

**BUSINESS SUPPORT
OVERVIEW AND SCRUTINY COMMITTEE
6 DECEMBER 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 this 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 20 November 2012.

3.2 The Chairman was updated on the committee's current work programme and advised on the reports to be submitted to this meeting.

4. Future work programme

4.1 Forward Plan

The current Cabinet Forward Plan was published on 19 November 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.

- 4.2 The new items within the remit of this committee are:

Rochester Airport – 18 December 2012

Renewal of lease.

This will be considered by Cabinet prior to the next meeting of this committee.

Options for a Facilities Management Solution for Medway Council – 12 February 2012

This report will set out the outcome of due diligence discussions with Norse Commercial Services Limited regarding the provision of facilities management services as agreed by Cabinet on 30 October 2012.

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 members
- 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. Future in-depth scrutiny reviews

- 6.1 In June 2011 this Committee agreed to exercise a more pro-active role than previously in prioritising the programme of in-depth scrutiny review work in light of a Council decision that a maximum of three reviews or themed meetings can be undertaken annually across all four Overview

and Scrutiny Committees. In line with best practice the Committee also decided to adopt a more systematic process for the selection of topics.

6.2 The current programme of in-depth reviews was agreed in September 2011 and is as follows:

| Overview and Scrutiny Committee | Topic | Indicative timetable |
|-------------------------------------|---|--|
| Children and Young People | Effective challenge to address under performance in schools | November 2011 - March 2012. (Reported March 2012). |
| Business Support | Fair Access to Credit Task Group – added to programme by Full Council in January 2012 | March - June 2012 (Reported September 2012) |
| Regeneration, Community and Culture | Supported Accommodation | Late September to December 2012 |
| Regeneration, Community and Culture | De-cluttering of town centres and main roads in Medway | January - March 2013 |
| Health and Adult Social Care | Mental Health | April - June 2013 |

6.3 The programming of reviews for the eighteen-month period starting in July 2013 needs to commence early in 2013 to allow time for Overview and Scrutiny members to contribute suggestions for this Committee to consider and prioritise. It is therefore proposed to proceed as follows with a view to the proposed programme being submitted to this Committee on 3 April 2013 for approval.

- (i) **6 December 2012 to 28 February 2013** - Each Overview and Scrutiny Committee to be notified of the timetable and process for determination of the next round of in-depth reviews and invited to agree that members should submit suggestions for topics to Chairmen and Opposition Spokespersons taking into account the criteria adopted for the selection of reviews – as set out in the template attached at Appendix 4;
- (ii) **March 2013** – All Overview and Scrutiny Committee Chairmen and Opposition Spokespersons to meet with Officer support to consider and prioritise the list of topics;
- (iii) **3 April 2013** - The Business Support Overview and Scrutiny Committee to consider and agree a programme of in-depth reviews for the period July 2013 to December 2014.

7. Financial and legal implications

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

8. Recommendations

8.1 The Committee is asked to:

- (a) note the current work programme and identify items for inclusion in the work programme, including possible items from the Cabinet Forward Plan;
- (b) note the work undertaken by all overview and scrutiny committees (set out in appendices 2 and 3 to this report).
- (c) agree the proposed timetable and process for determination of the next round of in-depth reviews and to agree all members of the Committee should be invited to send ideas for topics within the remit of this Committee to the Chairman and Opposition Spokespersons (with a copy to the Head of Democratic Services) by no later than 28 February 2013 having regard to the criteria previously adopted for selection of topics as set out at Appendix 4.

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 |
|--|--------------------------------|--|---|------------------|
| 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 |
| 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 |

| Item | Work type | Responsible officer | Objectives | Timescale |
|--|--------------------------------|---|---|-----------------|
| 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 |
| 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 |

| Item | Work type | Responsible officer | Objectives | Timescale |
|---|----------------------------------|---|--|-----------------|
| 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 |
| 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 |
| 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 |

| Item | Work type | Responsible officer | Objectives | Timescale |
|--|--------------------------------|--|--|--------------------------------|
| 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: 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

25 September 2012

- Annual review of Risk Management Strategy and six month review of the Council's Corporate Business Risk Register
- Localising support for Council Tax
- Medium Term Financial Plan 2013-2016

