

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

13 AUGUST 2013

WORK PROGRAMME

Report from: Richard Hicks, Deputy Director, Customer Contact, Leisure, Culture, Democracy and Governance

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 26 July 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: -

- Housing items were transferred from the Regeneration, Community and Culture Overview and Scrutiny Committee to the remit of this committee (see section 5 of this report);

- As the joint venture with Norse had only begun in June officers were therefore unable to provide data for a full quarter, April – June 2013. It was therefore agreed that the report to this meeting would update Members on its implementation and then report on a quarterly basis from quarter 2.
- 3.4 At the meeting the Members also discussed actions that were outstanding from previous committees.
- Briefing note on health and safety – it was agreed that this was no longer required;
 - Briefing note on updates relating to Fair Access to Credit – Members were informed this was almost completed but one part was still outstanding. This would be circulated as soon as possible;
 - Briefing note on opportunities for care leavers to take up apprenticeships – this has been deferred as a new apprenticeship scheme is currently being prepared to align with changes in national schemes and local providers. This is now likely to be circulated in September 2013.

4. Future work programme

4.1 Forward Plan

A Cabinet Forward Plan was published on 8 July 2013. The new items within the remit of this committee that were on this forward plan were:

Various Property Matters 6 August 2013
 This report will set out a number of property matters regarding Land at Horsted Valley, Hook Meadow Snack Bar, Building Four, Chatham Waterfront and Station Approach, Strood.

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

- 4.3 The current Forward Plan was published on 5 August 2013 and is attached at Appendix 3. It indicates by asterisk the items identified by Overview and Scrutiny Committees for pre-decision scrutiny. The new items that fall within the remit of this committee are:

Business Case for establishing a Communications Shared Service 29 Oct 2013
 This report will set out proposals to establish a regional communications shared service with East Sussex County Council to deliver communications, marketing and digital services and generate income for the Council.

Housing Strategy Annual Review 17 Dec 2013
 This report will bring forward the Housing Strategy Annual Review for consideration following initial consideration by the Business Support Overview and Scrutiny Committee on 5 December 2013.

5. Transfer of Housing issues

- 5.1 Following agreement by this committee and the Regeneration, Community and Culture Overview and Scrutiny Committee, the Council agreed to transfer the scrutiny of housing to this committee. The items regarding housing, currently on the Regeneration, Community and Culture Overview and Scrutiny Committee's work programme therefore, needed to be transferred to the work programme of this committee. At the pre-agenda meeting it was therefore agreed to schedule those items as follows: -
- Review of the implementation of the recommendations from the Supported Accommodation Task Group – 19 September 2013
 - Housing Revenue Account accumulating 'headroom' fund – 19 September 2013
 - Long term empty properties – 19 September 2013
 - Homelessness Strategy – 5 December 2013
- 5.2 In addition the annual review of the Housing Strategy also needs to be added to the work programme. The meeting on 5th December 2013 is suggested.

6. The co-ordinating role of the Business Support Overview and Scrutiny Committee

- 6.1 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'.
- 6.2 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.
- 6.3 Appendix 2 to this report sets out the current work programmes of the other three overview and scrutiny committees.

7. In-depth task groups

- 7.1 The current programme of in-depth reviews is on track. The last review in the current round (on Mental Health) is due to complete by early September.

- 7.2 The next round of reviews was agreed by this Committee on 3 April 2013 as listed below, with the current indicative timescales attached to each review:

Lead Overview and Scrutiny Committee	Topic	Indicative timetable
Health and Adult Social Care	Health inequalities across Medway wards and how to direct investment where it is most needed	September – December 2013
Business Support	Impact of Welfare Reforms	January – April 2014
Children and Young People	Preventing Looked After Children from becoming criminalised	May to August– July 2014
Business Support	Housing in Medway – demand, supply and affordability	September – December 2014

