

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

20 JUNE 2013

WORK PROGRAMME

Report from: Neil Davies, Chief Executive

Author: Teri Reynolds, 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 6 June 2013.

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

3.3 At the meeting the following changes to the committee's work programme were agreed: -

- Statement of Accounts 2012/13 is removed from the work programme;
- Assets of Community Value is removed from the work programme and a briefing note on this will be sent to the committee in September;

- Implementation of charges for the production of paper copies of planning applications to Parish Councils – scheduled for September 2013;
- Electronic access to committee papers – scheduled for December 2013;
- Update on category management – scheduled for December 2013;
- Access to and use of IT in Medway – Democratic Services to liaise with officers to see if this can be scheduled for September 2013.

4. Future work programme

4.1 Forward Plan

The current Cabinet Forward Plan was published on 10 June 2013 and is attached at Appendix 3. It indicates by asterisk the items identified by Overview and Scrutiny Committees for pre-decision scrutiny.

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

Procurement Strategy 9 July 2013
This report will seek Cabinet approval to the Procurement Strategy..

Changing the contract Procurement rules and procedures in Medway 9 July 2013
This report will set out a review of the Council's contract rules prior to consideration by the Audit Committee and the Council.

4.3 The above two items were on the previous Forward Plan and therefore available for consideration at the pre-agenda meeting. At the meeting it was agreed to add the Procurement Strategy to the agenda for this meeting for pre-decision scrutiny.

4.4 The following items are new to the Forward Plan and within the remit of this committee:

Rochester Airport 9 July 2013
This report seeks approval or an addition to the Capital Programme to fund improvements at Rochester Airport, to enter into relevant contracts/agreements and to dispose of land.

Time does not allow for this item to be selected for pre-decision scrutiny.

Procurement Strategy – Outcome of consultation 3 Sept 2013
This report will set out the outcome of consultation on the Procurement Strategy. The Cabinet will initially consider the Procurement Strategy on 9 July 2013.

Annual Review of Risk Management Strategy and 6 monthly review of the Council's Corporate Business Register 1 Oct 2013
This report will provide details of the annual review of the Council's Risk Management Strategy and six monthly review of the Council's Corporate Business Risk Register

This report will seek Cabinet approval to the Medium Term Financial Plan.

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.

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

6. Financial and legal implications

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

7. Recommendations

7.1 The Committee is asked to:

- (a) note the current work programme and identify items for inclusion in the work programme;
- (b) agree the changes to the work programme as detailed in paragraphs 3.3 and 4.3.
- (c) decide whether to select any of the items from the current Forward Plan, detailed at paragraph 4.4, for pre-decision scrutiny.

Background papers

None.

Lead officer contact

Teri Reynolds, 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
Update on discussions with Gambling Commission	Other	Assistant Director Legal and Corporate Services	The committee requested an update on the discussions held with the Gambling Commission following a decision made at a previous meeting on 6 December 2012	20 June 2013
Council Plan year end 2012/2013	Performance reviews	Corporate Performance and Intelligence Manager	To consider the year end Council Plan report for 2012/2013	20 June 2013
Treasury Management Outturn Report 2012/2013	Pre-decision scrutiny	Chief Finance Officer	To consider and scrutinise the Treasury Management Outturn Report 2012/13	20 June 2013
Update on the joint venture with NORSE – quarter 1 2013/14	Other	Assistant Director, Legal and Corporate Services	To scrutinise the quarterly update on the Council's joint venture with NORSE	13 August 2013
Council Plan Monitoring 2013/14 – Quarter 1	Performance Reviews	Corporate Performance and Intelligence Manager	To scrutinise the council plan monitoring report for quarter 1 of 2013/14	13 August 2013
Capital Budget Monitoring 2013/14 – Quarter 1	Performance Reviews	Chief Finance Officer	To scrutinise the capital budget monitoring report for quarter 1 of 2013/14	13 August 2013
Revenue Budget Monitoring 2013/14 – Quarter 1	Performance Reviews	Chief Finance Officer	To scrutinise the revenue budget monitoring report for quarter 1 of 2013/14	13 August 2013
Medway Community Learning Ofsted Report – progress update	Service reviews	Assistant Director, Organisational Services	To consider a report on progress against the improvement plan following the Ofsted report	19 September 2013
Implementation of charges for the production of paper copies of planning applications to Parish Councils	Other	Development Control Manager	To consider the implementation of charges for the production of paper copies of planning applications to Parish Councils	19 September 2013