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 |
|---|---------------------------------|--|--|------------------|
| 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 | 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 | 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 |
| Outcome of Medway’s Fostering Inspection by Ofsted | Scrutiny of performance/ budget | Barbara Peacock, Director of Children and Adults | To receive a report on the outcome of the Ofsted fostering inspection. | 11 December 2012 |
| Ofsted/CQC announced inspection of safeguarding and children in care – progress update | Scrutiny of performance/ budget | Barbara Peacock, Director of Children and Adults | To receive a report on the progress made against the action plan following the Ofsted/CQC announced inspection in 2011. | 11 December 2012 |
| Youth Justice Plan | Pre-decision scrutiny | Juliet Sevier, Assistant Director, Inclusion and Improvement | To consider the draft Youth Justice Plan. | 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 |

| Item | Work Type | Responsible officer | Objectives | Timescale |
|--|--------------------------------|--|---|------------------|
| 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 |
| School Admission Arrangements 2014 | Pre-decision scrutiny | Simon Harrington, Student Services Manager | To consider the proposed school admission arrangements for 2014. | 15 January 2013 |
| Feedback on the Peer challenge | Scrutiny of performance/budget | Barbara Peacock, Director of Children and Adults | To receive a report on the final outcome from the Peer Challenge | Jan/March 2013 |
| Changes to overnight short breaks/closure of Preston Skreens | Holding to account | 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 | February 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 |
| Action for families | Service information | Barbara Peacock, Director of Children and Adults | To consider a report on what support is being provided for vulnerable families in Medway | 26 March 2013 |
| Information, advice and guidance on careers | Service information | Juliet Sevier, Assistant Director Inclusion and Performance | To receive a report on what service is provided on information, advice and guidance on careers and for the report to include views from Medway Youth Parliament following its own report on careers advice in 2012. | 26 March 2013 |

| Item | Work Type | Responsible officer | Objectives | Timescale |
|---|--------------------------------|--|---|-----------------------|
| Youth unemployment in Medway | Service information | Graham Clewes, Chief Executive, Medway Youth Trust | To receive a report on statistics and relevant action plans relating to youth unemployment in Medway | 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 |
| Performance relating to phonics | Scrutiny of performance/budget | Juliet Sevier, Assistant Director, Inclusion and Improvement | To consider a detailed analysis of the 2012 performance relating to phonics and interventions to improve performance. | Date to be determined |

Forthcoming meetings:

2012: 11 December

2013: 15 January and 26 March (plus additional meeting to be tentatively booked for February 2013)

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

27 September 2012

- Child Development Centre update
- Provisional test and examination results for 2012
- Improving performance at key stage 2 – update on the review by the effective challenge of underperformance task group
- Council Plan performance monitoring 2012/13 – quarter 1

Work Programme
Health and Adult Social Care Overview and Scrutiny Committee

| Item | Work type | Responsible officer | Objectives | Timescale |
|--|--------------------------------|---|---|--|
| Update on mortality figures | Community issues | Medway NHS Foundation Trust | To receive an update using benchmarking data from similar local authorities – hoping to deal with in December as Briefing note with report to 29 January 2013 | 19 December 2012 (possible briefing note instead of item) |
| 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 | Chris McKenzie, Performance and Intelligence Manager, Children and Adults | To consider the quarter 2 performance against the Council Plan | 19 December 2012 |
| Relocation of GP practices at Princes Park, Walderslade and Woodlands Road, Gillingham | Community issues | NHS Kent and Medway | The Committee is being consulted on relocation of GP practices in Walderslade and Gillingham | 19 December 2012 |
| Joint Health and Wellbeing Strategy (JHWBS) | Community issues | Karen MacArthur, Public Health Consultant | To consider the delivery plans for the JHWBS | 19 December 2012 |
| NHS 111 implementation and service provided by Medway on call care | Community issues | Sharease Gibson, Medway CCG | The Committee is being consulted on the implementation of the NHS 111 service and Medway on call care | 19 December 2012 |
| Trauma and critical care network | Community issues | Vicki Osborne-Smith | To consider proposals for changes to trauma and critical care | 19 December 2012 |
| Member item – Age Concern – Cllr Osborne | Community issues | David Quirke-Thornton | | |
| Member item – Medway Maritime Hospital | Community issues | Medway NHS Foundation Trust | (possibly converting to briefing note) to be updated on financial position of the hospital pre merger and information re staffing cuts at NHS Direct | 19 December 2012 (or as briefing note) |
| Portfolio Holder to be held to account | Holding to account | Rosie Gunstone | To question the Portfolio Holder for Adult Services for performance against his portfolio | 19 December 2012 |
| Update on mortality figures | Community issues | Medway NHS Foundation Trust | To receive an update using benchmarking data from similar authorities | 29 January 2013 |
| Integration between Medway FT and Dartford & Gravesham | Community issues | Rosie Gunstone | To receive an update on progress with the proposed integration | 29 January 2013 |

