

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

21 JUNE 2012

WORK PROGRAMME

Report from: Neil Davies, Chief Executive

Author: Caroline Salisbury, Democratic Services Officer

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. 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 guidance on information Members wish them to provide when scrutinising an issue. An agenda planning meeting was held on 7 June 2012.

3.2 The Chairman was updated on the committee's current work programme as detailed in the paragraphs below. He was also advised that a report would shortly be submitted to the Cabinet setting out the various provisions in the Localism Act which affect the Council's constitutional arrangements, the action required and options available to Members. The report appears on the agenda for this meeting in order that any comments and/or recommendations from the Committee can be forwarded to Cabinet when it considers the matter.

3.3 Officers advised that a request had been received for a Member's Item on the disposal of the King Street car park for consideration at this meeting (as previously discussed on this agenda).

3.4 The committee's current work programme is attached at Appendix 1 and includes the additions and amendments detailed in this report.

4. Future work programme

4.1 Forward Plan

The Cabinet's Forward Plan was published on 17 May 2012 and there were no new items within the Committee's remit. However, the next publication will be on 15 June 2012 and Members will be updated at the meeting of any new items added to the Plan within its remit. The current Forward Plan is attached at Appendix 3.

4.2 Matters within the remit of this committee

Following the transfer of housing to the Regeneration, Community and Culture Overview and Scrutiny Committee, the Chairman asked that this committee is updated of all matters within its remit, for Members information. These are set out in Appendix 4.

4.3 Portfolio Holders being held to account

Each Portfolio Holder responsible for matters within the remit of this committee have been contacted and a suitable meeting date arranged, in order that they can be held to account for their performance throughout the previous year.

4.4 Fair access to credit task group

The Task Group is examining and bringing forward recommendations on:

- the role the Council can play in supporting Medway residents affected by unaffordable credit and development of a clear policy;
- how the Council can lobby the Government to strengthen the rules governing the issue of lending licences and address the lack of affordable credit. A strategy to manage the supply and demand of high cost credit – focused on making the industry transparent and supporting affordable alternative such as credit unions;
- how the Council can promote financial literacy and affordable lending and debt counselling.

A series of meetings have now taken place with representatives from a number of organisations, including the Citizens Advice Bureau, Credit Unions, trade associations, a loan provider, the Youth Parliament and officers from various sections of the Council. This has been supported by additional written submissions from a number of organisations and individuals working within the remit of this review.

In order to conclude the review, further evidence meetings followed by meetings to develop the group's findings and recommendations, will be scheduled for June/July. The Task Group will then be able to report its findings to the Business Support Overview and Scrutiny Committee on 8 August 2012 and the Regeneration, Community and Culture Overview and Scrutiny Committee on 16 August 2012.

4.5 Committee requests made at previous meeting

At the last meeting of the committee on 21 March 2012, Members requested a briefing session to give further information on all property maintenance over £100,000 within Priority 1 and information on where each project is placed within the priority list, together with an update on works taking place at Medway Crematorium. This briefing session is currently being finalised and all councillors will shortly be advised that this will take place at 6pm on Monday, 24 September.

The committee also requested that a report is submitted on unfilled vacant posts within the council. This report was to be sent to either the Employment Matters Committee or this committee. Following discussion between the Chairman and officers, it has been agreed that a report will be submitted to the Employment Matters Committee for consideration on this matter.

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 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. 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
- pre-budget scrutiny
- consideration of petitions
- consideration of called-in Cabinet decisions.

5.3 Appendix 2 to this report sets out the current work programmes of the other three overview and scrutiny committees.

5.4 In addition, Appendix 3 sets out the items in the Cabinet's current Forward Plan indicating by asterisk items identified by the relevant Overview and Scrutiny Committee for pre-decision scrutiny.

6. Financial and legal implications

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

7. Recommendations

7.1 The Committee is asked to:

- (a) note the current work programme, including the amendments and additions detailed in the report;
- (b) identify items for inclusion in the work programme, including possible items from the Cabinet Forward Plan;
- (c) note that a previous request for a report on unfilled vacant posts within the council will be submitted to the next meeting of the Employment Matters Committee on 18 July 2012;
- (d) note that an all Member briefing on property maintenance over £100,000 will be held at 6pm on Monday, 24 September 2012;
- (e) note the work undertaken by all overview and scrutiny committees (set out in appendices 2 and 3 to this report);.

Background papers

None.

Lead officer contact

Caroline Salisbury, Democratic Services Officer

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**Work Programme
Business Support Overview and Scrutiny Committee**

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

Item	Work type	Responsible officer	Objectives	Timescale
Council Plan – year end 2011/2012	Scrutiny of performance/budget	Kate Mummery, Research and Review Team	To consider the year end Council Plan report for 2011/2012	21 June 2012
Localism Act – constitutional issues	Pre-decision scrutiny	Julie Keith, Head of Democratic Services	The committee is asked to provide a view on constitutional issues raised by the Localism Act before consideration by Cabinet on 10 July 2012 and decision at Council on 26 July 2012	21 June 2012
Council Plan monitoring 2012/2013 – quarter 1	Scrutiny of performance/budget	Kate Mummery, Research and Review Team	To consider the quarter one Council Plan monitoring report for 2012/2013	8 August 2012
Capital budget monitoring 2012/2013 – quarter 1	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	This report presents the capital budget monitoring to June 2012	8 August 2012
Report from in-depth task group on “fair access to credit”	Policy development	Anthony Law, Democratic Services Officer	To consider the report from the task group (which will also be reported to the Regeneration, Community and Culture Overview and Scrutiny Committee).	8 August 2012
Revenue budget monitoring 2012/2013 – quarter 1	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	This report presents the revenue budget monitoring to June 2012	8 August 2012

