

# **BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE**

**5 DECEMBER 2013**

## **WORK PROGRAMME**

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

Author: Nicola Smith, 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 21 November 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. At the meeting the following changes to the committee's work programme were agreed: -
- 3.3 The Portfolio Holder for Housing and Community Services, Councillor Doe has given his apologies for the meeting scheduled for 5 December 2013 and will attend on 19 March 2014.

Review of the implementation of the recommendations from the Supported Accommodation Task Group – to be taken on 4 February 2014.

Homelessness Strategy – to be taken on 4 February 2014.

Update on discussions with Gambling Commission to now be taken at a future meeting.

Risk Register is added to the agenda for 19 March 2014 and will be appearing on the Cabinet Forward Plan.

3.4 At the meeting the Members also discussed actions that were outstanding from previous meetings. It was suggested that Member Briefing Notes be circulated regarding the following:

3.4.1 process of consulting with local residents and on future work streams of the HRA Development programme as they are progressed, in particular the remodelling of homes for independent living;

3.4.2 future potential of using the garage site at Winchester Way as a small housing development.

#### **4. Future work programme**

##### **4.1 Forward Plan**

A Cabinet Forward Plan was published on 18 November 2013. The new items within the remit of this committee that were on this forward plan were as detailed below. It has been agreed that two items be added to the committee's future work programme, these are:

##### Planning for Health – Obesity (Planning Guidance Note) Consultation

This report will seek approval to go out to consultation on a draft planning guidance note dealing with the health implications of planning, specifically focused on obesity issues. This will be considered by Cabinet on 14 January 2014 and will be reported to this Committee on 19 March 2014 towards the end of the consultation period.

##### Council Plan Performance Indicators - 2014/2015 Refresh

This report will be considered by Cabinet on 11 February 2014 and will be presented to the Committee on 4 February 2014.

Other items on the Forward Plan:

##### Council Tax Reduction Scheme 17 December 2013

This report will provide details of the proposed Council Tax Reduction Scheme which will be presented to Full Council on 23 January 2014 for final approval.

##### Provisional Local Government Finance Settlement 17 December 2013

This report will provide details of the provisional local government finance settlement.

This report will set out proposals for the award of the contract for the HRA repairs and maintenance contract.

## **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. Overview and Scrutiny Task Groups**

On 13<sup>th</sup> April 2013 this Committee agreed the next round of in – depth scrutiny reviews as set out in the table below. The Committee is asked to note that indicative timescales for each review have been adjusted to reflect the fact that the last round of in-depth reviews only recently concluded in November 2013. The aim is to conclude each review in 20 weeks but this is dependent on the programme agreed by Task Group members when each in-depth review is at the scoping stage.

Lead Overview and Scrutiny Committee	Topic	Current Indicative timetable
Health and Adult Social Care	Health Inequalities across Medway wards and how to direct investment where it is most needed	November 2013 - February 2014

Business Support	Impact of Welfare Reforms	March 2014 – June 2014
Children and Young People	Preventing Looked After Children from becoming criminalised	July 2014 - October 2014
Business Support	Housing in Medway – demand, supply and affordability	November 2014 to February 2015

## **7. Financial and legal implications**

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

## **8. Recommendations**

8.1 The Committee is asked to:

- (a) note and identify items for inclusion in the work programme;
- (b) agree the changes to the work programme as detailed in paragraphs 3.3.
- (c) Agree whether to add items listed at paragraph 4.1 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**

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

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

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
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	4 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	4 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	4 February 2014
Long term empty properties	Other	Assistant Director, Housing and Regeneration	To scrutinise a report on long term empty and derelict properties	4 February 2014
Six month update on implementation of the Procurement Strategy	Other	Head of Category Management	To scrutinise a six month update on the implementation of the Procurement Strategy (if approved by the Cabinet on 3 September 2013)	4 February 2014
Treasury Management Strategy 2014/15	Pre-decision Scrutiny	Finance Support Manager	To Scrutinise the Treasury Management Strategy 2014/15	4 February 2014
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	4 February 2014
Housing Revenue Account capital and revenue budget 2014/15	Pre-decision scrutiny	Assistant Director, Housing and Regeneration	To scrutinise the draft HRA capital and revenue budgets 2014/15	4 February 2014

