

**BUSINESS SUPPORT
OVERVIEW AND SCRUTINY COMMITTEE
25 SEPTEMBER 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 11 September 2012.

3.2 The Chairman was updated on the committee's current work programme and advised that the following reports would be added:

- Six month review of the Fair Access to Credit task group report

(all task group reports are reviewed after six months in order that Members can consider the progress made on the recommendations that were agreed by Cabinet six months earlier and to be updated with any responses, if relevant)

- Outcome of consultation on updated Gambling Statement of Policy

(the Licensing and Safety Committee agreed that the outcome of this consultation should be considered by overview and scrutiny before consideration by Cabinet and then referral to Full Council for decision)

- Outcome of consultation on updated Licensing Statement of Policy

(as this is a Policy Framework Document, the Council's Constitution sets out the process by which the policy framework shall be developed [Chapter 4, Part 3, paragraph 2.2] which includes consideration at overview and scrutiny before decision by Cabinet)

- 3.3 The Chairman was also informed that, following consultation with the spokesperson and relevant report authors, the meeting due to be held on 20 March 2013, would now be moved to 3 April 2013 and that the meeting schedule would be amended accordingly, together with information on the council's website.

4. Future work programme

4.1 Forward Plan

The current Cabinet Forward Plan was published on 16 August 2012 and is attached at Appendix 3. It indicates by asterisk the items identified by the relevant Overview and Scrutiny Committee for pre-decision scrutiny. However, a new Forward Plan will be published week commencing 17 September and the committee will be verbally updated at the meeting of any new items within its remit.

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.

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

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 additions detailed in paragraph 3 of the report and identify items for inclusion in the work programme, including possible items from the Cabinet Forward Plan;
- (b) note the change of meeting date from 20 March 2013 to 3 April 2013;
- (c) 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

Telephone: 01634 332013 Email: caroline.salisbury@medway.gov.uk

**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
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
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	25 September 2012
Localising support for Council Tax	Pre-decision scrutiny	Mick Hayward, Chief Finance Officer	To consider the proposed options for the delivery of a local Council Tax Support Scheme with effect from 01 April 2013 prior to decision by 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		To question the portfolio holder on performance against council targets in his portfolio as they relate to this Committee.	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
Review of the Overview and Scrutiny function in Medway and e-petitions	Service information	Julie Keith, Head of Democratic Services	A report was requested on 21 June to review the Overview and Scrutiny function and how it compares with other Local Authorities and a request to make the Council's e-petition facility more easily accessible for the public	6 December 2012

Item	Work type	Responsible officer	Objectives	Timescale
Outcome of consultation on updated Gambling Statement of Policy	Policy development	Alison Poulson, Licensing and Land Charges Manager	To consider and comment on a consultation to amend the council's Statement of Policy for Gambling in accordance with recent changes in legislation for recommendation to Cabinet and approval by Full Council	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)
Cllr Rodney Chambers in attendance	Holding the executive to account		To question Councillor Rodney Chambers on performance against council targets in his portfolio as they relate to this Committee.	7 February 2013
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	3 April 2013

Item	Work type	Responsible officer	Objectives	Timescale
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	3 April 2013
Portfolio Holder for Finance	Holding to account		To question the portfolio holder on performance against council targets in his portfolio as they relate to this Committee.	3 April 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	3 April 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	3 April 2013 (to be confirmed)
Six month review of Fair Access to Credit task group report	Policy development	Gavin Stedman, Commercial Services Manager	To consider a six month update of the agreed recommendations from the task group review	3 April 2013
Outcome of consultation on updated Licensing Statement of Policy	Policy development	Alison Poulson, Licensing and Land Charges Manager	To consider and comment on a consultation to amend the council's Statement of Policy for Licensing in accordance with recent changes in legislation for recommendation to Cabinet and approval by Full Council	3 April 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
List of Assets of Community Value	Service information	Perry Holmes, Assistant director, Legal and Corporate Services	A report was requested on 21 June on the Community Asset List	To be confirmed

Forthcoming meetings:

2012: 25 September and 6 December

2013: 7 February and 3 April

Work completed in 2012/13:

21 June 2012

- Member's item: disposal of King Street car park, Rochester
- Localism Act 2011
- Council Plan – year end report 2011/2012