Item	Work type	Responsible officer	Objectives	Timescale
Medium Term Financial Plan 2013-2016	Pre-decision scrutiny	Mick Hayward, Chief Finance Officer	To consider the annual refresh of this policy prior to decision by Cabinet on 4 September 2012	8 August 2012
Portfolio Holder for Corporate Services	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	8 August 2012
Portfolio Holder for Housing and Community Services	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	8 August 2012
Annual review of Risk Management Strategy and 6 month review of Corporate Risk Register	Policy development	Joy Kirby, Business Quality Assurance Manager	This report presents the committee with the opportunity to consider the Risk Management Strategy and 6 month review of the Corporate Risk register and forward any recommendations to Cabinet	25 September 2012
Draft budget proposals for 2013/2014	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	To consider the Cabinet's draft budget proposals for 2013/2014 and forward them to the other Overview and Scrutiny Committees	6 December 2012
Council Plan monitoring 2012/2013 – quarter 2	Scrutiny of performance/budget	Kate Mummery, Research and Review Team	To consider the quarter two Council Plan monitoring report for 2012/2013	6 December 2012

Item	Work type	Responsible officer	Objectives	Timescale
Capital budget monitoring 2012/2013 – quarter 2	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	This report presents the capital budget monitoring to September 2012	6 December 2012
Portfolio Holder for Community Safety and Customer Contact	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	6 December 2012
Revenue budget monitoring 2012/2013 – quarter 2	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	This report presents the revenue budget monitoring to September 2012	6 December 2012
Treasury Management Strategy – mid year report 2012/2013	Policy development	Andy Larkin, Finance Support Manager	This report presents the mid-year position on the Treasury Management Strategy 2012/2013	6 December 2012
Draft budget proposals for 2013/2014 – responses from other Overview and Scrutiny Committees	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	To consider the budget 2013/2014 responses from the other Overview and Scrutiny Committees and forward them to Cabinet for consideration	7 February 2013
Draft Council Plan 2013 - 2016	Policy development	Stephanie Goad, Assistant Director Communications, Performance and Partnerships	To consider the draft Council Plan 2013 – 2016 and forward any comments and recommendations to Cabinet	7 February 2013 (to be confirmed)
The Leader of the Council	Holding to account		The Leader of the Council will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	7 February 2013

Item	Work type	Responsible officer	Objectives	Timescale
Treasury Management Strategy 2013/2014	Pre-decision scrutiny	Andy Larkin, Finance Support Manager	To consider the draft strategy for 2012-2014 prior to consideration by Cabinet on 12 February 2013	7 February 2013
Council Plan monitoring 2012/2013 – quarter 3	Scrutiny of performance/budget	Kate Mummery, Research and Review Team	To consider the quarter three Council Plan monitoring report for 2012/2013	26 March 2013
Capital budget monitoring 2012/2013 – quarter 3	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	This report presents the capital budget monitoring to December 2012	26 March 2013
Portfolio Holder for Finance	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	26 March 2013
Revenue budget monitoring 2012/2013 – quarter 3	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	This report presents the revenue budget monitoring to December 2012	26 March 2013
Six month review of Corporate Risk Register	Policy development	Joy Kirby, Business Quality Assurance Manager	To consider the six month update of the Corporate Risk Register	26 March 2013 (to be confirmed)
Council Plan year end 2012/2013	Scrutiny of performance/budget	Kate Mummery, Research and Review Team	To consider the year end Council Plan report for 2012/2013	Summer 2013

Forthcoming meetings:

2012: 21 June, 8 August, 25 September and 6 December

2013: 7 February and 20 March

Work completed in 2012/13:

Work Programme
Children and Young People Overview and Scrutiny Committee

Policy framework documents – Children and Young People’s Plan and Youth Justice Plan