| Item | Work type | Responsible officer | Objectives | Timescale |
|---|---------------------------------|---|---|--|
| Kent and Medway annual adult safeguarding report | Service information | Sally Ann Baxter | To consider the Kent and Medway annual adult safeguarding report | 29 January 2013? |
| Quarter 3 performance report | Scrutiny of performance/ budget | Chris McKenzie, Performance and Intelligence Manager, Children and Adults | To consider the quarter 3 performance against the Council Plan | 9 April 2013 |
| Relocation of the GP practice and walk-in centre at Canterbury Street | Community issues | NHS Kent and Medway | To consider the proposals relating to the relocation of the GP practice and walk-in centre at Canterbury Street, Gillingham to Balmoral Gardens Community Healthy Living Centre | 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 |
| 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 |
| Update on Quality Assurance | Holding to account | Geoffrey Wheat/Corrinne Stewart | Report back on Quality Assurance following establishment of CCG quality assurance groups | Now being dealt with as a briefing note |

Dates of future meetings:

2012: 16 October 2012 (special meeting), 19 December 2012

2013: 29 January and 9 April

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

09 October 2012

- Annual Public Health report
- Podiatry
- Proposed merger of Medway NHS Foundation Trust with Dartford and Gravesham Trust
- Carers' Support Task Group
- Joint Health and Wellbeing Strategy
- Relocation of the GP practice and walk-in centre at Canterbury Street
- Vascular review

16 October 2012

- Application for Foundation Trust status of Kent and Medway NHS and Social Care Partnership Trust

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 |
|---|--------------------------------|--|---|------------------|
| 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 |
| Housing Strategy | Policy development | Matt Gough, Housing Strategy Manager | To consider an update of this strategy document | 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 |
| 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 |
| 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 |
| Petition – Hartington Street, Chatham | | | To report back on the public meeting held at All Saints regarding problems in that area | 13 December 2012 |
| Planning Policy – urban development | Policy development | Brian McCutcheon, Planning Policy and Design Manager | The committee requested a report on 4 October 2012 setting out the options available to the Council to strengthen its Planning Policy for urban development | 31 January 2013 |

| Item | Work type | Responsible officer | Objectives | Timescale |
|--|--------------------------------|---|---|-----------------|
| 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 |
| 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 |
| Housing Allocations Policy | Pre-decision scrutiny | Matt Gough, Housing Strategy Manager | To consider a report on the revised housing allocations policy prior to decision by the Cabinet in February 2013 | 31 January 2013 |
| 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. | 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 |

| Item | Work type | Responsible officer | Objectives | Timescale |
|---|----------------------------------|---|--|---------------|
| 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 |
| 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 recommendations from the task group review | 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: 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

4 October 2012

- Developer Contributions Guide
- Portfolio Holder for Strategic Development and Economic Growth
- Road and pavement maintenance funding
- Petition referral – installation of CCTV camera
- Update on the South Thames Gateway Building Control Partnership

Your Council



Forward Plan of key decisions and Notice of any intention to meet in private

Cabinet 18 December 2012

Date of publication: 19 November 2012

Forward Plan

The Forward Plan is a list of forthcoming decisions to be taken by Medway Council's Leader and Cabinet and any key decisions to be taken by the South Thames Gateway Building Control Joint Committee or an officer under the Council's executive arrangements. Subject to urgency provisions, the law requires the Council to give at least 28 clear days notice ahead of any key decision being taken under executive arrangements so that local people know about them and have an opportunity to read the related report and background papers and submit their views to the decision-maker.

