

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

2 FEBRUARY 2010

WORK PROGRAMME

Report from: Neil Davies, Chief Executive

Author: Peter Holland, Committee Co-ordinator

Summary

This item advises Members of the current work programme and allows them to adjust it in the light of latest priorities, issues and circumstances. It gives Members the opportunity to shape and direct the Committee's activities over the year.

1. Budget and Policy Framework

- 1.1 Under Chapter 4 – Rules, paragraph 22.1 (v) General terms of reference, each overview and scrutiny committee has the responsibility for setting its own work programme.

2. Background

- 2.1.1 Appendix 1 to this report sets out the existing work programme for the committee.

3. Agenda planning meeting

- 3.1 Members will be aware that Overview and Scrutiny Committees hold agenda planning meetings on a regular basis. These give officers greater guidance on information Members wish them to provide when scrutinising an issue. An agenda planning meeting was held on 19 January 2010.

- 3.2 At this meeting officers informed Members that the LAA monitoring scheduled for the February meeting has been deferred until the next meeting in March to ensure all performance data from partners has been scrutinised by the relevant LSP theme partnership and Members are given the most up to date information on actions planned to ensure the targets are met.

- 3.3 It was also noted that discussion by Cabinet and Business Support Overview and Scrutiny committee on the Single Equality Scheme had

been deferred to allow further public and stakeholder consultation on the scheme. Similarly, the annual equalities report has been deferred as it should be considered alongside the single equality scheme. However, progress on the council's equality and diversity objectives and commitments will be reported in the quarter 3 council plan monitoring report, which will be considered by this Committee on 16 March.

4. Future work programme

4.1 Cabinet's Forward Plan

There are no new items which have been added to the Forward Plan since the last meeting of this Committee, which are not already on the work programme or have already been considered.

5. The co-ordinating role of the Business Support Overview and Scrutiny Committee

- 5.1 Under Medway's constitution, Chapter 4 – Rules – paragraph 22.2 (xxiii) 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'.
- 5.2 To assist the Committee in fulfilling this role the Chairman has agreed that a regular overview of business discussed by the other O and S Committees should be presented at these meetings. Whilst each O and S 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. The work of Overview and Scrutiny Committees can include:
 - items raised by individual members of the Committee or any six members of the Council who are not members of the Committee
 - work on matters referred for review by the Council.
 - Pre-decision scrutiny of items on the Cabinet's Forward Plan selected by the Committee for discussion
 - policy review and development often undertaken in small cross party task groups. Each Committee usually undertakes one or two reviews of this type each year.
 - pre-budget scrutiny
 - consideration of petitions presented at Full Council
 - consideration of called-in Cabinet decisions
- 5.3 Appendix 2 to this report sets out an overview of the work undertaken by each Overview and Scrutiny Committee during the last cycle of meetings and for the next cycle. In addition Appendix 3 sets out the items in the Cabinet's Forward Plan indicating by asterisk items identified by the relevant Overview and Scrutiny Committee for pre-decision scrutiny.

6 Cabinet Forward Plan

6.1 Appendix 3 sets out the current forward plan.

7. Financial and legal implications

There are no financial or legal implications arising from this report.

8. Recommendations

- 8.1 That Members consider whether any changes need to be made to the work programme, including whether to add any items from the forward plan.
- 8.2 Members are asked to note the work undertaken by all overview and scrutiny committees in the last cycle and to be considered at the next cycle of meetings (set out in appendices 2 and 3 to this report).

Lead officer contact

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Work Programme
Business Support Overview and Scrutiny Committee

**Policy framework documents: Council Plan, Community Plan and
Licensing Policy Statement**

Item	Work type	Responsible officer	Objectives	Timescale
Attendance of the Portfolio Holder for Customer First and Corporate Services	Executive accountability	Richard Hicks	Holding the executive to account.	2 February 2010
Capital budget monitoring	Budget scrutiny	Peter Bown	This report presents the capital budget monitoring to November 2009.	2 February 2010
Council Plan	Scrutiny	Stephanie Goad	This report sets out the Council Plan for 2010/2011.	2 February 2010
Draft capital and revenue budget proposals (Business Support) 2010/2011	Budget scrutiny	Mick Hayward	This report sets out the Cabinet's draft capital and revenue budgets for 2010/2011.	2 February 2010
Draft capital and revenue budgets (report back from other O&S Committees)	Budget scrutiny	Mick Hayward	This report sets out the comments on the budget proposals from all Overview and Scrutiny Committees.	2 February 2010
Housing revenue account capital programme	Budget scrutiny	Derrick Singleton	This report sets out the housing revenue capital programme for 2010/2011.	2 February 2010
Housing revenue account, revenue and capital budget report	Budget scrutiny	Andy McNally-Johnson/ Derrick Singleton	This report sets out the housing revenue account, revenue and capital budgets 2010/11.	2 February 2010
Revenue budget monitoring	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to November 2009.	2 February 2010