Item	Work Type	Responsible officer	Objectives	Timescale
Council Plan – year end 2011/2012	Scrutiny of performance/ budget	Steph Goad, Assistant Director, Communications, Performance and Partnerships	To consider the Council Plan monitoring for year end 2011/2012	17 July 2012
Medway Safeguarding Children Board (MSCB)	Holding to account	Sally Mortimore, MSCB Manager	To consider and scrutinise the activity of the MSCB and its Business Plan.	17 July 2012
Draft SEN Transport Policy	Pre-decision scrutiny	Assistant Director, Inclusion and Improvement	To consider the draft SEN Transport Policy and the outcome of the related consultation.	17 July 2012
Quarter 1 Council Plan Monitoring	Scrutiny of performance/ budget	Steph Goad, Assistant Director, Communications, Performance and Partnerships	To consider the Council Plan monitoring for quarter 1 of 2012/13	27 September 2012
Update on progress of actions from the review in improving performance at Key Stage 2.	Policy Development	Juliet Seviar, Assistant Director, Inclusion and Improvement	To consider the progress and impact of the review of improving performance at Key Stage 2, brought to the committee in March 2012.	Autumn 2012
Provisional test and examination results	Scrutiny of performance/ budgets	Juliet Seviar, Assistant Director, Inclusion and Improvement	To consider and scrutinise the provisional test and examinations results for 2012	Autumn 2012
Proposed capital and revenue draft budgets 2013/14	Scrutiny of performance/ budget	Mick Hayward, Chief Finance Officer	To consider and scrutinise the proposed capital and revenue budgets for 2013/14	11 December 2012
Quarter 2 Council Plan Monitoring	Scrutiny of Performance/ budget	Steph Goad, Assistant Director, Communications, Performance and Partnerships	To consider the Council Plan monitoring for quarter 2 of 2012/13	11 December 2012

Item	Work Type	Responsible officer	Objectives	Timescale
Changes to overnight short breaks/closure of Preston Skreens	Holding to account	Sally Morris, Assistant Director Commissioning and Strategy	To consider the outcome of the consultation relating to the review of overnight short breaks and the closure of Preston Skreens	11 December 2012
Swingate Infant and Spinnens Acre Junior Schools – outcome of consultation on proposed amalgamation	Pre-decision scrutiny	Sally Morris, Assistant Director Commissioning and Strategy	To consider the outcome of the consultation relating to the proposed amalgamation of Swingate Infant and Spinnens Acre Junior Schools.	11 December 2012
Medway Safeguarding Children Board (MSCB)	Holding to account	Sally Mortimore, MSCB Manager	To consider and scrutinise the activity of the MSCB and its Business Plan.	15 January 2013
Quarter 3 Council Plan Monitoring	Scrutiny of Performance/ budget	Steph Goad, Assistant Director, Communications, Performance and Partnerships	To consider the Council Plan monitoring for quarter 3 of 2012/13	28 March 2013

Work completed in 2011/12:

31 May 2011

- Careers advice and raising of the participation age
- Children's social care complaints and compliments annual report
- Task group report on improving performance at Key Stage 2
- Children and Young People's Plan Monitoring Report
- Academies and governance arrangements
- Chatham Area Primary Age Need

Work Programme
Health and Adult Social Care Overview and Scrutiny Committee

Item	Work type	Responsible officer	Objectives	Timescale
Marlowe Park Medical Centre, Strood	Holding to account	Rosie Gunstone	To consider an update regarding Marlowe Park Medical Centre negotiations	26 June 2012
Council Plan end of Year 2011/12	Scrutiny of performance/budget	Preeya Madhoo, Performance Manager Adults	To consider the end of year Council report 2011/12	26 June 2012
Joint Strategic Needs Assessment	Pre-decision scrutiny	Dr Barnett	To scrutinise the Joint Strategic Needs Assessment prior to consideration by Cabinet	26 June 2012
Joint HOSC with Kent County Council on adult mental health inpatient beds	Holding to account		To consider a substantial variation in services across Kent and Medway in relation to adult mental health inpatient beds	Likely to be 25 June and 3 July 2012
Quarter 1 Performance report	Scrutiny of performance/budget	Preeya Madhoo, Performance Manager, Adults	To consider the quarter 1 Performance against the Council Plan	21 August 2012
Changes in dementia support services	Service information	Wendy Alleway	To consider an update report on the changes to dementia support services	21 August 2012
Portfolio Holder to be held to account	Holding to account		To question the Portfolio Holder for Adult Services for performance against his portfolio and for an update on the progress of the Health and Wellbeing Board	21 August 2012
Hoo St Werburgh update	Holding to account	Helen Buckingham	To update members on progress with closure proposal	21 August 2012
Application for Foundation Trust status of Kent and Medway NHS and Social Care Partnership Trust	Community issues	Angela McNab, KMPT	To comment on the application	21 August 2012
Update on mortality figures	Community issue	Medway NHS Foundation Trust	To receive an update using benchmarking data from similar local authorities	9 October 2012
Proposed merger of Medway NHS Foundation Trust with Dartford and Gravesham Trust	Community issues	Mark Devlin	To receive an update	9 October 2012

Item	Work type	Responsible officer	Objectives	Timescale
Carers' Support Task Group	Service information	Jane Love/ Rosie Gunstone	Report back on progress with carers' support.	9 October 2012
Kent and Medway annual adult safeguarding report	Service information	Sally Ann Baxter	To consider the Kent and Medway annual adult safeguarding report	9 October 2012
Update on Quality Assurance	Holding to account	Geoffrey Wheat	Report back on Quality Assurance following establishment of CCG quality assurance groups	9 October 2012
Joint Health and Wellbeing Strategy	Pre-decision scrutiny	Dr Barnett/ Rose Collinson	To consider the Joint Health and Wellbeing Strategy prior to consideration by Cabinet	9 October 2012
Proposed revenue and capital draft budget for 2013/14	Scrutiny of performance/ budget	Mick Hayward	To consider and scrutinise the budget for 2013/2014 insofar as it relates to this Committee	19 December 2012
Quarter 2 performance report	Scrutiny of performance/ budget	Preeya Madhoo, Performance Manager, Adults	To consider the quarter 2 performance against the Council Plan	19 December 2012
Quarter 3 performance report	Scrutiny of performance/ budget	Preeya Madhoo, Performance Manager	To consider the quarter 3 performance against the Council Plan	9 April 2013
Eating Disorder Services	Holding to account	Fiona Gaylor, NHS Medway	To consider whether this is a substantial variation or development.	Date to be determined – likely to be Joint HOSC with KCC
Patient transport	Holding to account	Helen Buckingham	To scrutinise the robustness of the new patient transport provider	To be agreed
Adult social care mental health	Pre-decision scrutiny	David Quirke-Thornton	To receive a report on further options for the delivery of mental health care management and services	Back in May 2013