Item	Work type	Responsible officer	Objectives	Timescale
Review of the implementation of the recommendations from the Supported Accommodation Task Group	Policy Development	Assistant Director, Housing and Regeneration	To scrutinise the progress made with the recommendations from the Supported Accommodation Task Group	4 February 2014 (deferred from 5 December 2013)
Homelessness Strategy	Pre-decision scrutiny	Assistant Director, Housing and Regeneration	To consider and scrutinise the draft Homelessness Strategy	4 February 2014 (deferred from 5 December 2013)
Council Plan Performance Indicators - 2014/2015 Refresh	Pre-decision scrutiny	Assistant Director, Communications, Performance and Partnerships	This report will consider a refresh of the Council Plan Performance Indicators for 2014/2015.	4 February 2014
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
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	19 March 2014  (Deferred from 5 December 2013)
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

Item	Work type	Responsible officer	Objectives	Timescale
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
Communications shared service	Other	Head of Communications	To scrutinise an update on progress with the proposals	19 March 2014
Risk Register (6 monthly update)	Other	Assistant Director, Housing and Regeneration	To scrutinise the Council's Risk Register	19 March 2014
Planning for Health – Obesity (Planning Guidance Note) Consultation	Policy development	Director of Public Health & Director of Regeneration, Community and Culture	To consider the consultation processes for the draft planning guidance note dealing with the health implications of planning, specifically focused on obesity issues	19 March 2013
Update on discussions with the Gambling Commission	Other	Assistant Director Legal and Corporate Services	The Committee requested an update on discussions with the Gambling Commission	Date to be determined (deferred from 5 December)
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 – end of year 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

Item	Work type	Responsible officer	Objectives	Timescale
Housing Revenue Account (HRA) Development Programme - update	Other	Assistant Director, Housing and Regeneration	At the committee's meeting on 19 September 2013, it requested a report back on the process of consulting with local residents and on future work streams of the programme as they are progressed, in particular, the remodelling of homes for independent living	Date to be determined

**Forthcoming meetings:**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

13 August 2013

- Procurement Strategy
- Mobilisation update about Medway Norse
- Council Plan Monitoring 2013/14 – Quarter 1
- Capital Budget Monitoring 2013/14 – Quarter 1
- Revenue Budget Monitoring 2013/14 – Quarter 1

19 September 2013

- Medway Adult and Community Learning Ofsted – update on improvements
- Implementation of charges for the production of paper copies of planning applications to parish councils
- Annual review of Risk Management Strategy and six monthly review of the Council's Corporate Business Risk Register
- Housing Revenue Account (HRA) Development Programme
- Business case for establishing a communications shared service
- Medium Term Financial Plan 2014-17

5 December 2013

- Management action on SEN school transport overspend
- Update on Joint Venture with NORSE
- Update on Category Management
- Annual Review of Housing Strategy
- Council Plan Monitoring
- Revenue Budget Monitoring
- Draft Capital and Revenue Budgets 2014/15



**Work Programme  
Children and Young People Overview and Scrutiny Committee**

**Policy framework documents – Children and Young People’s Plan and Youth Justice Plan**

<b>Item</b>	<b>Work Type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
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
School Admission Arrangements 2015	Pre-decision scrutiny	Student Services Manager	To scrutinise the proposed admission arrangements for 2015	14 January 2014
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	14 January 2014
Early Help Strategy	Pre decision scrutiny	Assistant Director Commissioning and Strategic Development	To provide information on the multi agency Early Help Strategy prior to Cabinet consideration on 11 <sup>th</sup> February (TBC)	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

