

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

7 FEBRUARY 2013

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 23 January 2013.

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 17 January 2013 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:

Renewal of lease at Northbank House – 12 March 2013

This report will seek delegated authority to renew the lease and grant agreement in respect of Northbank House on the Medway City Estate.

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

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. In-depth scrutiny review – update

- 6.1 The Supported Accommodation Task Group reported its findings and recommendations to the Regeneration, Community and Culture Overview and Scrutiny Committee on 13 December 2012. The Cabinet considered and agreed the Task Group's recommendations at its meeting on 18 December 2012.

- 6.2 The task group formed to hold a review into De-cluttering Town Centres will hold its first meeting on 6 February 2013 to determine the scope of the review and potential timetable. Further information will be reported to this committee at a later date.

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).

Background papers

None.

Lead officer contact

Caroline Salisbury, Democratic Services Officer

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

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

Item	Work type	Responsible officer	Objectives	Timescale
Draft budget proposals for 2013/2014 – responses from other Overview and Scrutiny Committees	Pre-decision scrutiny	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	Performance reviews	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
Cllr Rodney Chambers in attendance	Holding 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
Update on Member training course of Health and Safety	Other	Tricia Palmer, Assistant Director, Organisational Services	To provide a response to the questions set out in the IOSH document “Think about Health and Safety. What elected Members of Local Authorities need to know”.	7 February 2013

Item	Work type	Responsible officer	Objectives	Timescale
Council Plan monitoring 2012/2013 – quarter 3	Performance reviews	Chris White, 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	Budget monitoring	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
Programme of in-depth reviews for 2013/2014	Other	Julie Keith, Head of Democratic Services	To consider and agree a programme of in-depth reviews for the period July 2013 – December 2014	3 April 2013
Revenue budget monitoring 2012/2013 – quarter 3	Budget monitoring	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	Pre-decision scrutiny	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
Council Plan year end 2012/2013	Performance reviews	Chris White, Research and Review Team	To consider the year end Council Plan report for 2012/2013	Summer 2013

Item	Work type	Responsible officer	Objectives	Timescale
Electronic access to committee papers	Other	Stephanie Goad, Assistant Director Communications, Performance and Partnerships	The committee requested on 6 December 2012 that officers report the business case for electronic access to committee papers	To be confirmed
List of Assets of Community Value	Other		A report was requested on 21 June on the Community Asset List	To be confirmed

Forthcoming meetings:

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

6 December 2012

- Draft budget proposals for 2013/2014
- Council Plan monitoring 2012/2013 – quarter 2
- Capital budget monitoring 2012/2013 – quarter 2
- Portfolio Holder for Community Safety and Customer Contact
- Revenue budget monitoring 2012/2013 – quarter 2
- Treasury Management Strategy – mid year report 2012/2013
- Review of the Overview and Scrutiny function in Medway and e-petitions
- Outcome of consultation on updated Gambling Statement of Policy

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
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	Performance reviews	Assistant Director, Communications, Performance and Partnerships	To consider the Council Plan monitoring for quarter 3 of 2012/13	26 March 2013
Information, advice and guidance on careers	Service information	Chief Executive, Medway Youth Trust	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
Youth unemployment in Medway	Service information	Chief Executive, Medway Youth Trust	To receive a report on statistics and relevant action plans relating to youth unemployment in Medway	26 March 2013
Outcome of unannounced inspection	Service reviews	Director of Children and Adults	To receive a report detailing the outcome of the unannounced inspection and accompanying action plan	26 March 2013
Action for families	Service information	Director of Children and Adults	To consider a report on what support is being provided for vulnerable families in Medway	June 2013
School Organisation Plan 2011-16 - update	Pre-decision scrutiny	Performance Intelligence and Strategic Manager		June 2013
Update on Fostering Service	Service information	Assistant Director, Children’s Social Care	To receive an update on the performance of the fostering service following the report in December 2012	June/July 2013