Dates of future meetings:

2012: 26 June 2012, 21 August 2012, 9 October 2012, 19 December 2012

2013: 29 January and 9 April (to be confirmed at May Council)

Work completed in 2011/2012:

23 June 2011:

- Consultation on merger of Medway Maritime Hospital and Dartford and Gravesham NHS Trust/Monitor report of breach in conditions
- End of year performance report 2010/2011
- Phlebotomy update
- Variations to the Kent and Medway trauma services

18 August 2011:

- Establishment of a Shadow Health and Wellbeing Board in Medway
- Quarter 1 Council Plan monitoring report 2011/2012
- Adult Social Care Annual Complaints and Compliments report April 2010 – March 2011
- Review of Elm House and King's Road, Chatham
- Legacy document for Medway

6 October 2011:

- Changes in dementia support services
- Carers Support
- Kent and Medway Bi-Annual Safeguarding Report

8 December 2011:

- Medway Council's vision for commissioning and providing adult social care services in Medway and 'Fairer contributions for fairer access to services'
- Chronic Pain Service (dealt with by briefing note)

15 December 2011:

- Proposed merger of Medway NHS Foundation Trust with Dartford and Gravesham Trust
- Council Plan – 2nd quarter monitoring 2011/2012
- Portfolio Holder for Adult Social Care – in attendance
- Proposed revenue and capital draft budget for 2012/13
- Mortality figures – Medway Maritime Hospital
- Shalder House
- Adult social care mental health

26 January 2012:

- Medway's vision for adult social care services in Medway
- Fairer contributions for fairer access to services

27 March 2012:

- Council Plan – 3rd quarter monitoring 2011/2012
- Proposed merger of Medway NHS Foundation Trust with Dartford and Gravesham Trust
- Diabetes
- Quality Assurance issues
- Safeguarding vulnerable adults (dealt with by briefing note)
- Member item: E-petition Marlowe Park Medical Centre, Strood
- Mental Health Services Review
- Patient Transport Services

Special meeting – 22 May 2012:

- Adult social care mental health
- Application for Foundation Trust status - KMPT
- Marlowe Park Medical Centre Sterling House update

Work Programme
Regeneration, Community and Culture Overview and Scrutiny Committee

Policy framework documents: Community Safety Plan, Local Transport Plan and plans and other strategies which together comprise the Development Plan

Item	Work type	Responsible officer	Objectives	Timescale
Annual scrutiny of the Community Safety Partnership	Holding to account	Neil Howlett, Community Safety Partnership Manager	Annual scrutiny of the work of the Community Safety Partnership.	28 June 2012
DCLG weekly collection support fund	Service information	Sarah Dagwell, Head of Waste Services	To consider a report setting out the details of a bid to government aiming to increase recycling rates in Medway	28 June 2012
End of year performance report 2011/2012	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the end of year Council Plan monitoring for 2011/2012.	28 June 2012
Using the River Medway to its full potential	Service information	Tricia Palmer, Assistant Director, Organisational Services	This report follows a referral from the Children and Young People Overview and Scrutiny Committee on 23 June 2011	28 June 2012
Council Plan monitoring 2012/2013 – quarter 1	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the quarter one Council Plan monitoring report for 2012/2013	16 August 2012
Portfolio Holder for Front Line Services	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	16 August 2012
Report from the in-depth task group on “fair access to credit”	Policy development	Anthony Law, Democratic Services Officer	To consider the report from the task group (which will also be reported to the Business Support Overview and Scrutiny Committee.	16 August 2012

Item	Work type	Responsible officer	Objectives	Timescale
Review of Housing Asset Management Strategy	Policy development	Marc Blowers, Head of Housing Management and Matt Gough, Housing Strategy Manager	Housing services have been transferred to the remit of this committee from 1 April 2012. This report is outstanding from the previous committee's work programme	16 August 2012
Review of "The future provision of water in Medway"	Policy development	Robin Cooper, Director of Regeneration Community and Culture	To review the recommendations to Southern Water and investigate where the Council now stands with regards to future development in Medway	16 August 2012
Developer Contributions Guide	Pre-decision scrutiny	Jill King, S106 Officer	This is an opportunity for the committee to consider and comment on the document prior to submission to Cabinet.	4 October 2012
HRA Business Plan	Policy development	Marc Blowers, Head of Housing Management and Matt Gough, Housing Strategy Manager	Housing services have been transferred to the remit of this committee from 1 April 2012. This report is outstanding from the previous committee's work programme	4 October 2012
Housing Strategy	Policy development	Matt Gough, Housing Strategy Manager	To consider an update of this strategy document	4 October 2012
Portfolio Holder for Strategic Development and Economic Growth	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in her portfolio in the remit of this committee, and answer any questions	4 October 2012
Update on the South Thames Gateway Building Control Partnership	Service information	Tony Van Vegel, Director of South Thames Gateway Building Control Partnership	This report will update the committee on the work of the Building Control Partnership	4 October 2012