A key decision is one, which is likely:

- to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- to be significant in terms of its effects on communities living or working in an area comprising two or more wards in Medway.

For the purpose of determining what is to be regarded as significant expenditure or savings reference is always made to the financial and risk thresholds set out in the relevant parts of the Council's Constitution which clearly set out what must be determined by the Cabinet or full Council. These include the scheme of delegation, the section on financial limits and the financial and contracts rules.

In Medway, key decisions are generally made by the Leader and Cabinet.

The Forward Plan also provides notice of when the Cabinet may decide to exclude the press and public from part of a meeting due to the disclosure of confidential or exempt information and the reasons for this. In these cases Members of the Council and the public may make representations about why a matter should be considered in public by writing to the Head of Democratic Services using the contact details below. The Leader and Cabinet will publish a response to any representations received and, where applicable, further notice of an intention to discuss the matter in private at least five clear days before the Cabinet meeting.

Where it has not been possible to meet the 28 day rule for publication of notice of a key decision or an intention to meet in private the relevant notices will be published in the Forward Plan as soon as possible with a reason for late notification.

The Forward Plan is always available for public inspection at Chatham Community Hub and also on the Council's website (www.medway.gov.uk); 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 and the identity of the decision maker; this will usually be the Cabinet but may be a Joint Committee or an officer of the Council;

- a list of the reports and background papers to be considered by the decision maker before the final decision is taken and how and when you may see copies of these
- the procedure for submitting other documents to the decision maker for consideration and how to see copies of additional documents submitted (if any)

The decision makers referred to throughout this document are as follows:

Cabinet:

Councillor Rodney Chambers, Leader
Councillor Alan Jarrett, Deputy Leader and Portfolio Holder for Finance
Councillor David Brake, Portfolio Holder for Adult Services
Councillor Jane Chitty, Portfolio Holder for Strategic Development Economic Growth
Councillor Howard Doe, Portfolio Holder for Housing and Community Services
Councillor Phil Filmer, Portfolio Holder for Front Line Services
Councillor Tom Mason, Portfolio Holder for Corporate Services
Councillor Mike O'Brien, Portfolio Holder for Community Safety and Customer Contact
Councillor David Wildey, Portfolio Holder for Children's Social Care
Councillor Les Wicks, Portfolio Holder for Children's Services.

South Thames Gateway Building Control Joint Committee:

Councillor Lewin (Swale Borough Council) (Chairman)
Councillor Burden (Gravesham Borough Council) (Vice-Chairman)
Councillor Jane Chitty (Medway Council)

If you wish to submit information to the Cabinet or another decision maker about any of the items in the Forward Plan, request details of those documents or make representations for a discussion to be held in public (where the Cabinet has published a notice of intention to meet in private) you should write to the Head of Democratic Services, Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR Telephone 01634 332760 OR email democratic.services@medway.gov.uk

Advice on the Council's decision-making procedures is available from:

Julie Keith
Head of Democratic Services
(01634) 332760

Anthony Law
Democratic Services Officer
(01634) 332008

Wayne Hemingway
Democratic Services Officer
(01634) 332509

Medway Council Forward Plan

| Issue Title / Issue Summary / contact Details | Type | Anticipated Decision Date | Decision Maker |
|---|------|---------------------------|------------------|
| Supporting Documents | | | Portfolio |

* **Gambling Policy Statement (Policy Framework)** Key (Forward Plan) 18 Dec 2012 Cabinet

Summary

This report will set out revisions to the Council's Gambling Policy Statement.

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.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Relevant Overview and Scrutiny Committee: Business Support

Alison Poulson, Licensing and Local Land Charges Manager, Tel: (01634) 332774, Email: alison.poulson@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 |
|---|------|---------------------------|------------------|
| Supporting Documents | | | Portfolio |

Gateway 1 Procurement Commencement: Community Meals Service

Key (Forward Plan)

18 Dec 2012

Cabinet

Summary

This report seeks permission from Cabinet to re-commission the community meals service via a tendering process to comply with EU Procurement Regulations and Medway Council Contract Rules.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk
If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Notice of Intention to Conduct Business in Private

This report will contain some information which the Cabinet may decide to consider in private. This is because, in the view of the Proper Officer, consideration of the information in public would give rise to the disclosure of exempt information as described in paragraph 3 of Schedule 12A of the Local Government Act 1972 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

Should you wish to make any representation for the discussion of this item to be held in public, you should contact: Democratic Services, Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

The Cabinet's response to any representations will be published on 10 December 2012 within the Cabinet Agenda. A final decision on whether this item will be determined in private will be taken during the meeting.