Item	Work type	Responsible officer	Objectives	Timescale
Update on the joint venture with NORSE – quarter 2 2013/14	Other	Assistant Director, Legal and Corporate Services	To scrutinise the quarterly update on the Council's joint venture with NORSE	5 December 2013
Council Plan Monitoring 2013/14 – Quarter 2	Performance Reviews	Corporate Performance and Intelligence Manager	To scrutinise the council plan monitoring report for quarter 2 of 2013/14	5 December 2013
Capital Budget Monitoring 2013/14 – Quarter 2	Performance Reviews	Chief Finance Officer	To scrutinise the capital budget monitoring report for quarter 2 of 2013/14	5 December 2013
Revenue Budget Monitoring 2013/14 – Quarter 2	Performance Reviews	Chief Finance Officer	To scrutinise the revenue budget monitoring report for quarter 2 of 2013/14	5 December 2013
Electronic access to committee papers	Other	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	5 December 2013
Update on Category Management	Other	Assistant Director Legal and Corporate Services	To consider and scrutinise a report updating the committee on category management in Medway	5 December 2013
Six month review of Fair Access to Credit task group report	Policy development	Assistant Director, Front Line Service	To consider a six month update of the agreed recommendations from the task group review	19 March 2014 (To be confirmed)
Update on the joint venture with NORSE – quarter 3 2013/14	Other	Assistant Director, Legal and Corporate Services	To scrutinise the quarterly update on the Council's joint venture with NORSE	19 March 2014
Council Plan Monitoring 2013/14 – Quarter 3	Performance Reviews	Corporate Performance and Intelligence Manager	To scrutinise the council plan monitoring report for quarter 3 of 2013/14	19 March 2014
Capital Budget Monitoring 2013/14 – Quarter 3	Performance Reviews	Chief Finance Officer	To scrutinise the capital budget monitoring report for quarter 3 of 2013/14	19 March 2014
Revenue Budget Monitoring 2013/14 – Quarter 3	Performance Reviews	Chief Finance Officer	To scrutinise the revenue budget monitoring report for quarter 3 of 2013/14	19 March 2014

Item	Work type	Responsible officer	Objectives	Timescale
Access to and use of IT in Medway	Other	Assistant Director, Organisational Services	To consider and scrutinise a report on access to and use of Information Technology (in particular information on-line) in Medway	Date to be determined
Participatory Budgeting	Other	Chief Finance Officer	To consider and scrutinise a report on the skill sets needed to manage participatory budgeting in the community	Date to be determined
Update on the joint venture with NORSE – quarter 4 2013/14	Other	Assistant Director, Legal and Corporate Services	To scrutinise the quarterly update on the Council's joint venture with NORSE	Date to be determined

Forthcoming meetings (to be agreed at Annual Council on 15 May 2013):

2013: 20 June, 13 August, 24 September, 5 December

2014: 6 February, 19 March

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

7 February 2013

- Draft budget proposals for 2013/2014 – responses from other Overview and Scrutiny Committees
- Draft Council Plan 2013 – 2016
- Attendance of the Leader for Democracy and Governance
- Treasury Management Strategy 2013/2014
- Update on Member training course of Health and Safety

3 April 2013

- Call-in – Discretionary Business Rate Relief
- Portfolio Holder for Finance in attendance
- Six Month Review of Fair Access to Credit Task Group Review
- Member's Item – Medway Community Learning Ofsted Report
- Council Plan Monitoring 2012/13 – quarter 3
- Capital Budget Monitoring 2012/13 – quarter 3
- Revenue Budget Monitoring 2012/13 – quarter 3
- Six Month Review of Corporate Risk Register
- Topics for In-depth Scrutiny Reviews – Priorities and Timetable