Item	Work Type	Responsible officer	Objectives	Timescale
Medway Safeguarding Children Board (MSCB)	Holding to account	MSCB Independent Chair	To consider and scrutinise the activity of the MSCB and its Business Plan.	July 2013
Children's Social Care Complaints and Compliments	Annual reports	Social Care Complaints Manager	To consider and scrutinise the children's social care complaints and compliments received in 2011/12.	July 2013
Adoption services	Service information	Assistant Director, Children's Social Care	To consider and scrutinise a report regarding the adoption service.	Date to be determined
Changes to overnight short breaks/closure of Preston Skreens	Community issues	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:

2013: 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

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

11 December 2012

- Sherwin Knight Infant and Junior Schools – outcome of consultation on proposed amalgamation
- Swingate Infant and Spinnens Acre Junior Schools – outcome of consultation on proposed amalgamation
- Youth Justice Plan
- Capital and Revenue budgets 2013/14
- 2012/13 Council Plan Monitoring – Q2
- Ofsted inspection of Medway's fostering service

15 January 2013

- Portfolio Holder for Children Services (lead member) in attendance
- Medway Safeguarding Child Board (MSCB) Business Plan 2012/13 – mid term progress report
- Announced inspection of safeguarding and looked after children in Medway 2011 – progress update
- Year 1 phonics check – outcome from 2012 and actions to address key issues
- School Admission Arrangements 2014

**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 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
Kent and Medway annual adult safeguarding report	Service information	Sally Ann Baxter	To consider the Kent and Medway annual adult safeguarding report	Briefing note
Balmoral Gardens – relocation of GP surgery	Community issue	NHS Kent and Medway	To update the Committee on the consultation outcomes.	Briefing note
Update on Health Care Networks – Cancer, Cardiology and Urology	Community issue	Jenny Thomas, NHS Kent and Medway	To receive an update on Health Care Networks affecting Kent and Medway	Briefing note
Joint Health and Wellbeing Strategy (JHWBS)	Community issues	Karen MacArthur, Public Health Consultant	To comment on the delivery plans for the JHWBS	29 January 2013
Update on draft Capital and Revenue Budget 2013/2014	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	To comment on an update on the draft capital and revenue budget 2013/2014	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

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
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:

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

19 December 2012

- Proposed revenue and capital draft budget for 2013/14
- Quarter 2 performance report
- Local changes to primary care
- NHS 111 implementation and service provided by Medway on call care
- Trauma and critical care network (Briefing note)
- Member item – Age Concern – Cllr Osborne
- Member item – Cllr Murray - Medway Maritime Hospital and NHS Direct (Briefing note)
- Portfolio Holder to be held to account

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
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
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	Annual reports	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	Other	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 planned maintenance programme – progress report	Other	Nick Anthony, Head of Property	To report back with further information requested by the committee on 6 December 2012	31 January 2013
Member's item: Darnley Arches, Rochester	Community issues	Andy McGrath, Assistant Director, Front Line Services	Councillor Igwe has requested a report on the replacement and widening of the rail bridge on Darnley Arch and the finances associated with this	31 January 2013
Housing Revenue Account (HRA) revenue and capital budget 2013/2014	Scrutiny of performance/budget	Marc Blowers, Head of Housing Management	This report will present proposals for the HRA capital and revenue budgets 2013/2014 before consideration by Cabinet on 12 February 2013	31 January 2013