Relevant Overview and Scrutiny Committee: Children and Young People

Ben Gladstone, Commissioning Portfolio Manager, Tel: 01634 333063, Email: ben.gladstone@medway.gov.uk

Portfolio Holder for Adult Services:
Brake

Medway Council Forward Plan

| Issue Title / Issue Summary / contact Details | Type | Anticipated Decision Date | Decision Maker |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

| Supporting Documents | | | Portfolio |
|----------------------|--|--|-----------|
|----------------------|--|--|-----------|

| | | | |
|--|--------------------|-------------|---------|
| Gateway 1 Procurement Commencement Report: Strand Water Sports Centre, Gillingham | Key (Forward Plan) | 18 Dec 2012 | Cabinet |
|--|--------------------|-------------|---------|

Summary

This report will set out the proposals for the contractual arrangements for the Strand Water Sports Centre.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk
If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Notice of Intention to Conduct Business in Private

This report will contain some information which the Cabinet may decide to consider in private. This is because, in the view of the Proper Officer, consideration of the information in public would give rise to the disclosure of exempt information as described in paragraph 3 of Schedule 12A of the Local Government Act 1972 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

Should you wish to make any representation for the discussion of this item to be held in public, you should contact: Democratic Services, Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

The Cabinet's response to any representations will be published on 10 December 2012 within the Cabinet Agenda. A final decision on whether this item will be determined in private will be taken during the meeting.

Relevant Overview and Scrutiny Committee:

David Dowie, Integrated Youth Support Services Manager, Tel: 01634 334408, Email: david.dowie@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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

| Supporting Documents | | | Portfolio |
|----------------------|--|--|-----------|
|----------------------|--|--|-----------|

Gateway 3 Contact Award and Final Business Case: Wainscott Primary School Expansion to 2 Form of Entry

Key (Forward Plan)

18 Dec 2012

Cabinet

Summary

This report will set out the final business case, the Gateway 3 contract award and property issues for Cabinet's consideration.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk
If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Notice of Intention to Conduct Business in Private

This report will contain some information which the Cabinet may decide to consider in private. This is because, in the view of the Proper Officer, consideration of the information in public would give rise to the disclosure of exempt information as described in paragraph 3 of Schedule 12A of the Local Government Act 1972 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

Should you wish to make any representation for the discussion of this item to be held in public, you should contact: Democratic Services, Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

The Cabinet's response to any representations will be published on 10 December 2012 within the Cabinet Agenda. A final decision on whether this item will be determined in private will be taken during the meeting.

Relevant Overview and Scrutiny Committee:

Cathy Arnold, Capital Programme Manager, Tel: 01634 331046, Email: cathy.arnold@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 |
|---|------|---------------------------|----------------|
| Supporting Documents | | | Portfolio |

* **Housing Strategy Annual Monitoring Report** Key (Forward Plan) 18 Dec 2012 Cabinet

Summary

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.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture

Matthew Gough, Housing Strategy Manager, Tel: 01634 333177, Email: matthew.gough@medway.gov.uk

Portfolio Holder for Housing and
Community Services: Doe

Medway Council Forward Plan

| Issue Title / Issue Summary / contact Details | Type | Anticipated Decision Date | Decision Maker |
|---|--------------------|---------------------------|---|
| Supporting Documents | | | Portfolio |
| Local Development Framework Annual Monitoring Report | Key (Forward Plan) | 18 Dec 2012 | Cabinet |
| Summary This report will seek authority to publish the Local Development Framework Annual Monitoring Report. This report analyses progress against a range of indicators associated with the adopted development plan and the emerging Local Development Framework. Access to Information The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk If you wish to submit information to the Cabinet about the item please also contact Democratic Services. 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 | | | |
| | | | 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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

| Supporting Documents | | | Portfolio |
|----------------------|--|--|-----------|
|----------------------|--|--|-----------|