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
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.	16 July 2013
End of year performance 2012/13	Performance reviews	Performance Intelligence and Strategic Manager	To consider and scrutinise the performance data for the end of year 2012/13.	16 July 2013
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	16 July 2013
Health Visiting Service - update	Other	Medway Community Healthcare	To scrutinise an update report on the Health Visiting Service	16 July 2013
Medway Safeguarding Children Board (MSCB)	Holding to account	MSCB Independent Chair	To consider and scrutinise the activity of the MSCB and its Business Plan	26 September 2013
Update on progress against the Ofsted inspection action plan	Performance reviews	Director of Children and Adults	To consider the progress made against the action plan following the unannounced Ofsted inspection of local authority arrangements for the protection of children.	26 September 2013
Provisional test and examination results	Performance reviews	Assistant Director, Inclusion and Improvement	To consider the provisional test and examination results for 2013 and progress made against the recommendations of the Key Stage 2 Task Group review	26 September 2013
Proposed capital and revenue draft budgets 2014/15	Pre-decision scrutiny	Chief Finance Officer	To consider and scrutiny the proposed capital and revenue budgets for 2014/15	10 December 2013
Medway Safeguarding Children Board (MSCB)	Holding to account	MSCB Independent Chair	To consider and scrutinise the activity of the MSCB and its Business Plan	14 January 2014

Item	Work Type	Responsible officer	Objectives	Timescale
Update on progress against the Ofsted inspection action plan	Performance reviews	Director of Children and Adults	To consider the progress made against the action plan following the unannounced Ofsted inspection of local authority arrangements for the protection of children.	25 March 2014
Adoption services	Service information	Assistant Director, Children's Social Care	To consider and scrutinise a report regarding the adoption service.	Date to be determined
Youth Service provision/clubs across the authority	Service information	Assistant Director, Inclusion and Improvement	To consider a report which will update the committee on youth service provision and youth clubs across Medway	Date to be determined

Forthcoming meetings:

2013: 16 July, 26 September, 10 December

2014: 14 January, 25 March

Work completed in 2013/14:

4 June 2013

- Update on the Fostering Service
- Review of School Organisation Plan 2011-16
- Medway Action for Families
- Improving performance at Key Stage 2

Work Programme
Health and Adult Social Care Overview and Scrutiny Committee

Item	Work type	Responsible officer	Objectives	Timescale
Phlebotomy changes	Community issue	Tracy Bishop, Medway PCT	This report sets out expected forthcoming changes to the phlebotomy service to determine if the changes are substantial. To receive an update on the specification of the service to be procured.	25 June 2013
Physiotherapy service changes	Community issue	Christine Caller, Head of Contracts and Procurement, Medway Community Healthcare	This report sets out proposed changes to the physiotherapy service to determine if the changes are substantial	25 June 2013
Annual report on complaints and compliments	Annual reports	David Quirke-Thornton	To discuss the report on complaints and compliments over the past year	25 June 2013
NHS 111	Community issue	Geraint Davies (SECamb), Helen Belcher (KMCS)	Update on NHS 111	25 June 2013
End of year performance report 2012/2013	Performance reviews	Stuart Bell	To consider and comment on the end of year performance	25 June 2013
Local Welfare Provision in Medway	Community issue	David Quirke-Thornton	Update on the Local Welfare Provision in Medway	20 August 2013
Update on the Francis Inquiry (Mid Staffs) – NHS	Community issue	Sally Alum/ Geoff Wheat	To consider an update on the Francis Inquiry (Mid Staffs) from the NHS	8 October 2013
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 Medlock (KMCS)	To scrutinise the robustness of the new patient transport provider	28 January 2014
Update on the Francis Inquiry (Mid Staffs) – Medway Council	Community issue	Dr Barnett	To consider an update on the Francis Inquiry (Mid Staffs) from Medway Council	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	To be advised for pre-decision scrutiny
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 around July 2013

Item	Work type	Responsible officer	Objectives	Timescale
Changes in dementia support services and services for the elderly	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

Note: Six monthly updates were requested by means of briefing notes on the action plans from the Mortality Working Group – starting July 2013.