8. Financial and legal implications

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

9. Recommendations

- 9.1 The Committee is asked to:
- (a) note and identify items for inclusion in the work programme;
 - (b) agree the changes to the work programme as detailed in paragraphs 3.3 and section 5.
 - (c) Agree whether to add items listed at paragraph 4.3 from the Forward Plan to the work programme.
 - (d) 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

Teri Reynolds, Democratic Services Officer

Telephone: 01634 332103 Email: teri.reynolds@medway.gov.uk

**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
Procurement Strategy	Pre-decision scrutiny	Assistant Director, Legal and Corporate Services	To scrutinise the draft Procurement Strategy (including the outcome of consultation) before it is considered by Cabinet on 3 September 2013	13 August 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
Annual Review of Risk Management Strategy and 6 monthly review of Council's Corporate Business Risk Register	Pre-decision scrutiny	Quality Assurance and Client Manager	To scrutinise the Annual Review of Risk Management Strategy and 6 monthly review of Council's Corporate Business Risk Register before consideration by Cabinet on 1 October 2013	19 September 2013

Item	Work type	Responsible officer	Objectives	Timescale
Medium Term Financial Plan	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the Medium Term Financial Plan before consideration by Cabinet on 1 October 2013	19 September 2013
Housing Revenue Account accumulating 'headroom' fund	Pre-decision scrutiny	Assistant Director, Housing, Development and Transport	To scrutinise the options for utilisation of the HRA accumulating headroom fund	19 September 2013
Long term empty properties	Other	Assistant Director, Housing, Development and Transport	To scrutinise a report on long term empty and derelict properties	19 September 2013
Review of the implementation of the recommendations from the Supported Accommodation Task Group	Police Development	Assistant Director, Housing, Development and Transport	To scrutinise the progress made with the recommendations from the Supported Accommodation Task Group	19 September 2013
Attendance of Portfolio Holder for Housing and Community Services	Holding to account		The Portfolio Holder for Housing and Community Services will be in attendance to be held to account on work carried out that falls within the remit of this committee, and will answer any questions	5 December 2013
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

Item	Work type	Responsible officer	Objectives	Timescale
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
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	5 December 2013
Homelessness Strategy	Pre-decision scrutiny	Assistant Director, Housing, Development and Transport	To consider and scrutinise the draft Homelessness Strategy	5 December 2013
Annual Review of Housing Strategy	Pre-decision scrutiny	Assistant Director, Housing, Development and Transport	To scrutinise the annual review of the Housing Strategy	5 December 2013
Attendance of The Leader	Holding to account		The Leader will be in attendance to be held to account on work carried out that falls within the remit of this committee, and will answer any questions	6 February 2014
Attendance of Deputy Leader and Portfolio Holder for Finance	Holding to account		The Deputy Leader will be in attendance to be held to account on work carried out that falls within the remit of this committee, and will answer any questions	6 February 2014
Draft capital and revenue budgets 2014/15	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft capital and revenue budgets 2014/15 and consider the responses from the other overview and scrutiny committees	6 February 2014

Item	Work type	Responsible officer	Objectives	Timescale
Attendance of Portfolio Holder for Community Safety and Customer Contact	Holding to account		The Portfolio Holder or Community Safety and Customer Contact will be in attendance to be held to account on work carried out that falls within the remit of this committee, and will answer any questions	19 March 2014
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
Progress report on Fair Access to Credit	Policy development	Assistant Director, Front Line Services	Consider further update of the Fair Access to Credit	19 March 2014
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:

2013: 13 August, 19 September, 5 December

2014: 6 February, 19 March

Work completed in 2013/14:

20 June 2013

- Treasury Management Outturn Report 2012/13
- Procurement Strategy
- Update on discussions with Gambling Commission
- End of Year Performance report 2012/13