Item	Work type	Responsible officer	Objectives	Timescale
Council Plan monitoring 2012/2013 – quarter 2	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the quarter two Council Plan monitoring report for 2012/2013	13 December 2012
Annual review of waste contracts: Year 2	Scrutiny of performance/budget	Sarah Dagwell, Head of Waste Services	To review the second year's performance for each of the waste contracts	13 December 2012
Portfolio Holder for Housing and Community Services	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	13 December 2012
Portfolio Holder for Community Safety and Customer Contact	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	31 January 2013
Council Plan monitoring 2012/2013 – quarter 3	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the quarter three Council Plan monitoring report for 2012/2013	11 April 2013
Annual review from the Housing Scrutiny Panel	Holding to account	Marc Blowers, Head of Housing Management	The Chairman of the panel is invited to attend to provide a review of the panel's work during the past year	11 April 2013
The Leader of the Council	Holding to account		The Leader of the Council will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	11 April 2013
Breakdown of planned maintenance programme for housing services	Service information	Marc Blowers, Head of Housing Management	Housing services have been transferred to the remit of this committee from 1 April 2012. This report is outstanding from the previous committee's work programme	To be confirmed

(Annual reports and reviews considered by this committee are the Community Safety Plan, Scrutiny of the Community Safety Partnership, Annual Review of the Waste Contracts and annual review of the Housing Scrutiny Panel. The annual South Thames Gateway Building Control Partnership Business Plan is circulated via a Briefing Note prior to consideration by the Cabinet).

Future meeting dates:

2012: 28 June, 16 August, 4 October and 13 December

2013: 31 January and 11 April 2013

Work completed in 2012/13:

Your Council



Forward Plan of key decisions

1 June 2012 - 30 September 2012

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**Rodney Chambers
Leader of the Council**

Thursday, 17 May 2012

Forward Plan

The forward plan helps the Cabinet to plan its work and provides a range of information about the key decisions that are expected to be taken. It also gives residents the opportunity to comment on the issues that are being tackled.

A key decision is one that is likely to:

- result in the council incurring significant expenditure or making significant savings
- be significant in terms of its effects on communities living or working in Medway.

These decisions may be taken by the Cabinet, a committee of the Cabinet, individual members of the Cabinet, employees, area committees or under joint arrangements.

The forward plan sets out the key decisions that are expected to be taken over the next four months. It is not a definitive list of all decisions but is intended to provide an indication of those decisions, which the Cabinet is expected to consider in the coming period. Every month the period covered by the plan is rolled forward by one month.

You can also see the forward plan on the Council's website (www.medway.gov.uk), just click on Cabinet decisions in the menu. Use it to find the details about the decision you are interested in, including:

- the expected date when the decision will be taken;
- the person in the cabinet who is responsible for the portfolio and whom you should contact if you want to comment
- details of any consultation arrangements
- the documents and reports to be considered before the final decision is taken

The website also provides a link to the relevant report once it is published.

If you wish to make representations about any of the items in the forward plan to a Cabinet portfolio holder, please use the comment option on the Council's website (www.medway.gov.uk) or contact

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Democratic Services Officer
(01634) 332008
anthony.law@medway.gov.uk

Wayne Hemingway
Democratic Services Officer
(01634) 332509
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This edition of the Forward Plan comes into effect on 1 June 2012 and has the effect of superseding ALL previous editions

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Adult Mental Health Social Care	Key (Forward Plan)	12 Jun 2012	Cabinet
<p>This report will set out the future delivery of adult mental health care management and services and also set out the options available to the Council to set the longer-term strategy for service delivery.</p> <p>Relevant Overview and Scrutiny Committee: Health and Adult Social Care David Quirke-Thornton, Assistant Director, Adult Social Care, Tel: (01634) 331212, Email: david.quirkethornton@medway.gov.uk</p>			
			Portfolio Holder for Adult Services: Brake
Appointments to Cabinet Advisory Groups	Key (Forward Plan)	12 Jun 2012	Cabinet
<p>The Cabinet will be asked to agree to the establishment of the Cabinet Advisory Groups for 2012/2013.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Julie Keith, Head of Democratic Services, Tel: 01634 332760, Email: democratic.services@medway.gov.uk</p>			
			Leader: Rodney Chambers
* Chatham Area Primary Age Need	Key (Forward Plan)	12 Jun 2012	Cabinet
<p>This report will consider the options for fulfilling the expected demand for primary school places in Medway.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Chris McKenzie, Head of School Organisation and Student Services, Tel: 01634 334013, Email: chris.mckenzie@medway.gov.uk</p>			
			Portfolio Holder for Children's Services: Wicks