* **Localising Support for Council Tax - Final Scheme** Key (Forward Plan) 18 Dec 2012 Cabinet

Summary

This report will set out the final scheme for Cabinet's consideration, prior to formal consideration and approval at Full Council on 24 January 2012.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

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 |
|--|--------------------|---------------------------|--|
| Supporting Documents | | | Portfolio |
| Recruitment Freeze | Key (Forward Plan) | 18 Dec 2012 | Cabinet |
| Summary This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003. | | | |
| Access to Information The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk | | | |
| If you wish to submit information to the Cabinet about the item please also contact Democratic Services. | | | |
| 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 |
|--|--------------------|---------------------------|--|
| Supporting Documents | | | Portfolio |
| Rochester Airport | Key (Forward Plan) | 18 Dec 2012 | Cabinet |
| Summary Renewal of lease. | | | |
| Access to Information The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk | | | |
| If you wish to submit information to the Cabinet about the item please also contact Democratic Services. | | | |
| Relevant Overview and Scrutiny Committee: Business Support Noel Filmer, Valuation and Asset Management Manager, Tel: 01634 332415, Email: noel.filmer@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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

Supporting Documents

Portfolio

| | | | |
|---|--------------------|-------------|---------|
| * Supported Accommodation Task Group | Key (Forward Plan) | 18 Dec 2012 | Cabinet |
|---|--------------------|-------------|---------|

Summary

This report will set out the recommendations of a Task Group of the Regeneration, Community and Culture Overview and Scrutiny Committee. The Task Group have been considering evidence over the past few months including written evidence from other authorities involved in piloting new approaches in respect of housing related support.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture

Rosie Gunstone, Democratic Services Officer, Tel: (01634) 332715, Email: democratic.services@medway.gov.uk

Portfolio Holder for Adult Services:
Brake

Medway Council Forward Plan

| Issue Title / Issue Summary / contact Details | Type | Anticipated Decision Date | Decision Maker |
|---|------|---------------------------|----------------|
| Supporting Documents | | | Portfolio |

* **Treasury Mid Year Report** Key (Forward Plan) 18 Dec 2012 Cabinet

Summary

This report will set out the mid year review of treasury management strategy and performance in accordance with the Treasury Management Strategy.

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.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Relevant Overview and Scrutiny Committee: Business Support
Andy Larkin, Finance Support Manager, Tel: 01634 332317, Email: andrew.larkin@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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

| Supporting Documents | | | Portfolio |
|----------------------|--|--|-----------|
|----------------------|--|--|-----------|

- * **Youth Justice Plan (Policy Framework)** Key (Forward Plan) 18 Dec 2012 Cabinet

Summary

This report will set proposals for the Youth Justice Plan following initial consideration by Children and Young People Overview and Scrutiny Committee on 11 December 2012. Cabinet will be asked to consider the views of Overview and Scrutiny and recommend the Plan to Council on 24 January 2013 for approval.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Relevant Overview and Scrutiny Committee: Children and Young People

Keith Gulvin, Youth Offending Team Manager, Tel: 01634 336248, Email: keith.gulvin@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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

| Supporting Documents | | | Portfolio |
|----------------------|--|--|-----------|
|----------------------|--|--|-----------|

Gateway 3 Contract Award: Linked Service Centres Key (Forward Plan) 15 Jan 2013 Cabinet

Summary

This report will seek approval of the recommendations for the award of contract(s) for the provider(s) who will be taking on the contract(s) to deliver residential and day care services at Robert Bean Lodge, Platters Farm Lodge and Nelson Court. The report will also seek approval for the disposal of the freehold of Nelson Court.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk
If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Notice of Intention to Conduct Business in Private

This report will contain some information which the Cabinet may decide to consider in private. This is because, in the view of the Proper Officer, consideration of the information in public would give rise to the disclosure of exempt information as described in paragraph 3 of Schedule 12A of the Local Government Act 1972 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

Should you wish to make any representation for the discussion of this item to be held in public, you should contact: Democratic Services, Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

The Cabinet's response to any representations will be published on 7 January 2013 within the Cabinet Agenda. A final decision on whether this item will be determined in private will be taken during the meeting.