8 August 2012

- Attendance of Portfolio Holder for Housing and Community Services
- Attendance of Portfolio Holder for Corporate Services
- Report from in-depth task group on "Fair Access to Credit"
- Council Plan monitoring 2012/2013 – Quarter 1
- Revenue budget monitoring 2012/2013 – Quarter 1
- Capital budget monitoring 2012/2013 – Quarter 1

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
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 Sevier, 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.	27 September 2012
Provisional test and examination results	Scrutiny of performance/ budgets	Juliet Sevier, Assistant Director, Inclusion and Improvement	To consider and scrutinise the provisional test and examinations results for 2012	27 September 2012
Child Development Centre - update	Service information	Sally Morris, Assistant Director Commissioning and Strategy	To consider an update on the future location of the Child Development Centre	27 September 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
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
Sherwin Knight Infant and 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 Sherwin Knight Infant and Junior Schools.	11 December 2012

Item	Work Type	Responsible officer	Objectives	Timescale
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
Portfolio Holder for Children's Services (lead member) in attendance	Holding to account		To hold the Portfolio Holder for Children's Services (lead member) to account on performance against his portfolio	15 January 2013
Portfolio Holder for Children's Social Care in attendance	Holding to account		To hold the Portfolio Holder for Children's Social Care to account on performance against his portfolio	26 March 2013
Portfolio Holder for Corporate Service in attendance	Holding to account		To hold the Portfolio Holder for Corporate Services to account on performance in relation to the Independent Reviewing Service only, which is the only part of the portfolio that falls within the remit of this committee.	26 March 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	26 March 2013
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.	July 2013
Children's Social Care Complaints and Compliments	Scrutiny of performance/ budget	Lynne Bush, Social Care Complaints Manager	To consider and scrutinise the children's social care complaints and compliments received in 2011/12.	July 2013
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	Date to be determined

Forthcoming meetings:

2012: 27 September and 11 December

2013: 15 January and 26 March.

Work completed in 2012/13:

31 May 2012

- 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

17 July 2012

- Draft Special Educational Needs Transport Policy
- Medway Safeguarding Children Board
- Common Assessment Framework
- Children's Social Care Complaints and Compliments Annual Report (2011-12)
- 2011/12 Year end performance report
- Changes to inspection regimes

Work Programme
Health and Adult Social Care Overview and Scrutiny Committee

Item	Work type	Responsible officer	Objectives	Timescale
Annual Public Health report	Pre-decision scrutiny	Dr Barnett	To consider the Annual Public Health report prior to consideration by Cabinet	9 October 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
Podiatry	Service information	Martin Riley, Medway Community Healthcare	To respond to issues raised on 26 June 2012	9 October 2012
Proposed merger of Medway NHS Foundation Trust with Dartford and Gravesham Trust	Community issues	Mark Devlin Medway NHS Foundation Trust	To receive an update	9 October 2012
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
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
Portfolio Holder to be held to account	Holding to account		To question the Portfolio Holder for Adult Services for performance against his portfolio	19 December 2012
Update on Quality Assurance	Holding to account	Geoffrey Wheat	Report back on Quality Assurance following establishment of CCG quality assurance groups	19 December 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
Health and Wellbeing Board	Holding to account	Cllr David Brake	To receive an update on the progress of the Health and Wellbeing Board	To be agreed
Patient transport	Holding to account	Helen Buckingham	To scrutinise the robustness of the new patient transport provider	To be agreed

Item	Work type	Responsible officer	Objectives	Timescale
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
Annual report on the commissioning of drug treatment programmes	Service information	Dr Alison Barnett	To consider annually the commissioning of drug treatment progress (ref to at Council 26 July 2012)	To be agreed
Changes in dementia support services	Service information	Wendy Alleway	To consider an update report on the changes to dementia support services	To be agreed
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	To be agreed

Dates of future meetings:

2012: 9 October 2012, 19 December 2012

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

Work completed in 2012/2013:**26 June 2012**

- Marlowe Park Medical Centre, Strood
- Council Plan end of Year 2011/12
- Joint Strategic Needs Assessment
- Joint HOSC with Kent County Council on adult mental health inpatient beds

GP Centre report on Malling Health and Hoo St Werburgh scheduled for 21 August 2012 were sent as briefing notes and are available on the Council website.