Dates of future meetings:

2013: 25 June, 20 August, 8 October, 18 December

2014: 28 January, 8 April

Work completed in 2013/2014:

9 April 2013

- Kent and Medway annual adult safeguarding report – Briefing Note
- Balmoral Gardens – relocation of GP surgery – Briefing Note March 2013
- Update on Health Care Networks – Cancer, Cardiology and Urology – Briefing Note
- Quarter 3 performance report
- Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry: Implications for Medway Council (Francis report)
- NHS Powerpoint presentation – Mid Staffs FT Public Enquiry
- Health scrutiny – changes to legislation
- Phlebotomy changes

25 June 2013

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**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
Member's Item: Traffic flow in Chatham	Community issues	Andy McGrath, Assistant Director, Front Line Services	Councillor Mackinlay has requested a report on traffic flow in Chatham	27 June 2013
Scrutiny of the Community Safety Partnership	Holding to account	Neil Howlett, Community Safety Partnership Manager	Annual scrutiny of the work of the Community Safety Partnership	27 June 2013
HRA Business Plan	Other	Marc Blowers, Head of Housing Management	This report details the HRA Business Plan and will include review of Housing Asset Management Strategy.	27 June 2013
Report from the task group into "De-cluttering streets in Medway"	Policy development	Andy McGrath, Assistant Director, Front Line Services Anthony Law, Democratic Services Officer	To consider the recommendations of the task group review	27 June 2013
Implications of Localism Act 2011 – Landlord Services Complaints	Pre-decision scrutiny	Marc Blowers, Head of Housing Management	Report sets out changes for handling complaints relating to council landlord services, introduced by the Localism Act 2011	27 June 2013
End of year performance 2012/13	Performance reviews	Performance Intelligence and Strategic Manager	To consider and scrutinise the performance data for the end of year 2012/13.	27 June 2013
Community Infrastructure Levy	Policy Development	Stephen Gaimster, Assistant Director, Housing, Development and Transport	To review the first consultation responses and consider the second consultation.	14 August 2013
Council Plan Monitoring 2013/14 – Quarter 1	Scrutiny of Performance	Anne-Marie Lawrence Lovell, Performance Manager	Consider performance against the Council's Key Measures of Success for the first quarter of 2013/2014	14 August 2013

Item	Work type	Responsible officer	Objectives	Timescale
Supplementary Planning Document: Chatham Dockyard and it's Defences World Heritage Site Nominations	Pre-Decision Scrutiny		Consult on proposals to develop a supplementary planning document (SPD) in respect of Chatham Dockyard and its defences in relation to a world heritage nomination.	14 August 2013
Review of the implementation of the recommendations from the Supported Accommodation Task Group	Policy Development		Consider further update on the recommendations from the task group	3 October 2013
Review of NI167	Policy Development	Stephen Gaimster, Assistant Director, Housing, Development and Transport.	To review the average journey times along 6 primary transport corridors into Chatham	3 October 2013
Council Plan Monitoring 2013/14 – Quarter 2	Scrutiny of Performance	Anne-Marie Lawrence Lovell, Performance Manager	Consider performance against the Council's Key Measures of Success for the second quarter of 2013/2014	12 December 2013
Update on Community Infrastructure Levy	Policy development	Stephen Gaimster, Assistant Director, Housing, Development and Transport	Review of the complete consultation process	30 January 2014
Progress report on Fair Access to Credit	Policy development	Andy McGrath, Assistant Director, Front Line Services	Consider further update of the Fair Access to Credit	10 April 2014 (to be confirmed)
Council Plan Monitoring 2013/14 – Quarter 3	Scrutiny of Performance	Anne-Marie Lawrence Lovell, Performance Manager	Consider performance against the Council's Key Measures of Success for the third quarter of 2013/2014	10 April 2014

