 2 2023/24
* Draft Capital and Revenue Budget 2024/2025

**1 February 2024**

* Attendance of Portfolio Holder Climate Change and Strategic Regeneration
* Procurement Strategy (Annual report)
* Draft Capital and Revenue Budget 2024/2025 including report back from other O&S Committees
* Risk Strategy and Risk Plan 2024/25
* Employee Survey