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

Portfolio Holder for Adult Services:
Brake

Medway Council Forward Plan

| Issue Title / Issue Summary / contact Details | Type | Anticipated Decision Date | Decision Maker |
|---|------|---------------------------|------------------|
| Supporting Documents | | | Portfolio |

* **Housing Revenue Account (HRA) Business Plan** Key (Forward Plan) 15 Jan 2013 Cabinet

Summary

This report will set out the HRA Business Plan for approval.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

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

Medway Council Forward Plan

| Issue Title / Issue Summary / contact Details | Type | Anticipated Decision Date | Decision Maker |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

Supporting Documents

Portfolio

Recruitment Freeze

Key (Forward Plan)

15 Jan 2013

Cabinet

Summary

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

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

Supporting Documents

Portfolio

| | | | |
|--|--------------------|-------------|---------|
| * Sherwin Knight Infant and Junior Schools - Outcome of Consultation on Proposed Amalgamation | Key (Forward Plan) | 15 Jan 2013 | Cabinet |
|--|--------------------|-------------|---------|

Summary

This report will set out the outcome of consultation on the proposed amalgamations for Sherwin Knight Infant and Junior Schools.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

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 Social Care: Wildey

Medway Council Forward Plan

| Issue Title / Issue Summary / contact Details | Type | Anticipated Decision Date | Decision Maker |
|--|--------------------|---------------------------|---|
| Supporting Documents | | | Portfolio |
| * Swingate Infant and Spinnens Acre Junior Schools - Outcome of Consultation on Proposed Amalgamation | Key (Forward Plan) | 15 Jan 2013 | Cabinet |
| Summary | | | |
| This report will set out the outcome of consultation on the proposed amalgamation on Swingate Infant and Spinnens Acre Junior Schools. | | | |
| Access to Information | | | |
| The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk | | | |
| If you wish to submit information to the Cabinet about the item please also contact Democratic Services. | | | |
| 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 |

Medway Council Forward Plan

| Issue Title / Issue Summary / contact Details | Type | Anticipated Decision Date | Decision Maker |
|---|------|---------------------------|----------------|
| Supporting Documents | | | Portfolio |

* **Capital Budget Monitoring 2012/2013** Key (Forward Plan) 12 Feb 2013 Cabinet

Summary

To report on the latest monitoring position.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

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 |
|---|------|---------------------------|----------------|
| Supporting Documents | | | Portfolio |

* **Capital and Revenue Budgets 2013/2014** Key (Forward Plan) 12 Feb 2013 Cabinet

Summary

This will set out the final budget proposals for Cabinet's consideration prior to consideration and final approval at Full Council on 21 February 2013.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

| Supporting Documents | | | Portfolio |
|----------------------|--|--|-----------|
|----------------------|--|--|-----------|

* **Council Plan (Policy Framework)** Key (Forward Plan) 12 Feb 2013 Cabinet

Summary

This report will set out the proposals for the Council Plan following initial consideration by Business Support Overview and Scrutiny Committee on 7 February 2013. This report will be referred to Full Council on 21 February 2013 for final approval.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Relevant Overview and Scrutiny Committee: Business Support

Stephanie Goad, Assistant Director Communications, Performance and Partnerships, Tel: 01634 332737, Email: stephanie.goad@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 |
|--|--------------------|---------------------------|------------------|
| Supporting Documents | | | Portfolio |
| * Council Plan Monitoring 2012/2013 - Quarter 3 | Key (Forward Plan) | 12 Feb 2013 | Cabinet |

Summary

This report will set out Council Plan Monitoring for the third quarter of 2012/2013.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Relevant Overview and Scrutiny Committee: All

Stephanie Goad, Assistant Director Communications, Performance and Partnerships, Tel: 01634 332737, Email: stephanie.goad@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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

| Supporting Documents | | | Portfolio |
|----------------------|--|--|-----------|
|----------------------|--|--|-----------|

* **Housing Allocations Policy** Key (Forward Plan) 12 Feb 2013 Cabinet

Summary

This report will present the Housing Allocations Policy for final approval.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture

Matthew Gough, Housing Strategy Manager, Tel: 01634 333177, Email: matthew.gough@medway.gov.uk

Portfolio Holder for Housing and
Community Services: Doe

Medway Council Forward Plan

| Issue Title / Issue Summary / contact Details | Type | Anticipated Decision Date | Decision Maker |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