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Gateway 3 Procurement Tender Process Review and Contract Award: Connexions Services	Key (Forward Plan)	12 Jun 2012	Cabinet
This report will set out the tender process and evaluation for the Connexions Services contract.			
Relevant Overview and Scrutiny Committee: Children and Young People Donna Mills, Targeted Support Manager, Tel: 01634 338724, Email: donna.mills@medway.gov.uk			
			Portfolio Holder for Children's Services: Wicks
Inspiration Centre at Strood Academy	Key (Forward Plan)	12 Jun 2012	Cabinet
This report will set out the proposals for Cabinet Members' consideration regarding the Inspiration Centre at Strood Academy.			
Relevant Overview and Scrutiny Committee: Children and Young People Malcolm Staunton, Head of 14-19 Planning and Commissioning, Tel: 01634 334040, Email: malcolm.staunton@medway.gov.uk			
			Portfolio Holder for Children's Services: Wicks

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Proposed Demolition: 254 Walderslade Road, Chatham	Key (Forward Plan)	12 Jun 2012	Cabinet
This report will seek Cabinet approval to the demolition of 254 Walderslade Road, Chatham, in accordance with the Building Act 1984.			
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Susan Pledger, Private Sector Housing Manager, Tel: 01634 333009, Email: susan.pledger@medway.gov.uk			Portfolio Holder for Housing and Community Services, Portfolio Holder for Strategic Development and Economic Growth: Doe, Chitty
Recruitment Freeze	Key (Forward Plan)	12 Jun 2012	Cabinet
This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003.			
Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk			Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Reinvigorating Right to Buy	Key (Forward Plan)	12 Jun 2012	Cabinet
<p>This report will summarise the new right to buy (RTB) system and models the possible impacts on the Council's Housing Revenue Account Business Plan. The report will seek Cabinet approval to enter into a formal agreement with the Government which will enable RTB properties to be replaced by new affordable housing.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Marc Blowers, Head of Housing Management, Tel: 01634 334382, Email: marc.blowers@medway.gov.uk</p>			
			Portfolio Holder for Housing and Community Services: Doe
Annual Report 2011/2012	Key (Forward Plan)	14 Jun 2012	South Thames Gateway Building Control Joint Committee
<p>This report will set out the Annual Report for 2011/2012 providing details of the work of the Partnership in the last 12 months.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tony Van Veghel, Director, South Thames Gateway Building Control Partnership, Tel: 01634 331552, Email: tony.vanveghel@medway.gov.uk</p>			
			Portfolio Holder for Strategic Development and Economic Growth: Chitty

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<p>Final Outturn and Statement of Accounts 2011/2012</p> <p>This report will set out the final budget monitoring position and present the Statement of Accounts for approval.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Kevin Woolmer, Finance Manager, Business Support & Regeneration, Community & Culture, Tel: 01634 332151, Email: kevin.woolmer@medway.gov.uk</p>	<p>Key (Forward Plan)</p>	<p>14 Jun 2012</p>	<p>South Thames Gateway Building Control Joint Committee</p> <p>Portfolio Holder for Strategic Development and Economic Growth: Chitty</p>
<p>South Thames Gateway Building Control Partnership Business Plan 2011/2014</p> <p>This report will set out the Partnership's Business Plan for final approval.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tony Van Veghel, Director, South Thames Gateway Building Control Partnership, Tel: 01634 331552, Email: tony.vanvegchel@medway.gov.uk</p>	<p>Key (Forward Plan)</p>	<p>14 Jun 2012</p>	<p>South Thames Gateway Building Control Joint Committee</p> <p>Portfolio Holder for Strategic Development and Economic Growth: Chitty</p>

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<p>* End of Year Performance Report 2011/2012</p> <p>This report will set out year-end performance against the Council Plan objectives for 2011/12.</p> <p>Relevant Overview and Scrutiny Committee: Business Support / All Kate Mummery, Senior Research and Review Officer, Tel: (01634) 332472, Email: kate.mummery@medway.gov.uk</p>	Key (Forward Plan)	10 Jul 2012	Cabinet
			Deputy Leader and Portfolio Holder for Finance: Jarrett
<p>Gateway 1 Procurement Commencement - Housing Related Support</p> <p>This report will seek Cabinet approval to commence the procurement process for the housing related support contract.</p> <p>Relevant Overview and Scrutiny Committee: Health and Adult Social Care Jane Love, Interim Head of Commissioning (Adult Social Care), Tel: (01634) 333099, Email: jane.love@medway.gov.uk</p>	Key (Forward Plan)	10 Jul 2012	Cabinet
			Portfolio Holder for Adult Services: Brake
<p>* Localism Act 2011 - Constitutional Issues</p> <p>This report sets out various provisions in the Localism Act which affect the Council's constitutional arrangements, for Cabinet's consideration, prior to referral to Council on 26 July 2012 for final approval.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Julie Keith, Head of Democratic Services, Tel: 01634 332760, Email: democratic.services@medway.gov.uk</p>	Key (Forward Plan)	10 Jul 2012	Cabinet
			Leader: Rodney Chambers