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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
SEND Pathfinder	Other	Assistant Director, Inclusion and Improvement	To consider and scrutinise the Special Educational Needs and Disabilities Pathfinder	26 September 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
Q1 – Council Plan Monitoring 2013/14	Performance Reviews	Director of Children and Adults	To scrutinise performance against the relevant targets for Council Plan Monitoring 2013/14 – quarter 1	26 September 2013
Test and examination results	Performance reviews	Assistant Director, Inclusion and Improvement	To consider the validated test and examination results for 2013 and progress made against the recommendations of the Key Stage 2 Task Group review	10 December 2013
Children not in education	Other	Assistant Director, Inclusion and Improvement	To scrutinise a report on children not in education. This report will also include information about children in Medway that are educated at home	10 December 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
Q2 – Council Plan Monitoring 2013/14	Performance Reviews	Director of Children and Adults	To scrutinise performance against the relevant targets for Council Plan Monitoring 2013/14 – quarter 2	10 December 2013
Youth Offending Team Business Plan		Youth Offending Team Manager	To scrutinise the Youth Offending Team’s Business Plan	10 December 2013

Item	Work Type	Responsible officer	Objectives	Timescale
Attendance of the Portfolio Holder for Children's Services (lead member)	Holding to account		To hold the Portfolio Holder for Children's Services (lead member) to account on performance against his portfolio	14 January 2014
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
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	14 January 2014
Attendance of the Portfolio Holder for Educational Improvement in attendance	Holding to account		To hold the Portfolio Holder for Educational Improvement to account on performance against her portfolio	25 March 2014
Attendance of the Portfolio Holder for Adult Services in attendance	Holding to account		To hold the Portfolio Holder for Adult Services to account on performance against his portfolio in relation to the Independent Safeguarding and Review Services	25 March 2014
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
Q3 – Council Plan Monitoring 2013/14	Performance Reviews	Director of Children and Adults	To scrutinise performance against the relevant targets for Council Plan Monitoring 2013/14 – quarter 3	25 March 2014
Adoption services	Other	Assistant Director, Children's Social Care	To consider and scrutinise a report regarding the adoption service	Date to be determined
Role of school nursing and its impact on keeping children healthy and safe	Other	Director for Public Health	To scrutinise a report on the role of school nursing and its impact on keeping children healthy and safe	Date to be determined
Annual Public Health Report	Pre-decision scrutiny	Director for Public Health	To scrutinise the Annual Public Health Report	Date to be determined
Future of Sure Start Children's Centres	Other	Early Years Strategy Manager	To scrutinise the future of sure start children centre provision in Medway	Date to be determined

Forthcoming meetings:

2013: 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

16 July 2013

- Review of overnight short breaks
- Petition – sure start nursery and pre-school facilities at Magpie Hall Road and Luton High Street
- Update on Health Visiting Service
- Children's Social Care Complaints and Compliments Annual Report 2012/13
- End of year performance 2012/13

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Work Programme
Health and Adult Social Care Overview and Scrutiny Committee