Item	Work type	Responsible officer	Objectives	Timescale
Treasury Management Strategy Statement and Annual Investment Strategy 2010/2011	Budget scrutiny	Andy Larkin	To consider the Council's borrowing and investment for 2010/2011.	2 February 2010
Attendance of the Leader	Executive accountability	Richard Hicks	Holding the executive to account.	16 March 2010
Attendance of the Portfolio Holder for Finance and Deputy Leader	Executive accountability	Mick Hayward	Holding the executive to account.	16 March 2010
Council Plan monitoring (CPM) – 3rd quarter	Policy development	Abi Cooper, Research and Review Manager	To scrutinise the performance against targets in the Council Plan, for the third quarter.	16 March 2010
LAA performance monitoring	Performance monitoring	Yvonne Wilson, LSP Manager	To consider an update report on LAA performance.	16 March 2010
Six-monthly review of Risk Register	Performance monitoring	Joy Kirby	To review the Council's Risk Register.	16 March 2009
Sustainable Community Strategy	Policy development	John Woodside	This report presents the Sustainable Community Strategy.	16 March 2010
LSP outcomes and targets	Policy development	Stephanie Goad	Report on future scrutiny of LSP outcomes and targets.	To be agreed
Six month review of supporting people in temporary accommodation in-depth task group	Scrutiny	Deborah Upton, Assistant Director Housing and Corporate Services	To review the implementation of the recommendations.	To be agreed

Forthcoming meetings:

2 February 2010, 16 March 2010

Items considered at previous meetings:

10 December 2009

- Attendance of the Portfolio Holder for Community Services
- Capital budget monitoring
- Capital and Revenue Budget Initial Proposals
- Council plan monitoring (CPM) – second quarter
- Revenue budget monitoring
- Scrutiny of business support budgets
- Tenants Incentive Scheme

15 October 2009

- Council's Medium Term Financial Strategy and Council Plan
- Petition summary
- Report of Task Group on Support for People in Temporary Accommodation
- Capital budget monitoring
- Revenue budget monitoring
- Review of Risk Management Strategy

18 August 2009

- Council plan monitoring (CPM) – 1st quarter
- Capital Budget monitoring
- Revenue Budget monitoring
- LAA Performance

2 July 2009

- Annual Report 2008/9
- Housing Revenue Account Capital Programme
- Constitutional changes
- Call-in Sustainable Communities Act 2007

Overview and Scrutiny Activity

Appendix 2

BUSINESS SUPPORT	CHILDREN AND ADULTS	HEALTH AND ADULT SOCIAL CARE	REGENERATION, COMMUNITY AND CULTURE
10 December 2009	3 December 2009	22 December 2009	2 December 2010
Attendance of the Portfolio Holder for Community Services	Medway Safeguarding Children Board	Medway's Strategic Plan and Joint Commissioning Strategy for Older People	Petitions
Second Quarter Performance Report 09/10	Second quarter performance report	Member item - Celebrating Age Festival	Attendance of Portfolio Holder for Front Line Services
Capital Budget Monitoring	Portfolio Holder for Children's Services in attendance	Petition	Second quarter performance report 2009/2010
Revenue Budget Monitoring	Special Educational Needs Strategy	21 January 2010	Local Development Framework Annual Monitoring Report
Capital Programme 2010/2011 and Beyond	Test and examination results	Supporting People Strategy	Planning of central Strood
Tenants under Occupation Scheme	19 January 2010	Petitions	Quality of Public Transport Corridors Project
Revenue Budget 2010/11	Member Item - academies update	Primary Care Strategy	Twydall Accessibility Project
Tenants Incentive Scheme	Care Quality Commission annual healthcheck of NHS Trusts	Alcohol Strategy	13 January 2010
2 February 2010	Portfolio Holder for Community Services in attendance	Draft capital and revenue budget	Petitions
Attendance of the Portfolio Holder for Customer First and Corporate Services	Draft capital and revenue budget proposals 2009-2010 and draft Council Plan 2010-13	Member item - Celebrating Age Festival	Parking Standards Review