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Overview and Scrutiny Review - Access to Fair Credit	Key (Forward Plan)	10 Jul 2012	Cabinet
<p>This report will set out the findings of the Task Group which had been established following a motion agreed by Full Council in January 2012 on access to fair credit.</p> <p>Relevant Overview and Scrutiny Committee: Business Support and Regeneration, Community and Culture Anthony Law, Democratic Services Officer, Tel: 01634 332008, Email: anthony.law@medway.gov.uk</p>			<p>Portfolio Holder for Community Safety and Customer Contact, Portfolio Holder for Strategic Development and Economic Growth: O'Brien, Chitty</p>
Recruitment Freeze	Key (Forward Plan)	10 Jul 2012	Cabinet
<p>This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk</p>			<p>Deputy Leader and Portfolio Holder for Finance: Jarrett</p>

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Statement of Accounts	Key (Forward Plan)	10 Jul 2012	Cabinet
This report requests Cabinet to recommend that the Audit Committee approve the Council's draft statement of accounts for 2011/2012.			
Relevant Overview and Scrutiny Committee: Business Support Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk			
			Deputy Leader and Portfolio Holder for Finance: Jarrett
Strategic Plan for Special Educational Needs	Key (Forward Plan)	10 Jul 2012	Cabinet
This report will set out proposals for the development of additional Medway based Special Educational Needs (SEN) provision, based on an analysis of need, including actual and forecast pupil numbers.			
Relevant Overview and Scrutiny Committee: Children and Young People Chris McKenzie, Head of School Organisation and Student Services, Tel: 01634 334013, Email: chris.mckenzie@medway.gov.uk			
			Portfolio Holder for Children's Services: Wicks

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Swingate Infant and Spinnens Acre Junior Schools, Lordswood - Consultation on Proposed Amalgamation	Key (Forward Plan)	10 Jul 2012	Cabinet
<p>This report will outline the basis for the amalgamation proposals and the procedures that will be followed. The Cabinet will be requested to authorise officers to effect a period of consultation as part of the statutory process.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Paul Clarke, School Organisation Officer, Tel: 01634 331031, Email: paul.clarke@medway.gov.uk</p>			<p>Portfolio Holder for Children's Services: Wicks</p>
Treasury Management Annual Report	Key (Forward Plan)	10 Jul 2012	Cabinet
<p>This report gives an overview of treasury management activity during 2011/12.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Andy Larkin, Finance Support Manager, Tel: 01634 332317, Email: andrew.larkin@medway.gov.uk</p>			<p>Deputy Leader and Portfolio Holder for Finance: Jarrett</p>

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Wainscott Primary School - Outline Business Case	Key (Forward Plan)	10 Jul 2012	Cabinet
<p>This report will set out the Outline Business Case with regards to the proposed expansion of Wainscott Primary School with regard to changes to the age range and increase in admission numbers.</p>			
<p>Relevant Overview and Scrutiny Committee: Children and Young People Sarah Woods, Capital Project Manager, Tel: 01634 332116, Email: sarah.woods@medway.gov.uk</p>			
			Portfolio Holder for Children's Services: Wicks
* Capital Budget Monitoring	Key (Forward Plan)	7 Aug 2012	Cabinet
<p>To set out the monitoring position for quarter 1.</p>			
<p>Relevant Overview and Scrutiny Committee: Business Support Phil Watts, Finance Manager, Children & Adult Services, Tel: 01634 331196, Email: phil.watts@medway.gov.uk</p>			
			Deputy Leader and Portfolio Holder for Finance: Jarrett
* Council Plan Monitoring	Key (Forward Plan)	7 Aug 2012	Cabinet
<p>To set out the monitoring position for quarter 1.</p>			
<p>Relevant Overview and Scrutiny Committee: Business Support Kate Mummery, Senior Research and Review Officer, Tel: (01634) 332472, Email: kate.mummery@medway.gov.uk</p>			
			Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<p>* Joint Strategic Needs Analysis</p> <p>The Cabinet will be asked to approve the Joint Strategic Needs Analysis which is an analysis of the health needs of the population to inform and guide the commissioning of health, well-being and social care services within Medway.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People and Health and Adult Social Care Alison Barnett, Director of Public Health, Tel: 01634 334308, Email: alison.barnett@medway.gov.uk</p>	Key (Forward Plan)	7 Aug 2012	Cabinet
			Portfolio Holder for Adult Services, Portfolio Holder for Children's Services: Brake, Wicks
<p>Police and Crime Panel</p> <p>This report will set out the governance arrangements regarding the Police and Crime Panel, which will replace the Police Authority, to hold the Police and Crime Commissioner to account.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Julie Keith, Head of Democratic Services, Tel: 01634 332760, Email: democratic.services@medway.gov.uk</p>	Key (Forward Plan)	7 Aug 2012	Cabinet
			Portfolio Holder for Community Safety and Customer Contact: O'Brien