Supporting Documents

Portfolio

Options for a Facilities Management Solution for Medway Council

Key (Forward Plan)

12 Feb 2013

Cabinet

Summary

This report will set out the outcome of due diligence discussions with Norse Commercial Services Limited regarding the provision of facilities management services as agreed by Cabinet on 30 October 2012.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Relevant Overview and Scrutiny Committee: Business Support
Genette Laws, Tel: (01634) 331345, Email: genette.laws@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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

Supporting Documents

Portfolio

Recruitment Freeze

Key (Forward Plan)

12 Feb 2013

Cabinet

Summary

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

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

| Supporting Documents | | | Portfolio |
|----------------------|--|--|-----------|
|----------------------|--|--|-----------|

* **Revenue Budget Monitoring 2012/2013** Key (Forward Plan) 12 Feb 2013 Cabinet

Summary

To report on the revenue budget forecasts as at the end of Quarter 3 and highlight any major financial risks remaining in respect of the 2012/2013 General Fund revenue budget.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

| Supporting Documents | | | Portfolio |
|----------------------|--|--|-----------|
|----------------------|--|--|-----------|

* **School Admission Arrangements** Key (Forward Plan) 12 Feb 2013 Cabinet

Summary

To consider the proposals for school admission arrangements for September 2014.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Relevant Overview and Scrutiny Committee: Children and Young People Overview and Scrutiny Committee
Simon Harrington, Student Services Manager, Tel: (01634) 334014, Email: simon.harrington@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 |
|---|------|---------------------------|----------------|
|---|------|---------------------------|----------------|

Supporting Documents

Portfolio

| | | | |
|---|--------------------|-------------|---------|
| * Treasury Management Strategy 2013/2014 | Key (Forward Plan) | 12 Feb 2013 | Cabinet |
|---|--------------------|-------------|---------|

Summary

This report will sets out the Council's Treasury Management Strategy for the 2013/2014 financial year. The Treasury Management Strategy incorporates the Treasury Management Policy Statement, Annual Investment Strategy and Minimum Revenue Provision policy.

Access to Information

The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk

If you wish to submit information to the Cabinet about the item please also contact Democratic Services.

Relevant Overview and Scrutiny Committee: Business Support
Andy Larkin, Finance Support Manager, Tel: 01634 332317, Email: andrew.larkin@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 |
|--|--------------------|---------------------------|--|
| Supporting Documents | | | Portfolio |
| Recruitment Freeze | Key (Forward Plan) | 12 Mar 2013 | Cabinet |
| Summary This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003. | | | |
| Access to Information The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Cabinet. Copies are available on the Council's website or requested from Democratic Services Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR or email democratic.services@medway.gov.uk | | | |
| If you wish to submit information to the Cabinet about the item please also contact Democratic Services. | | | |
| 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 |

PROPOSED TOPICS FOR IN-DEPTH REVIEW AND THEMED MEETING

Business Support Overview and Scrutiny Committee

| | |
|--|--|
| | <p>Reason for Review</p> <p>National/local context</p> <p>Performance indicators (where relevant)</p> <p>Public feedback/interest in issue (where known)</p> |
|--|--|

PROPOSED TOPICS FOR IN-DEPTH REVIEW AND THEMED MEETING

Children and Young People Overview and Scrutiny Committee

| | |
|--|--|
| | <p>Reason for Review</p> <p>National/local context</p> <p>Performance indicators (where relevant)</p> <p>Public feedback/interest in issue (where known)</p> |
|--|--|

PROPOSED TOPICS FOR IN-DEPTH REVIEW AND THEMED MEETINGS

Health and Adult Social Care Overview and Scrutiny Committee

| | |
|--|--|
| | <p>Reason for Review</p> <p>National/local context</p> <p>Performance indicators (where relevant)</p> <p>Public feedback/interest in issue (where known)</p> |
|--|--|

PROPOSED TOPICS FOR IN-DEPTH REVIEW AND THEMED MEETINGS

Regeneration, Culture and Community Care Overview and Scrutiny Committee

| | |
|--|--|
| | <p>Reason for Review</p> <p>National/local context</p> <p>Performance indicators (where relevant)</p> <p>Public feedback/interest in issue (where known)</p> |
|--|--|