BUSINESS SUPPORT	CHILDREN AND ADULTS	HEALTH AND ADULT SOCIAL CARE	REGENERATION, COMMUNITY AND CULTURE
Treasury Management Strategy Statement and Annual Investment Strategy 2010/2011	Call-in: Outcome of the consultation on the future of Delce Infant and Junior Schools	Protocol for working with Medway LINK	Draft capital and revenue budget proposals 2010/2011
Draft Capital and Revenue Budgets Council Plan			
Draft Capital & Revenue Budgets (Other O&S Committees)			
Housing Revenue Account Capital Programme			
Housing Revenue Account, Revenue & Capital Budgets Report			
Capital Budget Monitoring			
Revenue Budget Monitoring			

Medway Council Forward Plan

Issue Title / Issue Summary / Contact Details	Type	Anticipated decision date	Decision Maker
Consultation	Supporting Documents		Portfolio
Supporting People Strategy * To consider the proposed Supporting People Strategy following consideration by the Health and Adult Social Care Overview and Scrutiny Committee.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: Health and Adult Social Care Genette Laws, Social Care Commissioning and Voluntary Sector Manager, T: 01634 331345, E: genette.laws@medway.gov.uk			Adult Services: Tom Mason
Gateway 3 Contract Award: Twydall Accessibility Project * This report will seek approval to award the contract for the Twydall Accessibility Project.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Ian Wilson, Head of Capital Projects, Road Safety and Networks, T: 01634 331543, E: ian.wilson@medway.gov.uk			Front Line Services: Phil Filmer
Alcohol Strategy * To seek approval to the Alcohol Strategy.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: Health and Adult Social Care Aeilish Geldenhuys, Senior Public Health Manager, T: 01634 333147, E: aeilish.geldenhuys@medway.gov.uk			Adult Services: Tom Mason
Gateway 1 Options Appraisal: General and Housing Debt Advice Recommissioning * This paper will seek approval from Cabinet to proceed with the recommissioning of General and Debt Advice services in Medway.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: All Jane Love, Voluntary Sector Grants & Contracts Manager T: (01634) 333099 E: jane.love@medway.gov.uk			Adult Services: Tom Mason

Issue Title / Issue Summary / Contact Details	Type	Anticipated decision date	Decision Maker
Consultation	Supporting Documents		Portfolio
Gateway 3 Contract Award: Accomodation Based Offender Support Service To seek approval to award the contract for the provision of the accomodation based offender support service.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: Health and Adult Social Care Sue Edmed, Contracts Officer, T: 01634 331082, E: sue.edmed@medway.gov.uk			Adult Services: Tom Mason
* 2010/2011 Revenue and Capital Budgets To seek Cabinet's views on the 2010/2011 Revenue and Capital budgets prior to consideration and approval at Council on 25 February 2010.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: All Mick Hayward, Chief Finance Officer, T: 01634 332220, E: mick.hayward@medway.gov.uk			Finance and Deputy Leader: Alan Jarrett
Recruitment Freeze To report on vacancies that Directors would like to fill.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, T: 01634 332343, E: tricia.palmer@medway.gov.uk			Finance and Deputy Leader: Alan Jarrett
Gateway 3 Contract Award: Substance Misuse Support Service To seek approval to award the contract for the provision of the Substance Misuse Support Service.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: Health and Adult Social Care Sue Edmed, Contracts Officer, T: 01634 331082, E: sue.edmed@medway.gov.uk			Adult Services: Tom Mason