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<p>Recruitment Freeze</p> <p>This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk</p>	Key (Forward Plan)	7 Aug 2012	Cabinet Deputy Leader and Portfolio Holder for Finance: Jarrett
<p>* Revenue Budget Monitoring</p> <p>To report on the monitoring position for quarter 1.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Kevin Woolmer, Finance Manager, Business Support & Regeneration, Community & Culture, Tel: 01634 332151, Email: kevin.woolmer@medway.gov.uk</p>	Key (Forward Plan)	7 Aug 2012	Cabinet Deputy Leader and Portfolio Holder for Finance: Jarrett
<p>* SEN Transport Policy</p> <p>To report back on the outcome of consultation on proposed changes to the SEN Transport Policy.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Juliet Sevier, Assistant Director, Inclusion and Improvement, Tel: (01634) 331013, Email: juliet.sevier@medway.gov.uk</p>	Key (Forward Plan)	7 Aug 2012	Cabinet Portfolio Holder for Children's Services: Wicks

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Adoption of the Medway Local Development Framework (LDF) Core Strategy	Key (Forward Plan)	4 Sep 2012	Cabinet
<p>This report will set out the Local Development Framework Core Strategy for Cabinet's consideration, following the examination hearings stage of the process and the receipt of the Inspector's Report on the Council's submission.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Brian McCutcheon, Planning Policy and Design Manager, Tel: 01634 331149, Email: brian.mccutcheon@medway.gov.uk</p>			
			Portfolio Holder for Strategic Development and Economic Growth: Chitty
* Medium Term Financial Plan	Key (Forward Plan)	4 Sep 2012	Cabinet
<p>This report will seek Cabinet approval to the Medium Term Financial Plan (MTFP) which will identify the key issues that need to be addressed as part of that budget preparation.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk</p>			
			Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
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Consultation	Supporting Documents		Portfolio
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Recruitment Freeze

Key (Forward Plan)

4 Sep 2012

Cabinet

This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003.

Relevant Overview and Scrutiny Committee: Business Support

Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk

Deputy Leader and Portfolio Holder
for Finance: Jarrett

Wainscott Primary School - Outcome of Statutory Representation Period on Physical Expansion of Age Range and Expansion to Two Forms of Entry

Key (Forward Plan)

4 Sep 2012

Cabinet

The Cabinet agreed to consult on physical expansion of age range and expansion to two Forms of entry on 17 April 2012. The Cabinet also agreed to delegate authority to the Director of Children and Adults, in consultation with Portfolio Holder for Children's Services, to determine whether to approve the proposals at the end of the statutory consultation period, if no objections are received.

However if any objections are received during that time then a report will be prepared and placed before Cabinet on 4 September 2012 for determination.

Relevant Overview and Scrutiny Committee: Children and Young People

Paul Clarke, School Organisation Officer, Tel: 01634 331031, Email: paul.clarke@medway.gov.uk

Portfolio Holder for Children's
Services: Wicks

Business Support terms of reference as of 21 June 2012

Specific terms of reference

Business Support Overview and Scrutiny Committee

To fulfil all the functions of an Overview and Scrutiny Committee in relation to support services, and in particular (but not limited to):

- (i) matters concerning the employment of staff, terms and conditions of employment and staff development;
- (ii) equalities in the community and the workplace;
- (iii) monitoring and assessing access to Council services including being the scrutiny Committee with responsibility for the Customer First initiative;
- (iv) the management of all matters in connection with the media, public relations and communications and the consultation process;
- (v) the management and provision of legal contract/strategic procurement and property services (including licensing, strategic enforcement and local land charges);
- (vi) the management and provision of building maintenance and the design and surveying services;
- (vii) corporate sponsorship and bidding;
- (viii) the provision of ICT;
- (ix) the planning and co-ordination of service delivery;
- (x) the function and duties of the Council in relation to the conduct of elections;
- (xi) the provision of members' support;
- (xii) to fulfil the overview and scrutiny role in relation to the Council's Council Plan and Sustainable Community Plan;
- (xiii) all matters pertaining to the governance of the Council including the review of the constitution, executive arrangements, Council rules and members' allowances;
- (xiv) to consider the effectiveness of partnership working, including the Local Strategic Partnership;

Appendix 4

- (xv) to assist the Cabinet in the development of the Council's annual budget and to review and scrutinise the Council's performance in relation to budgetary management;
- (xvi) to assist the Council in the development of a three-year budget strategy;
- (xvii) to review the management of resources made available to the Council and to scrutinise its financial management, property and asset acquisition and disposal and capital programme;
- (xviii) to assist the Cabinet in the development of a Council wide property and asset strategy;
- (xix) to scrutinise the Council's treasury management, investment strategy, minimum revenue provision policy statement along with treasury management practices and associated schedules;
- (xx) to promote procedures which ensure proper custodianship of Council finances, making recommendations to the Cabinet for best financial practice across the Council;
- (xxi) to review the operation of the Council's financial regulations making proposals to the Cabinet and/or Council for their development;
- (xxii) to receive reports from the Council's internal and external auditors and the Council's internal auditor making suggestions for improvement in practice to the Council and/or Cabinet as required, as a result of those reports;
- (xxiii) in particular to fulfil the overview and scrutiny role in relation to the development of the Council's budget, capital strategy, corporate (strategic) plan, corporate asset management plan, e-government strategy and equal opportunities statement;
- (xxiv) 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 activity;
- (xxv) Registrars and Bereavement Services;
- (xxvi) scrutiny of work areas within the remit of the Chief Executive;
- (xxvii) adult learning.