Item	Work type	Responsible officer	Objectives	Timescale
Update on Informal Members working group – parking permit zones	Other	Andy McGrath, Assistant Director, Front Line Services	Report on the review of the Informal Members working group looking into parking permit zones.	Date TBC
High marginal cost of bus travel	Community issues	Andy McGrath, Assistant Director, Front Line Services	Report on how costs in Medway currently compare with other local authority areas	Date TBC
Long term empty properties	Community Issues	Marc Blowers, Head of Housing Management	Report on scale of issue and action being taken	Date TBC
Community Officer Service	Policy development	Andy McGrath, Assistant Director, Front Line Services	Review of impact of any changes implemented following Better for Less review	Date TBC

(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 Cultural Activities Programme (January). 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 (to be agreed at Annual Council on 15 May 2013):

2013: 27 June, 14 August, 3 October, 12 December

2014: 30 January, 10 April.

Work completed in 2012/13:

28 June 2012

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

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
- Petition referral – installation of CCTV camera
- Portfolio Holder for Strategic Development and Economic Growth
- Road and pavement maintenance funding
- 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

31 January 2013

- Annual review from the Housing Scrutiny Panel
- Annual review of waste contracts: Year 2
- Cultural activities programme
- Housing planned maintenance programme – progress report
- Housing Revenue Account (HRA) revenue and capital budget 2013/2014
- Member's item: Darnley Arches, Strood
- Planning Policy – urban developments
- Portfolio Holder for Community Safety and Customer Contact (held to account)

11 April 2013

- Community Infrastructure Levy
- Community Safety Plan 2013/2016
- Council Plan Monitoring 2012/2013 – quarter 3
- Housing Allocations Policy
- Leader in attendance
- Petition referral – Incorrect allocation of parking permits in New Road
- Six month review of Fair Access to Credit task group report

Your Council



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

Cabinet meeting – 9 July 2013

Date of publication: Monday, 10 June 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 if the decision maker; this will usually be the Cabinet but may be an 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 Peter Hicks, Portfolio Holder for Community Safety and Customer Contact
 Councillor Mike O'Brien, Portfolio Holder for Children's Services
 Councillor Kelly Tolhurst, Portfolio Holder for Educational Improvement

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		
Changing the Contract Procedure Rules and Processes in Medway	Key (Forward Plan)	9 Jul 2013	Cabinet
Summary			
This report will set out a review of the Council's contract rules prior to consideration by the Audit Committee and Council.			
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, 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
Supporting Documents	Portfolio		
Children's Nursery, Kingfisher Primary School, Chatham (Lease)	Key (Forward Plan)	9 Jul 2013	Cabinet
<p>Summary The lease is due to expire in January 2014 and this report will seek authority for the Assistant Director Legal and Corporate Services, in consultation with the Portfolio Holder for Finance, to take this matter forward.</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 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 David Howe, Valuation and Asset Management Surveyor, Tel: 01634 332494, Email: david.howe@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		
* De-Cluttering of Medway's Streets Task Group	Key (Forward Plan)	9 Jul 2013	Cabinet
Summary This report will bring forward the in-depth scrutiny review into de-cluttering Medway's streets.			
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 Andy McGrath, Assistant Director, Front Line Services, Tel: 01634 333163, Email: andy.mcgrath@medway.gov.uk			
			Portfolio Holder for Front Line Services: Filmer

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Delegation of Drug and Alcohol Commissioning Function	Key (Forward Plan)	9 Jul 2013	Cabinet
<p>Summary Commissioning of substance misuse treatment services became the responsibility of Medway Council on 1 April 2013 as a result of the Health and Social Care Act 2012.</p> <p>This report will consider options for the future commissioning of these services.</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 If you wish to submit information to the Cabinet about the item please also contact Democratic Services.</p>			
<p>Relevant Overview and Scrutiny Committee: Health and Adult Social Care Dr Alison Barnett, Director of Public Health, Tel: 01634 334308, Email: alison.barnett@medway.gov.uk</p>			
			Portfolio Holder for Adult Services: Brake