Item	Work type	Responsible officer	Objectives	Timescale
Annual review from the Housing Scrutiny Panel	Annual report	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
Councillor Rodney Chambers in attendance	Holding 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 Infrastructure Levy	Pre-decision scrutiny	Stephen Gaimster, Assistant Director, Housing, Development and Transport	A report on the preliminary draft charging schedule will be submitted as part of the consultation process	11 April 2013
Community Safety Plan 2013/2014	Holding to account	Andy McGrath, Assistant Director, Front Line Services	To consider the annual refresh of the Community Safety Plan	11 April 2013
Council Plan monitoring 2012/2013 – quarter 3	Performance reviews	Anna-Marie Lawrence-Lovell, Performance and Intelligence Manager	To consider the quarter three Council Plan monitoring report for 2012/2013	11 April 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	11 April 2013
HRA Business Plan	Other	Marc Blowers, Head of Housing Management	Housing services have been transferred to the remit of this committee from 1 April 2012. This report is outstanding from the previous committee's work programme. To include review of Housing Asset Management Strategy.	11 April 2013

Item	Work type	Responsible officer	Objectives	Timescale
Six month review of Fair Access to Credit task group report	Policy development	Andy McGrath, Assistant Director, Front Line Services	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 (April), Scrutiny of the Community Safety Partnership (June), Annual Review of the Waste Contracts (January) 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:

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

13 December 2012

- Council Plan monitoring 2012/2013 – quarter 2
- Housing Strategy
- Housing Capital programme
- Portfolio Holder for Housing and Community Services
- Proposed revenue and capital budgets 2013/2014
- Petition – Hartington Street, Chatham

Your Council



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

Thursday, 17 January 2013

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

Summary

This report will present the Council's revenue and capital budgets for 2013/2014 and forms part of the formal process by which the Council sets its budgets for the forthcoming financial year. It will also respond to comments made by the Overview and Scrutiny Committees.

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

Summary

To provide a summary financial position and the forecast outturn for 2012/2013 based upon information up to December 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
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Supporting Documents

Portfolio

* Community Infrastructure Levy	Key (Forward Plan)	12 Feb 2013	Cabinet
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Summary

The Community Infrastructure Levy allows local authorities in England and Wales to raise funds from developers undertaking new building projects. The money can be used to fund infrastructure required within the Medway area.

This report will seek approval to consult on a preliminary draft charging schedule.

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
Jill King, Section 106 Officer, Tel: 01634 331594, Email: jill.king@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
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Supporting Documents			Portfolio
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* **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
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Supporting Documents

Portfolio

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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
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Supporting Documents			Portfolio
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Gateway 3 Contract Award: Outsourcing of Linked Service Centres - Nelson Court and Robert Bean Lodge

Key (Forward Plan)

12 Feb 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 Nelson Court and Robert Bean Lodge.

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 4 February 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

David Quirke-Thornton, Assistant Director, Adult Social Care, Tel: (01634) 331212, Email: david.quirkethornton@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
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Supporting Documents			Portfolio
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* **Housing Allocations Policy** Key (Forward Plan) 12 Feb 2013 Cabinet

Summary

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

The Council's Allocations policy has been reviewed in response to Local and National changes. Proposals have been subject to 12 weeks consultation and will be presented to the Regeneration, Community and Culture Overview and Scrutiny on 31 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: 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
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Supporting Documents

Portfolio

* Housing Revenue Account Capital and Revenue Budget 2013/2014	Key (Forward Plan)	12 Feb 2013	Cabinet
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Summary

This report will present proposals for the HRA capital and revenue budgets 2013/2014, prior to final approval at Full Council on 21 February 2013.

The report will also set out proposals for tenant's rents, in line with the rent restructuring criteria, and service charges for 2013/14.

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

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Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture
Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@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
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Supporting Documents			Portfolio
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Medway Private Sector Tenant Accreditation Scheme

Key (Forward Plan)

12 Feb 2013

Cabinet

Summary

This report will present a Tenant Accreditation Scheme, which had been the subject of extensive consultation with landlords and tenants.

The aim of the scheme is to encourage tenants to sign up to a voluntary code of conduct, which encompasses tenants' responsibilities including payment of rent, looking after their property and anti-social behaviour. Compliance with the code of conduct will lead to accreditation, which tenants can use to confirm to future landlords that they are responsible tenants.

