

Business Support and Digital Overview and Scrutiny Committee Work Programme

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

June 2025

Item	Work type	Responsible Officer	Objectives
Taxi Tariff Review Policy	Pre-Decision Scrutiny	AD Legal and Governance	To review proposals in relation to the Hackney Carriage Tariff Review Policy
Complaints Service	Information Item	Chief Information Officer	To review the work of the Complaints Team
CIPFA Audit	Information Item	Chief Information Officer	To consider the results of the CIPFA Audit into the Council's finances
Performance Monitoring Report and Risk Register Review Quarter 4 and end of year 2024/25	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 4 and end of year 2024/25.
Capital and Revenue Budget Monitoring Outturn 2024/25	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring Outturn 2024/25.
Annual review of the Council's Petitions Scheme	Information Item	Head of Democratic Services	To review the use of the scheme.

August 2025

Item	Work type	Responsible Officer	Item
Medway 2.0	Pre Decision Scrutiny	Chief Operating Officer	To consider plans for Digitisation.
Capital and Revenue Budget Monitoring – Round 1 2025/26	Budget monitoring	Chief Operating Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1 2025/26.

Council Plan Performance Monitoring Report and Risk Register Review Quarter 1 2025/26	Council Performance Monitoring	Chief Operating Officer	To scrutinise the Council Plan monitoring and corporate risk register reports for Quarter 1 2025/26.
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October 2025

Item	Work type	Responsible Officer	Item
Universal Credit and Welfare Reforms – Annual Progress Report	Information Item	Chief Operating Officer	To consider a progress report regarding Universal Credit and welfare reforms.

November 2025

Item	Work type	Responsible Officer	Item
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

Item	Work type	Responsible Officer	Item
Procurement Strategy (Annual report)	Information Item	AD Legal and Governance	To consider an annual update on the implementation of the Procurement Strategy.
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.

March 2026

Item	Work type	Responsible Officer	Item
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.

To Be determined

Item	Work type	Responsible Officer	Item
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

March 2025

- Attendance of the Leader of the Council
- Members Item: Sick Pay and the Welfare of Employees
- Procurement Strategy (Annual report)
- Council Plan Performance Monitoring Report and Risk Register Review Quarter 3 2024/25
- Capital and Revenue Budget Monitoring – Round 3 2024/25
- Reduction in Use of Non-Permanent Staff