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
* End of Year Performance Report 2012/2013	Key (Forward Plan)	9 Jul 2013	Cabinet
Summary This report will bring forward the final Council Plan monitoring information for 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 Anthony Lewis, Corporate Performance and Intelligence Manager, Tel: (01634) 332092, Email: anthony.lewis@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		
Gateway 3 Contract Award: Medway Local Welfare Provision Scheme	Key (Forward Plan)	9 Jul 2013	Cabinet
Summary			
This report will set out the tender review and evaluation in respect of the contract award for the Medway Local Welfare Provision Scheme.			
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 1 July 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

* Housing Revenue Account Business Plan 2012 - 2042 and Asset Management Strategy	Key (Forward Plan)	9 Jul 2013	Cabinet
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Summary

This report seeks approval to an updated Housing Revenue Account (HRA) Business Plan and Housing Asset Management Strategy following the introduction of HRA Self Financing.

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		
* Landlord Services Complaints (Localism Act 2011)	Key (Forward Plan)	9 Jul 2013	Cabinet
Summary This report will set out changes for handling complaints relating to council landlord services, introduced by the Localism Act 2011			
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		
Lower Thames Crossing	Key (Forward Plan)	9 Jul 2013	Cabinet
Summary			
This report will set out details, together with a suggested response, to consultation being undertaken by the Department of Transport. This consultation seeks to gather views on the preferred location for additional road-based river crossing capacity in the Lower Thames area.			
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 Robin Cooper, Director of Regeneration, Community and Culture, Tel: 01634 331323, Email: robin.cooper@medway.gov.uk			
			Leader: Rodney Chambers

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Outline Business Case: Saxon Way Primary School - Expansion to Two Forms of Entry	Key (Forward Plan)	9 Jul 2013	Cabinet
Summary			
This report will set out the outline business case for the expansion of Saxon Way Primary School to two forms of entry. .			
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 1 July 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: Children and Young People Sarah Woods, Capital Project Manager, Tel: 01634 332116, Email: sarah.woods@medway.gov.uk			
			Portfolio Holder for Children's Services: O'Brien

Medway Council Forward Plan

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

Portfolio

* Procurement Strategy	Key (Forward Plan)	9 Jul 2013	Cabinet
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Summary

This report will seek Cabinet approval to the Procurement Strategy for consultation.

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, 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
Supporting Documents	Portfolio		
Recruitment Freeze	Key (Forward Plan)	9 Jul 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		
* Review and Update of School Organisation Plan 2011-16	Key (Forward Plan)	9 Jul 2013	Cabinet
Summary This report will set out a review of the School Organisation Plan.			
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: O'Brien

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Rochester Airport	Key (Forward Plan)	9 Jul 2013	Cabinet
<p>Summary This report seeks approval for an addition to the Capital Programme to fund improvements at Rochester Airport, to enter into relevant contracts/agreements and to dispose of land.</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 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 Noel Filmer, Valuation and Asset Management Manager, Tel: 01634 332415, Email: noel.filmer@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		
* Rochester Airport Masterplan	Key (Forward Plan)	9 Jul 2013	Cabinet
<p>Summary This report seeks approval to proceed with a statutory period of public consultation to move forward the ongoing Rochester Airport Master plan work. This will help towards adoption of the master plan as a Supplementary Planning Document.</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 If you wish to submit information to the Cabinet about the item please also contact Democratic Services.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Richard Kidd, Business Development Officer, Tel: 01634 338177, Email: richard.kidd@medway.gov.uk</p>			
			Portfolio Holder for Strategic Development and Economic Growth: Chitty