Item	Work type	Responsible officer	Objectives	Timescale
Quarter 1 performance report	Performance reviews	Anthony Lewis	To consider and comment on Quarter 1 performance	20 August 2013
Review into quality of care and treatment at Medway NHS Foundation Trust	Community Issue	Mark Devlin	To update the Committee on the findings of the Keogh review at Medway NHS Foundation Trust	20 August 2013
Accident and Emergency pressures	Community issue	Mark Devlin	To enable the Committee to understand the increased demand in A&E and the impact of it	20 August 2013
In-depth task group on mental health	Policy development	Teri Reynolds	Feedback from the in-depth task group on mental health	special meeting required mid September?
Re-commissioning of drug and alcohol services	Community issue	Dr Barnett	Consultation on changes to the drug and alcohol services	20 August 2013
Physiotherapy update	Community issue	Christina Caller	To inform the Committee of the outcome of the consultation on changes to the physiotherapy service	20 August 2013 (may be deferred or briefing note)
Councillor Brake to be held to account	Holding to account			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
NHS 111 update	Community issue	Geraint Davies/Helen Belcher	To receive an update on the implementation of the NHS 111 service	To be agreed – October or December
Quarter 2 performance report	Performance reviews	Anthony Lewis	To consider and comment on Quarter 2 performance	18 December 2013
Action plan on acute mental health inpatient bed reconfiguration	Community issue	Ian Ayres?/CCG	To consider the CCG proposals for delivery of the three centres of excellence and feedback requested at the JHOSC on 30 July 2013	18 December 2013
Patient transport	Holding to account	Helen Medlock (KMCS)	To scrutinise the robustness of the new patient transport provider	28 January 2014
Quarter 3 performance report	Performance reviews	Anthony Lewis	To consider and comment on Quarter 3 performance	8 April 2014
Annual Public Health report		Dr Barnett		
Local Welfare Provision in Medway	Community issue	David Quirke-Thornton	Update on the Local Welfare Provision in Medway	to be dealt with as a briefing note
Health and Wellbeing Board	Performance reviews	Dr Barnett/Barbara Peacock	To receive an update on the progress of the Health and Wellbeing Board	To be agreed

Item	Work type	Responsible officer	Objectives	Timescale
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
Support for carers and quality of care/value for money from service providers of social care across Medway	Community issue	David Quirke-Thornton	A report to set out how the funding for carers is spent and quality of care across Medway	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
Changes in dementia support services and services for the elderly	Service information	David Quirke-Thornton	To consider an update report on the changes to dementia support services	To be agreed

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: 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

- End of year performance report 2012/2013
- Phlebotomy changes
- Physiotherapy service changes
- Annual report on complaints and compliments
- NHS 111

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
Portfolio Holder for Front Line Services	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	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
Kent Downs Area of Outstanding Natural Beauty management plan	Policy Development	Catherine Smith, Development and Engagement Policy	LDF request Committee to consider management plan, before Cabinet approval	14 August 2013
Rochester Airport Masterplan	Community Issues	Richard Kidd, Economic Development Manager	To consider the draft masterplan and feed views into subsequent consideration by Cabinet	14 August 2013
Portfolio Holder for Strategic Development and Economic Growth	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in her portfolio in the remit of this committee, and answer any questions	3 October 2013
Review of NI167	Policy Development	Steve Hewlett, Integrated Transport	To review the average journey times along 6 primary transport corridors into Chatham	3 October 2013
Rochester Airport Masterplan	Community Issues	Richard Kidd, Economic Development Manager	Summary report on headline data from consultation period	3 October 2013

Item	Work type	Responsible officer	Objectives	Timescale
Supplementary Planning Document: Chatham Dockyard and its Defences World Heritage Site Nominations	Pre-Decision Scrutiny	Joanne Cable, Chatham World Heritage Manager, Stephen Gaimster, Assistant Director, Housing, Development and Transport.	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.	12 December 2013
Portfolio Holder for Housing and Community Services	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	12 December 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
Bus Station: Chatham Waterfront	Community Issues	Andy McGrath, Assistant Director Frontline Services	Consider the issues with the bus station at Chatham Waterfront	12 December 2013
Portfolio Holder for Community Safety and Customer Contact	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	30 January 2014
Annual review of waste contracts: Year 3	Scrutiny of performance/budget	Sarah Dagwell, Head of Waste Services	To review the third year's performance for each of the waste contracts	30 January 2014
Traffic Flow: Chatham	Community Issues	Andy McGrath, Assistant Director Frontline Services	To review meeting of officers and group of councillors on ways to address traffic flow in Chatham	30 January 2014