Issue Title / Issue Summary / Contact Details	Type	Anticipated decision date	Decision Maker
Consultation	Supporting Documents		
* Council Plan To consider the proposals for the Council Plan prior to consideration and approval at Council on 25 February 2010.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: All Steve Long, Senior Research and Review Officer, T: 01634 331490, E: steve.long@medway.gov.uk	Customer First and Corporate Services: Janice Bamber		
* Gun Wharf Masterplan, Chatham To consider proposals for the Gun Wharf Masterplan following deferral of the item at Cabinet on 5 January 2010.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Brian McCutcheon, Local and Regional Planning Manager, T: 01634 331149, E: brian.mccutcheon@medway.gov.uk	Strategic Development and Economic Growth: Jane Chitty		
* A228 Stoke Crossing - Compulsory Purchase of Land This report will set out the reasons for seeking Compulsory Purchase Order (CPO) powers to acquire the land needed for the project.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Ian Wilson, Head of Capital Projects, Road Safety and Networks, T: 01634 331543, E: ian.wilson@medway.gov.uk	Front Line Services: Phil Filmer		
* Treasury Management Strategy Statement and Annual Investment Strategy 2010/2011 This report sets out the scenario for the Council's borrowing and investments for 2010/2011 along with recommending the statutory borrowing limits and prudential guideline limits for 2010/2011 to be agreed by Council on 25 February 2010.	Key (Forward Plan)	16-Feb-2010	Cabinet
Relevant Overview and Scrutiny Committee: Business Support Andy Larkin, Finance Support Manager, T: 01634 332317, E: andrew.larkin@medway.gov.uk	Finance and Deputy Leader: Alan Jarrett		

Issue Title / Issue Summary / Contact Details	Type	Supporting Documents	Anticipated decision date	Decision Maker
Consultation				Portfolio
Gateway One Options Appraisal: Clinical Waste Collection and Disposal Contract This report sets out the options for the procurement process for the clinical waste collection and disposal contract.	Key (Forward Plan)	16-Feb-2010	Cabinet	
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Sarah Dagwell, Acting Head of Waste Services, T: 01634 331597, E: sarah.dagwell@medway.gov.uk			Front Line Services: Phil Filmer	
Gateway One Options Appraisal: Schools and Other Medway Council Establishments Waste Collection Contracts To consider the options for the procurement process for the schools and other establishments waste collection contracts.	Key (Forward Plan)	16-Feb-2010	Cabinet	
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Sarah Dagwell, Acting Head of Waste Services, T: 01634 331597, E: sarah.dagwell@medway.gov.uk			Front Line Services: Phil Filmer	
* Council Plan Monitoring Quarter 3 This report presents Council performance for the third quarter of 2009-10.	Key (Forward Plan)	9-Mar-2010	Cabinet	
Relevant Overview and Scrutiny Committee: All Abi Cooper, Research and Review Team Manager, T: 01634 332256, E: abigail.cooper@medway.gov.uk			Customer First and Corporate Services: Janice Bamber	
Local Transport Plan This report will seek approval to progress the Local Transport Plan (LTP).	Key (Forward Plan)	9-Mar-2010	Cabinet	
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Mark Johnson, Senior Transport Planner, T: 01634 331505, E: mark.johnson@medway.gov.uk			Front Line Services: Phil Filmer	

Issue Title / Issue Summary / Contact Details	Type	Anticipated decision date	Decision Maker
Consultation	Supporting Documents		Portfolio
Recruitment Freeze To report on vacancies that Directors would like to fill.	Key (Forward Plan)	9-Mar-2010	Cabinet
Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, T:01634 332343, E: tricia.palmer@medway.gov.uk			Finance and Deputy Leader: Alan Jarrett
Employment Land Study This report will present for Members consideration an Employment Land Study.	Key (Forward Plan)	9-Mar-2010	Cabinet
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Brian McCutcheon, Local & Regional Planning Manager. Gun Wharf. Telephone: 10634 331149. Email: brian.mccutcheon@medway.gov.uk			Strategic Development and Economic Growth: Jane Chitty
* 2011 School Admission Arrangements To consider the school admission arrangements for 2011.	Key (Forward Plan)	9-Mar-2010	Cabinet
Relevant Overview and Scrutiny Committee: Children and Adults Chris McKenzie, Head of School Organisation and Student Services, T: 01634 334013, E: chris.mckenzie.medway.gov.uk			Children's Services (Lead Member): Les Wicks
Statutory Period Objection: Outcome of the Consultation on the Proposal to Close St John's Church of England Voluntary Controlled Infant School To consider any objections on the proposal to close St John's Church of England Voluntary Controlled Infant School, received during the statutory notice period.	Key (Forward Plan)	9-Mar-2010	Cabinet
Relevant Overview and Scrutiny Committee: Children and Adults Rose Collinson, Director of Children and Adults, T: 01634 331011, E: rose.collinson@medway.gov.uk			Children's Services (Lead Member): Les Wicks