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Statement of Accounts 2012/2013	Key (Forward Plan)	9 Jul 2013	Cabinet
<p>Summary This report provided details of the Council's draft Statement of Accounts for 2012/2013. The Council was required under the Accounts and Audit Regulations 2003 (as amended) to produce an annual statement of accounts that is subject to scrutiny by the external auditors.</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 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 Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk</p>			
			Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

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

* Treasury Management Outturn Report 2012/2013	Key (Forward Plan)	9 Jul 2013	Cabinet
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Summary

This report provided an overview of treasury management activity during 2012/2013. The report covered a number of issues including the Council's treasury position as at 31 March 2013, performance measurement, the strategy for 2012/2013, borrowing and investment rates, the borrowing outturn, compliance with treasury limits and prudential indicators, investment outturn and debt rescheduling.

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 Budget Monitoring 2013/2014 - Quarter 1 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 Phil Watts, Finance Manager, Children & Adult Services, Tel: 01634 331196, Email: phil.watts@medway.gov.uk	Key (Forward Plan)	6 Aug 2013	Cabinet
			Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
* Community Infrastructure Levy	Key (Forward Plan)	6 Aug 2013	Cabinet
Summary			
<p>On 12 February 2013 the Cabinet considered a report that provided details of the forthcoming Community Infrastructure Levy, which would allow local authorities in England and Wales to raise funds from developers undertaking new building projects. The money could be used to fund infrastructure required within the Council's area. This report will set out details of the consultation undertaken on a preliminary draft charging schedule.</p>			
Access to Information			
<p>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.</p>			
<p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture</p>			
<p>Jill King, Section 106 Officer, Tel: 01634 331594, Email: jill.king@medway.gov.uk</p>			
			<p>Portfolio Holder for Strategic Development and Economic Growth: Chitty</p>

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
* Council Plan Monitoring 2013/2014 - Quarter 1 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: All Anthony Lewis, Corporate Performance and Intelligence Manager, Tel: (01634) 332092, Email: anthony.lewis@medway.gov.uk	Key (Forward Plan)	6 Aug 2013	Cabinet
			Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Gateway 1 Procurement Commencement: Community Meals	Key (Forward Plan)	6 Aug 2013	Cabinet
<p>Summary This Gateway 1 Procurement Commencement report relates to the community meals service.</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 If you wish to submit information to the Cabinet about the item please also contact Democratic Services.</p> <p>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</p> <p>The Cabinet's response to any representations will be published on 29 July 2013 within the Cabinet Agenda. A final decision on whether this item will be determined in private will be taken during the meeting</p> <p>Relevant Overview and Scrutiny Committee: Health and Adult Social Care Simon Williams, Category Specialist, Jaine Stannard, commissioning manager, Tel: (01634) 331021, Tel: 01634 333537, Email: simon.williams@medway.gov.uk, jaine.stannard@medway.gov.uk</p>			
			Portfolio Holder for Adult Services: Brake

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Gateway 1 Procurement Commencement: Volunteer Centre Services & Voluntary Sector Support Service	Key (Forward Plan)	6 Aug 2013	Cabinet
Summary			
This Gateway 1 Procurement Commencement report relates to the Volunteer Centre Services & Voluntary Sector Support Service.			
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 29 July 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 Donna Mills, Targeted Support Manager, Tel: 01634 338724, Email: donna.mills@medway.gov.uk			
			Portfolio Holder for Adult Services, Portfolio Holder for Housing and Community Services: Brake, 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)	6 Aug 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
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Supporting Documents

Portfolio

* Revenue Budget Monitoring 2013/2014 - Quarter 1	Key (Forward Plan)	6 Aug 2013	Cabinet
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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