Item	Work type	Responsible officer	Objectives	Timescale
Cultural Activities Programme	Service Information	Richard Hicks, Deputy Director, Customer First, Leisure, Culture, Democracy and Governance	To consider a report on the cultural programme, including the marketing and promotion of these events	30 January 2014
The Leader of the Council	Holding to account		The Leader of the Council will be invited to give a presentation on work carried out, in his portfolio in the remit of this committee, and answer any questions	10 April 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
Update: De-cluttering Streets Task Group, Strood Pilot	Community Issues	Andy McGrath, Assistant Director, Front Line Services	Report on updating members with the progress and the impact of the pilot scheme in Strood	June 2014
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
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
Community Infrastructure Levy	Policy Development	Stephen Gaimster, Assistant Director, Housing, Development and Transport	To review the first consultation responses and consider the second consultation.	Date TBC (delayed from October meeting)

(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 2013/14:

27 June 2013

- End of Year Performance 2012/13
- Members Item: Traffic Flow in Chatham
- De-cluttering streets task group report
- HRA Business Plan 2012-2042
- Implications of Localism Act-Landlord Services Complaints
- Petitions
- Annual Scrutiny of Community Safety Partnership

Your Council



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

Cabinet 3 September 2013

Date of publication: 5 August 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

* Chatham Dockyard and its Defences Potential World Heritage Site Nomination Supplementary Planning Document	Key (Forward Plan)	3 Sep 2013	Cabinet
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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,
Leader: Chitty, Rodney Chambers

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)	3 Sep 2013	Cabinet
Summary			
This Gateway 1 Procurement Commencement report relates to the community meals 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.			
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 August 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 Simon Williams, Category Specialist, Jan Galloway, Partnership Commissioning Manager, Tel: (01634) 331021, Tel: 01634 331345, Email: simon.williams@medway.gov.uk , janet.galloway@medway.gov.uk			
			Portfolio Holder for Adult Services: Brake

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Gateway 1 Contract Procurement Commencement: Brompton Westbrook Primary School - Expansion to Two Forms of Entry	Key (Forward Plan)	3 Sep 2013	Cabinet
Summary			
This Gateway 1 Procurement Commencement report relates to the expansion to two forms of entry for Brompton Westbrook Primary School.			
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 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.			
Relevant Overview and Scrutiny Committee: Children and Young People Sarah Woods, Capital Project Manager, Tel: 01634 332116, Email: sarah.woods@medway.gov.uk			
			Lead 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
Gateway 4 Procurement Post Project Completion Review: All Faiths Community School, Strood	Key (Forward Plan)	3 Sep 2013	Cabinet
Summary			
This Gateway 4 procurement post project completion report will provide a review of the building works undertaken at All Faiths Community School, Strood.			
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 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.			
Relevant Overview and Scrutiny Committee: Children and Young People Janet Elliott, Capital Project Manager, Tel: (01634) 331023, Email: janet.elliott@medway.gov.uk			
			Lead 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		
Gateway 4 Procurement Post Project Completion Review: Lordswood Infant and Junior Schools	Key (Forward Plan)	3 Sep 2013	Cabinet
Summary			
<p>This Gateway 4 procurement post project completion report will provide a review of the building works undertaken at Lordswood Infant and Junior Schools.</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>			
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<p>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 Janet Elliott, Capital Project Manager, Tel: (01634) 331023, Email: janet.elliott@medway.gov.uk</p>			
			Lead 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		
Gateway 4 Procurement Post Project Completion Review - Thames View Infant and Junior Schools	Key (Forward Plan)	3 Sep 2013	Cabinet
Summary			
<p>This Gateway 4 procurement post project completion report will provide a review of the building works undertaken at Thames View Infant and Junior Schools.</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>			
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<p>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 Janet Elliott, Capital Project Manager, Tel: (01634) 331023, Email: janet.elliott@medway.gov.uk</p>			
			Lead 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

* Medway Adult Mental Health Social Work: First Year Review and Options for the Future	Key (Forward Plan)	3 Sep 2013	Cabinet
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Summary

This report reviews progress and performance since 1 February 2012. It also presents options available to the Council in relation to the management and position of this service as a part of its broader strategy for the development of mental health social care, to serve the needs of the community of Medway and to bring about better social care outcomes for mental health service users and their families.