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

Susan Pledger, Private Sector Housing Manager, Tel: 01634 333009, Email: susan.pledger@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
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Supporting Documents			Portfolio
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Options for a Facilities Management Solution for Medway Council	Key (Forward Plan)	12 Feb 2013	Cabinet
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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.

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The Cabinet's response to any representations will be published on 4 February 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: Business Support

Genette Laws, Head of Category Management Team, 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
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Supporting Documents			Portfolio
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Recruitment Freeze	Key (Forward Plan)	12 Feb 2013	Cabinet
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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 2014	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

* South Thames Gateway Building Control Partnership Business Plan 2012/17	Key (Forward Plan)	12 Feb 2013	Cabinet
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Summary

This report will present the South Thames Gateway Building Control Partnership Business Plan for 2012/2017.

The Business Plan outlines how the Partnership will deliver the Building Control function for the three Partnership Councils (Medway, Gravesham and Swale).

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

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

- * sent to Members of Regeneration, Community and Culture Overview and Scrutiny Committee as a Briefing Note on 18 January 2013

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents		Portfolio	
* Treasury Management Strategy and Annual Investment Strategy 2013/2014	Key (Forward Plan)	12 Feb 2013	Cabinet
<p>Summary The annual presentation of a Treasury Strategy is a requirement under the CIPFA Code of Practice on Treasury Management adopted by the Council in July 2003 and the Local Government Act 2003 requires that the Council determine and keep under review how much it can afford to borrow.</p> <p>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</p> <p>If you wish to submit information to the Cabinet about the item please also contact Democratic Services.</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

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

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents			Portfolio
Renewal of Lease at Northbank House	Key (Forward Plan)	12 Mar 2013	Cabinet

Summary

This report will seek delegated authority to renew the lease and grant agreement in respect of Northbank House on the Medway City Estate.

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.

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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 4 March 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: Business Support

David Howe, Valuation and Asset Management Surveyor, Tel: 01634 332494, Email: david.howe@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

* **Community Safety Plan (Policy Framework)** Key (Forward Plan) 16 Apr 2013 Cabinet

Summary

This report will present the Community Safety Plan for Cabinet's views, prior to final consideration and approval at Council on 25 April 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: Regeneration, Community and Culture

Tim England, Head of Safer Communities, Tel: (01634) 333534, Email: tim.england@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
Recruitment Freeze	Key (Forward Plan)	16 Apr 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 Statutory Consultation on Proposed Amalgamation	Key (Forward Plan)	16 Apr 2013	Cabinet
<p>Summary This report will set out the outcome of statutory consultation on the proposed amalgamations for Sherwin Knight Infant and Junior Schools, should any objections be received. If no objections are received during this period, the Director of Children and Adults Services, in consultation with the Portfolio Holder for Children's Services, will make the final decision on whether to agree the proposals.</p> <p>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</p> <p>If you wish to submit information to the Cabinet about the item please also contact Democratic Services.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Paul Clarke, School Organisation Officer, Tel: 01634 331031, Email: paul.clarke@medway.gov.uk</p>			
			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

* Six Monthly Review of the Council's Corporate Business Risk Register	Key (Forward Plan)	16 Apr 2013	Cabinet
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Summary

This report will set out the latest review of the Council's Corporate Business Risk Register.

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

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
Supporting Documents	Portfolio		
* Swingate Infant and Spinnens Acre Junior Schools - Outcome of Statutory Consultation on Proposed Amalgamation	Key (Forward Plan)	16 Apr 2013	Cabinet
Summary This report will set out the outcome of statutory consultation on the proposed amalgamations for Swingate Infant and Spinnens Acre Junior Schools, should any objections be received. If no objections are received during this period, the Director of Children and Adults Services, in consultation with the Portfolio Holder for Children's Services, will make the final decision on whether to agree the proposals.			
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
Recruitment Freeze	Key (Forward Plan)	14 May 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