21 August 2012

- Blue Badge charging – Medway Maritime Hospital
- Vascular Review
- Annual report of Adult Social Care Complaints and Compliments 2011-12
- Quarter 1 Council Plan Monitoring
- Department of Health proposals for health scrutiny

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
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
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
Road and pavement maintenance funding	Service information	Andy McGrath, Assistant Director, Front Line Services	A report was requested on 28 June for detailed information on road and pavement maintenance funding, to include details of the integrity of the utility companies re-instatement works	4 October 2012
Petition referral – installation of CCTV camera	Community issues	Andy McGrath, Assistant Director, Front Line Services	To consider a petition referral requesting the installation of a CCTV camera in the alleyway near Hartington Street, Chatham	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
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

Item	Work type	Responsible officer	Objectives	Timescale
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. To include review of Housing Asset Management Strategy.	13 December 2012
Portfolio Holder for Housing and Community Services	Holding to account		To question the portfolio holder on performance against council targets in his portfolio as they relate to this Committee.	13 December 2012
Housing Capital programme	Service information	Marc Blowers, Head of Housing Management and Nick Anthony, Head of Property Services	Housing services have been transferred to the remit of this committee from 01 April 2012. This report is outstanding from the previous committee's work programme as a request for the 'breakdown of planned maintenance programme for housing services'.	13 December 2012
Proposed revenue and capital budgets 2013/2014	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	To consider and scrutinise the proposed revenue and capital budgets for 2013/2014	13 December 2012
Portfolio Holder for Community Safety and Customer Contact	Holding to account		To question the portfolio holder on performance against council targets in his portfolio as they relate to this Committee.	31 January 2013
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	31 January 2013

Item	Work type	Responsible officer	Objectives	Timescale
Cultural activities programme	Service information	Richard Hicks, Assistant Director, Customer First, Leisure, Culture, Democracy and Governance	To consider a report on the cultural programme, including the marketing and promotion of these events	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
Cllr Rodney Chambers in attendance	Holding the executive to account		To question Councillor Rodney Chambers on performance against council targets in his portfolio as they relate to this Committee.	11 April 2013
Community Safety Plan 2013/2014	Policy development	Andy McGrath, Assistant Director, Front Line Services	To consider the annual refresh of the Community Safety Plan	11 April 2013

(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: 4 October and 13 December

2013: 31 January and 11 April 2013

Work completed in 2012/13:

28 June 2012

- Annual scrutiny of the Community Safety Partnership
- DCLG weekly collection support fund
- Council Plan - end of year performance report 2011/2012
- Using the River Medway to its full potential
- Petitions

16 August 2012

- Council Plan monitoring 2012/2013 – quarter 1
- Member's Item: Chatham Alcohol Control Zone
- Portfolio Holder for Front Line Services
- Report from the in-depth task group on "fair access to credit"
- Water supply in Medway

Forward Plan of key decisions

1 September 2012 - 31 December 2012

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Rodney Chambers
Leader of the Council

Thursday, 16 August 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

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

Wayne Hemingway
Democratic Services Officer
(01634) 332509
wayne.hemingway@medway.gov.uk

This edition of the Forward Plan comes into effect on 1 September 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
Early Education for Two Year Olds	Key (Forward Plan)	4 Sep 2012	Cabinet
<p>This report will consider proposals/process for the provision of early education of two year olds in Medway, in accordance with the Education Act 2011.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Mark Holmes, Strategy Manager, Tel: 01634 331160, Email: mark.holmes@medway.gov.uk</p>			
			Portfolio Holder for Children's Services: Wicks
* Localising Support for Council Tax	Key (Forward Plan)	4 Sep 2012	Cabinet
<p>This report will outline and seek permission to consult on the proposed options for the delivery of a local Council Tax Support scheme with effect from 1 April 2013.</p> <p>The Business Support Overview and Scrutiny Committee will consider a report on this matter on 25 September 2012.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Jon Poulson, Revenues and Benefits Contract Manager, Tel: (01634) 333700, Email: jon.poulson@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

* Overview and Scrutiny Review - Access to Fair Credit	Key (Forward Plan)	4 Sep 2012	Cabinet
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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.

This report follows consideration by the Business Support and Regeneration, Community and Culture Overview and Scrutiny Committees.

Relevant Overview and Scrutiny Committee: Business Support and Regeneration, Community and Culture
 Anthony Law, Democratic Services Officer, Tel: 01634 332008, Email: democratic.services@medway.gov.uk

Portfolio Holder for Community Safety and Customer Contact,
 Portfolio Holder for Strategic Development and Economic Growth:
 O'Brien, Chitty

Police and Crime Panel	Key (Forward Plan)	4 Sep 2012	Cabinet
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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.

Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture
 Julie Keith, Head of Democratic Services, Tel: 01634 332760, Email: democratic.services@medway.gov.uk

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
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
* Special Educational Needs (SEN) Transport Policy	Key (Forward Plan)	4 Sep 2012	Cabinet
To report back on the outcome of consultation on proposed changes to the SEN Transport Policy.			
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			
			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

* Monitoring Report April 2012 - August 2012	Key (Forward Plan)	20 Sep 2012	South Thames Gateway Building Control Joint Committee
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This report will update the Joint Committee on the current forecast for the 2012/13 financial year and will detail progress on the objectives within the Business Plan.

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

Portfolio Holder for Strategic Development and Economic Growth:
Chitty

* South Thames Gateway Building Control Partnership Business Plan 2012/2017	Key (Forward Plan)	20 Sep 2012	South Thames Gateway Building Control Joint Committee
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This report will set out proposals for the South Thames Gateway Building Control Business Plan and will seek approval for a draft Business Plan to be sent for consultation to partner authorities.

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

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>* South Thames Gateway Building Control Partnership Audit report</p> <p>To consider the South Thames Gateway Building Control Partnership Audit report.</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>	Key (Forward Plan)	20 Sep 2012	South Thames Gateway Building Control Joint Committee
			Portfolio Holder for Strategic Development and Economic Growth: Chitty
<p>* South Thames Gateway Building Control Software Provider</p> <p>This report will update the Joint Committee on the planned IT procurement.</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>	Key (Forward Plan)	20 Sep 2012	South Thames Gateway Building Control Joint Committee
			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
Gateway 3 Procurement Tender Process Review and Contract Award: Homecare Services	Key (Forward Plan)	2 Oct 2012	Cabinet
<p>This report will provide details for the tender process for the award of the Homecare Services 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>			
			Portfolio Holder for Adult Services: Brake
* Medium Term Financial Plan	Key (Forward Plan)	2 Oct 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
Consultation	Supporting Documents		Portfolio

Recruitment Freeze

Key (Forward Plan)

2 Oct 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

* Annual Review of the Risk Management Strategy and 6 Monthly Review of the Risk Register

Key (Forward Plan)

30 Oct 2012

Cabinet

This report deals with both the annual review of the Risk Management Strategy and the 6 monthly review of the Council's Corporate Business Risk Register, following consideration at Business Support Overview and Scrutiny Committee on 25 September 2012.

Relevant Overview and Scrutiny Committee: Business Support

Joy Kirby, Quality Assurance and Client Manager, Tel: 01634 331422, Email: joy.kirby@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
<p>* Capital Budget Monitoring</p> <p>To report on the latest monitoring position.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk</p>	Key (Forward Plan)	30 Oct 2012	Cabinet
			Deputy Leader and Portfolio Holder for Finance: Jarrett
<p>* Council Plan Monitoring</p> <p>To report on the latest monitoring position.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Stephanie Goad, Assistant Director Communications, Performance and Partnerships, Tel: 01634 332737, Email: stephanie.goad@medway.gov.uk</p>	Key (Forward Plan)	30 Oct 2012	Cabinet
			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
* Developer Contributions Guide Review - Outcome of Consultation	Key (Forward Plan)	30 Oct 2012	Cabinet
<p>This report will set out the outcome of consultation on the Developer Contributions Guide following consideration at the Regeneration, Community and Culture Overview and Scrutiny Committee on 4 October 2012.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Jill King, Section 106 Officer, Tel: 01634 331594, Email: jill.king@medway.gov.uk</p>			
			Portfolio Holder for Strategic Development and Economic Growth: Chitty
* Housing Strategy	Key (Forward Plan)	30 Oct 2012	Cabinet
<p>This report will set out a review of the Housing Strategy following consideration at the Regeneration, Community and Culture Overview and Scrutiny Committee on 4 October 2012.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Matthew Gough, Head of Strategic Housing Services, Tel: 01634 333177, Email: matthew.gough@medway.gov.uk</p>			
			Portfolio Holder for Housing and Community Services: Doe