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: Health and Adult Social Care

David Quirke-Thornton, Deputy Director, Children and Adults Services, 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
Supporting Documents			Portfolio
Ofsted Inspection of Looked After Children's Services	Key (Forward Plan)	3 Sep 2013	Cabinet
<p>Summary This report will provide information to Cabinet on the outcome of the recent Ofsted inspection of Medway's Looked After Children services conducted between 15-19 July 2013, and outline the intended actions in response to any recommendations.</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: Children and Young People Phil Watson, Assistant Director, Children's Social Care, Tel: 01634 331215, Email: phil.watson@medway.gov.uk</p>			
			<p>Lead Portfolio Holder for Children's Services: O'Brien</p>

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
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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
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Supporting Documents

Portfolio

* Short Breaks Consultation	Key (Forward Plan)	3 Sep 2013	Cabinet
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Summary

This report will set out the outcome of the three month consultation between March 2013 - June 2013 with regards to the future provision of short breaks for individuals aged five to eighteen with complex health and social care needs.

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

Victoria Nystrom-Marshall, Head of Partnership Commissioning for Children, , Email: v.nystrommarshall@medway.gov.uk

Lead 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
* 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 1 Procurement Commencement: Infrastructure Support Services for the Voluntary and Community Sector	Key (Forward Plan)	1 Oct 2013	Cabinet
<p>Summary This Gateway 1 Procurement Commencement report relates to the Volunteer Centre Services & Voluntary Sector Support 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 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: Health and Adult Social Care Donna Mills, Targeted Support Manager, Tel: 01634 338724, Email: donna.mills@medway.gov.uk</p>			
			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		
Gateway 1 Procurement Commencement: Saxon Way Primary School - Expansion to Two Forms of Entry	Key (Forward Plan)	1 Oct 2013	Cabinet
<p>Summary This Gateway 1 Procurement Commencement report relates to the expansion of Saxon Way Primary School to Two Forms of Entry.</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 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 Sarah Woods, Capital Project Manager, Tel: 01634 332116, Email: sarah.woods@medway.gov.uk</p>			
			Lead 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		
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</p> <p>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>			
			Lead 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		
Gateway 4 Procurement Post Project Completion Review: Quality Public Transport Corridor	Key (Forward Plan)	1 Oct 2013	Cabinet
Summary			
This Gateway 4 procurement post project completion report will provide a review of the Quality Public Transport Corridor project.			
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			
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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 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.			
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Susan Goss, Category Specialist, Place and Projects, Tel: 01634 331046, Email: susan.goss@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
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Supporting Documents

Portfolio

* Housing Revenue Account (HRA) Development Programme	Key (Forward Plan)	1 Oct 2013	Cabinet
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Summary

This report will recommend to Full Council to add the HRA development programme within the Council's capital programme and to spend the HRA Headroom on the provision of new housing to be owned by the HRA.

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
 Ian Hagger, HRA Development Manager, Tel: 01634 333531, Email: ian.hagger@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

* In-Depth Task Group on Mental Health	Key (Forward Plan)	1 Oct 2013	Cabinet
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Summary

This report will set out the findings of the Overview and Scrutiny Task Group with a view to improving outcomes and experiences of service users of mental health services and their carers. This report will be initially co

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: Health and Adult Social Care

David Quirke-Thornton, Deputy Director, Children and Adults Services, Teri Reynolds, Democratic Services Officer, Tel: (01634) 331212, Tel: 01634 332104, Email: david.quirkethornton@medway.gov.uk, democratic.services@medway.gov.uk