Kevin Woolmer, Finance Manager, Business Support & Regeneration, Community & Culture, Tel: 01634 332151, Email: kevin.woolmer@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		
Gateway 1 Contract Procurement Commencement: Brompton Westbrook Primary School - Expansion to Two Forms of Entry	Key (Forward Plan)	3 Sep 2013	Cabinet
<p>Summary This Gateway 1 Procurement Commencement report relates to the expansion to two forms of entry for Brompton Westbrook Primary School.</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 If you wish to submit information to the Cabinet about the item please also contact Democratic Services.</p>			
<p>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</p>			
<p>The Cabinet's response to any representations will be published on 23 August 2013 within the Cabinet Agenda. A final decision on whether this item will be determined in private will be taken during the meeting.</p>			
<p>Relevant Overview and Scrutiny Committee: Children and Young People Sarah Woods, Capital Project Manager, Tel: 01634 332116, Email: sarah.woods@medway.gov.uk</p>			
			Portfolio Holder for Children's Services: O'Brien

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Procurement Strategy - Outcome of Consultation	Key (Forward Plan)	3 Sep 2013	Cabinet
Summary			
This report will set out the outcome of consultation on the Procurement Strategy. The Cabinet will initially consider the Procurement Strategy on 9 July 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 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
Supporting Documents	Portfolio		
Recruitment Freeze	Key (Forward Plan)	3 Sep 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
* Chatham Dockyard and its Defences World Heritage Site Nomination Supplementary Planning Document	Key (Forward Plan)	3 Sep 2013	Cabinet
Summary This report will seek Cabinet approval to consult on proposals to develop a supplementary planning document (SPD) in respect of Chatham Dockyard and its defences in relation to a world heritage nomination.			
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 Joanne Cable, Chatham World Heritage Manager, Tel: 01634 331176, Email: joanne.cable@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		
Annual Review of Risk Management Strategy and 6 Monthly Review of the Council's Corporate Business Register	Key (Forward Plan)	1 Oct 2013	Cabinet
Summary			
This report will provide details of the annual review of the Council's Risk Management Strategy and six monthly 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: Business Support Joy Kirby, Quality Assurance and Client Manager, Tel: 01634 331422, Email: joy.kirby@medway.gov.uk			
			Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Gateway 3 Contract Award: Refurbishment and Remodelling Works at Chatham Primary School	Key (Forward Plan)	1 Oct 2013	Cabinet
<p>Summary This report will set out the tender review and evaluation in respect of the contract award for refurbishment and remodelling Works at Chatham Primary School.</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 If you wish to submit information to the Cabinet about the item please also contact Democratic Services.</p>			
<p>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 23 September 2013 within the Cabinet Agenda. A final decision on whether this item will be determined in private will be taken during the meeting.</p>			
<p>Relevant Overview and Scrutiny Committee: Children and Young People Jill Price, Category Specialist, Sarah Woods, Capital Project Manager, Tel: (01634) 334010, Tel: 01634 332116, Email: jill.price@medway.gov.uk, sarah.woods@medway.gov.uk</p>			
			Portfolio Holder for Children's Services: O'Brien

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents			Portfolio
Medium Term Financial Plan	Key (Forward Plan)	1 Oct 2013	Cabinet
Summary			
This report will seek Cabinet approval to the Medium Term Financial Plan.			
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)	1 Oct 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		
* Capital Budget Monitoring - Quarter 2 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 Phil Watts, Finance Manager, Children & Adult Services, Tel: 01634 331196, Email: phil.watts@medway.gov.uk	Key (Forward Plan)	29 Oct 2013	Cabinet
			Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
<p>* Council Plan Monitoring - Quarter 2</p> <p>Summary To report on the latest monitoring position.</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 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 Anthony Lewis, Corporate Performance and Intelligence Manager, Tel: (01634) 332092, Email: anthony.lewis@medway.gov.uk</p>	Key (Forward Plan)	29 Oct 2013	Cabinet
			Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Recruitment Freeze	Key (Forward Plan)	29 Oct 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		
<p>* Revenue Budget Monitoring - Quarter 2</p> <p>Summary To report on the latest monitoring position.</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 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 Kevin Woolmer, Finance Manager, Business Support & Regeneration, Community & Culture, Tel: 01634 332151, Email: kevin.woolmer@medway.gov.uk</p>	Key (Forward Plan)	29 Oct 2013	Cabinet
			Deputy Leader and Portfolio Holder for Finance: Jarrett