Issue Title / Issue Summary / Contact Details	Type	Supporting Documents	Anticipated decision date	Decision Maker
Consultation				Portfolio
Rochester Riverside Management Company * Agreement is sought to the principle of establishing a Management Company to manage and maintain all non-adopted roads and public open spaces and the river wall at Rochester Riverside post development completion.	Key (Forward Plan)	30-Mar-2010	Cabinet	
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Sarah Beck, Principal Regeneration Manager, T: 01634 338171, E: sarah.beck@medway.gov.uk				Leader: Rodney Chambers
Gateway 3 Contract Award: Waste Disposal and Collection Services To consider the outcome of tenders for the provision of the waste disposal and collection service.	Key (Forward Plan)	30-Mar-2010	Cabinet	
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Andy McGrath, Assistant Director, Front Line Services, T: 01634 333163, E: andy.mcgrath@medway.gov.uk				Front Line Services: Phil Filmer
Capital Budget Monitoring * To report on the latest monitoring position.	Key (Forward Plan)	30-Mar-2010	Cabinet	
Relevant Overview and Scrutiny Committee: Business Support Peter Bown, Accounting Manager, T: 01634 332311, E: peter.bown@medway.gov.uk				Finance and Deputy Leader: Alan Jarrett
Recruitment Freeze To consider vacancies that Directors would like to fill.	Key (Forward Plan)	30-Mar-2010	Cabinet	
Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, T: 01634 332343, E: tricia.palmer@medway.gov.uk				Finance and Deputy Leader: Alan Jarrett

Issue Title / Issue Summary / Contact Details	Type	Supporting Documents	Anticipated decision date	Decision Maker
Consultation				Portfolio
* Revenue Budget Monitoring To report on the latest monitoring position.	Key (Forward Plan)	30-Mar-2010	Cabinet	
Relevant Overview and Scrutiny Committee: Business Support Peter Bown, Accounting Manager, T: 01634 332311, E: peter.bown@medway.gov.uk				Finance and Deputy Leader: Alan Jarrett
* Sustainable Communities Strategy This report will ask Cabinet to recommend the strategy to Council for approval as part of the policy framework.	Key (Forward Plan)	30-Mar-2010	Cabinet	
Relevant Overview and Scrutiny Committee: Business Support Stephanie Goad, Assistant Director, Communications, Performance and Partnerships, T: 01634 332737, E: stephanie.goad@medway.gov.uk				Customer First and Corporate Services: Janice Bamber
* Six Monthly Review of the Risk Register This report seeks approval to the 6 monthly review of the Council's Corporate Business Risk Register.	Key (Forward Plan)	30-Mar-2010	Cabinet	
Relevant Overview and Scrutiny Committee: Business Support Joy Kirby, Quality Assurance & Client Manager, T: 01634 331422, E: joy.kirby@medway.gov.uk				Finance and Deputy Leader: Alan Jarrett
* Gun Wharf Masterplan, Chatham This report will propose the adoption of the Gun Wharf area masterplan as a supplementary planning document. This will follow a six week statutory programme of consultation with the local community and local businesses.	Key (Forward Plan)	20-Apr-2010	Cabinet	
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Brian McCutcheon, Local and Regional Planning Manager, T: 01634 331149, E: brian.mccutcheon@medway.gov.uk				Strategic, Development and Economic Growth: Jane Chitty

Issue Title / Issue Summary / Contact Details		Type	Anticipated decision date	Decision Maker
Issue Title	Contact Details	Supporting Documents		
Consultation				
Recruitment Freeze To consider vacancies that Directors would like to fill.		Key (Forward Plan)	20-Apr-2010	Cabinet
Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk				Finance and Deputy Leader: Alan Jarrett
Bishop of Rochester Academy Outline Business Case To present the Outline Business Case for the Bishop of Rochester Academy for Cabinet approval and onward submission to Partnerships for Schools to secure funding.		Key (Forward Plan)	20-Apr-2010	Cabinet
Relevant Overview and Scrutiny Committee: Children and Adults Chris McKenzie, Head of School Organisation and Student Services, T: 01634 334013, E: chris.mckenzie@medway.gov.uk				Children's Services (Lead Member): Les Wicks