Portfolio Holder for Adult Services:
Brake

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
* 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
Business Case for Establishing a Communications Shared Service	Key (Forward Plan)	29 Oct 2013	Cabinet
<p>Summary This report will set out proposals to establish a regional communications shared service with East Sussex County Council to deliver communications, marketing and digital services and generate income for the Council.</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 Simon Wakeman, Marketing and Public Relations Manager, , Email: simon.wakeman@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		
* 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
Gateway 3 Contract Award: Greenvale Infant School Phase 3	Key (Forward Plan)	29 Oct 2013	Cabinet
Summary			
This report will set out proposals for the award of the contract for the Greenvale Infant School Phase 3 works.			
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 21 October 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 Susan Goss, Category Specialist, Place and Projects, Tel: 01634 331046, Email: susan.goss@medway.gov.uk			
			Lead 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		
Gateway 3 Contract Award: Housing Revenue Account (HRA) Repairs and Maintenance Contract	Key (Forward Plan)	29 Oct 2013	Cabinet
Summary			
This report will set out proposals for the award of the contract for the HRA repairs and maintenance contract.			
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 21 October 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 Marc Blowers, Head of Housing Management, Tel: 01634 334382, Email: marc.blowers@medway.gov.uk			
			Portfolio Holder for Housing and Community Services: Doe

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Recruitment Freeze	Key (Forward Plan)	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
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Supporting Documents

Portfolio

* Revenue Budget Monitoring - Quarter 2	Key (Forward Plan)	29 Oct 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		
* Annual Update on Domestic Abuse Summary This report will provide an annual update on domestic abuse. 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	Key (Forward Plan)	26 Nov 2013	Cabinet
			Portfolio Holder for Community Safety and Customer Contact: Hicks

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Gateway 3 Contract Award: Community Meals	Key (Forward Plan)	26 Nov 2013	Cabinet
Summary			
This report will set out the proposals for the award of the contract for the provision of community meals.			
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 18 November 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 Simon Williams, Category Specialist, Tel: (01634) 331021, Email: simon.williams@medway.gov.uk			
			Portfolio Holder for Adult Services: Brake

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Recruitment Freeze	Key (Forward Plan)	26 Nov 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		
* Rochester Airport Masterplan - Outcome of Consultation	Key (Forward Plan)	26 Nov 2013	Cabinet
Summary This report will provide details of the outcome of consultation on the draft Rochester Airport Masterplan including the comments of the Regeneration, Community and Culture Overview and Scrutiny Committee (14 August 2013 and 3 October 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 Richard Kidd, Business Development Officer, Tel: 01634 338177, Email: richard.kidd@medway.gov.uk			
			Portfolio Holder for Strategic Development and Economic Growth, Deputy Leader and Portfolio Holder for Finance: Chitty, Jarrett

Medway Council Forward Plan

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

Portfolio

* Council Plan Monitoring - Quarter 2	Key (Forward Plan)	17 Dec 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

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		
* Homelessness Strategy Summary This report will bring forward the Homelessness Strategy for consideration following initial consideration by the Business Support Overview and Scrutiny Committee on 5 December 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 Matthew Gough, Housing Strategy Manager, Tel: 01634 333177, Email: matthew.gough@medway.gov.uk	Key (Forward Plan)	17 Dec 2013	Cabinet
			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 Strategy Annual Review	Key (Forward Plan)	17 Dec 2013	Cabinet
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Summary

This report will bring forward the Housing Strategy Annual Review for consideration following initial consideration by the Business Support Overview and Scrutiny Committee on 5 December 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

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

Portfolio Holder for Housing and
Community Services: Doe

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Supporting Documents	Portfolio		
Gateway 3 Contract Award: Brompton Westbrook Primary School - Expansion to Two Forms of Entry	Key (Forward Plan)	17 Dec 2013	Cabinet
Summary			
This report will set out proposals for the award of the contract for the Brompton Westbrook Primary School works.			
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 9 December 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			
			Lead 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		
Recruitment Freeze	Key (Forward Plan)	17 Dec 2013	Cabinet
<p>Summary This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003.</p>			
<p>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: Busines Support Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk</p>			
			Deputy Leader and Portfolio Holder for Finance: Jarrett