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Housing Revenue Account (HRA) Business Plan	Key (Forward Plan)	30 Oct 2012	Cabinet
This report will set out a review of the HRA Business Plan following consideration at the Regeneration, Community and Culture Overview and Scrutiny Committee.			
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Marc Blowers, Head of Housing Management, Tel: 01634 334382, Email: marc.blowers@medway.gov.uk			
			Portfolio Holder for Housing and Community Services: Doe
Recruitment Freeze	Key (Forward Plan)	30 Oct 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
* Revenue Budget Monitoring	Key (Forward Plan)	30 Oct 2012	Cabinet
To report on the latest monitoring position.			
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

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)	27 Nov 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
* Joint Health and Wellbeing Strategy	Key (Forward Plan)	27 Nov 2012	Cabinet
<p>This report will seek approval to the Joint Health and Wellbeing Strategy which will consider the following themes: Give every child a good start; Enable our older population to live independently and well; Reduce health inequalities; Prevent early death and increase years of healthy life and Improve physical and mental health and wellbeing.</p> <p>Relevant Overview and Scrutiny Committee: Health and Adult Social Care Dr Alison Barnett, Director of Public Health, Tel: 01634 334308, Email: alison.barnett@medway.gov.uk</p>			
			Portfolio Holder for Adult Services: Brake

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Localising Support for Council Tax - Outcome of Consultation	Key (Forward Plan)	27 Nov 2012	Cabinet
<p>Following Cabinet on 4 September 2012 this report will outline the findings from consultation on the proposed options for the delivery of a local Council Tax Support scheme.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Jon Poulson, Revenues and Benefits Contract Manager, Tel: (01634) 333700, Email: jon.poulson@medway.gov.uk</p>			
			Deputy Leader and Portfolio Holder for Finance: Jarrett
Recruitment Freeze	Key (Forward Plan)	27 Nov 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>			
			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
* Revenue and Capital Budget Proposals 2013/2014	Key (Forward Plan)	27 Nov 2012	Cabinet
<p>This report will set out the initial proposals for the 2013/2014 Revenue and Capital Budgets prior to consideration by Overview and Scrutiny and final consideration at Cabinet in February 2013 and consideration and approval by Full Council in February 2013.</p> <p>Relevant Overview and Scrutiny Committee: Business Support/All Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk</p>			
			Deputy Leader and Portfolio Holder for Finance: Jarrett
Update on Domestic Abuse	Key (Forward Plan)	27 Nov 2012	Cabinet
<p>This report will update Cabinet on the work undertaken around domestic abuse and on the way forward.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Andy McGrath, Assistant Director, Front Line Services, Tel: 01634 333163, Email: andy.mcgrath@medway.gov.uk</p>			
			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
Gambling Policy Statement (Policy Framework)	Key (Forward Plan)	18 Dec 2012	Cabinet
<p>This report will set out revisions to the Council's Gambling Policy Statement.</p> <p>The Licensing and Safety Committee on 21 November 2012 and then Business Support Overview and Scrutiny Committee on 6 December 2012 will initially consider the report. The Cabinet will be asked to refer the Gambling Policy Statement to Council on 24 January 2013 as a Policy Framework document.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Alison Poulson, Licensing and Local Land Charges Manager, Tel: (01634) 332774, Email: alison.poulson@medway.gov.uk</p>			
			Portfolio Holder for Community Safety and Customer Contact: O'Brien
Local Development Framework Annual Monitoring Report	Key (Forward Plan)	18 Dec 2012	Cabinet
<p>This report will seek authority to publish the Local Development Framework Annual Monitoring Report.</p> <p>This report analyses progress against a range of indicators associated with the adopted development plan and the emerging Local Development Framework.</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

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Recruitment Freeze	Key (Forward Plan)	18 Dec 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>			
			Deputy Leader and Portfolio Holder for Finance: Jarrett
* Treasury Mid Year Report	Key (Forward Plan)	18 Dec 2012	Cabinet
<p>This report will set out the mid year review of treasury management strategy and performance in accordance with the Treasury Management Strategy.</p> <p>The Mid Year report will be considered initially by the Business Support Overview and Scrutiny Committee on 6 December 2012 and referred to Full Council on 24 January 2013.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Andy Larkin, Finance Support Manager, Tel: 01634 332317, Email: andrew.larkin@medway.gov.uk</p>			
			Deputy Leader and Portfolio Holder for Finance: Jarrett