Item	Work Type	Responsible officer	Objectives	Timescale
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	25 March 2014
Children's Social Care Complaints and Compliments Annual Report 2013/14	Annual Report	Assistant Director, Communications, Performance and Partnership	To scrutinise the Children's Social Care Complaints and Compliments Annual Report 2013/14	July 2014
Medway Safeguarding Children Board	Holding to account	MSCB Independent Chair	To consider and scrutinise the activity of the MSCB and its Business Plan	July 2014
End of year performance 2013/14	Performance Reviews	Director of Children and Adults	To consider and scrutinise the end of year performance report for 2013/14	July 2014
Future of Sure Start Children Centres	Other	Early Years Strategy Manager	To scrutinise the future of sure start children centre provision in Medway	Date to be determined
New Ofsted single framework	Other	Director of Children and Adults	To receive a report detailing Ofsted's new single framework for the inspection of services for children in need of help and protection, children looked after and care leavers	Date to be determined
The local authority's approach to personal budgets and direct payments	Other	Director of Children and Adults	To scrutinise a report on the local authority's approach to personal budgets and direct payments.	Date to be determined

### Forthcoming meetings:

2013: 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

26 September 2013

- Medway Safeguarding Children Board Annual Report 2012 and Business Plan 2013/14
- Ofsted Inspection of Local Authority arrangements for the protection of children – update report
- Ofsted Inspection of Looked After Children services
- Management action relating to the forecast overspend within the Children’s Social Care Division
- Special Educational Needs and Disabilities Pathfinder Programme
- 2013/14 Quarter 1 Performance Monitoring

10 December 2013

Annual Public Health Report 2012/13: The Health of School Aged Children

Test and Examination Results

Children Not in Education

Youth Justice Plan

Outcomes of consultation for the proposed prescribed alterations at Brompton Westbrook Primary School

Proposed Capital and Revenue Draft Budgets 2014/15

Q2 Council Plan Monitoring

**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**

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
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 and Regeneration	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
Annual update domestic abuse	Community Issues	Tim England, Head of Safer Communities	Consider the annual update report on domestic abuse	12 December 2013
Use of Canal Road Strood	Community Issues	Andy McGrath, Assistant Director Frontline Services	Update on responses and plans on the use of the bus lane in Canal Road, Strood	12 December 2013
Cycle Action Plan	Policy Development	Steve Hewlett, Head of Integrated Transport	Update on consultation on proposed Cycle Action Plan	12 December 2013

Item	Work type	Responsible officer	Objectives	Timescale
Draft Capital and Revenue budgets 2014/15	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft capital and revenue budgets 2014/15 following Business Support Overview and Scrutiny Committee.	12 December 2013
Kent and Medway Fire Rescue Authority's Safety Plan 2013			Officers will provide briefings to external partners or members of other authorities on request during the consultation period on the authority's safety plan	12 December 2013
Parking Permit Zones	Community Issues	Andy McGrath, Assistant Director Frontline Services	Update on the informal members working group with regards to Parking Permit Zones	12 December 2013 (TBC)
Review of average journey times across Medway	Policy Development	Steve Hewlett, Integrated Transport	Update reviewing changes to measuring average journey times across Medway	30 January 2014
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
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

Item	Work type	Responsible officer	Objectives	Timescale
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
Member's Item: Snow Angels Project	Community Issues	Andy McGrath, Assistant Director Frontline Services	To look at how the council could progress the snow angels project.	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 and Regeneration	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:**

2013: 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

14 August 2013

- Rochester Airport Masterplan consultation
- Petitions
- Attendance of the Portfolio Holder for Front Line services
- 2013/14 Q1 Performance Monitoring
- Kent Downs Area of Outstanding Natural Beauty (AONB) Management Plan

3 October

- Attendance of the Portfolio Holder for Strategic Development and Economic Growth
- Member's Item: Use of bus lane in Canal Road, Strood
- Rochester Airport Masterplan Consultation – update
- Member's Item: Parking
- Darnley Arches
- Review of NI167 – Measurement of transport corridors
- Petitions

**Work Programme**  
**Health and Adult Social Care Overview and Scrutiny Committee**

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
CQC report on maternity services – Medway Maritime Hospital	Community issue	Mark Devlin Chief Executive, Medway NHS Foundation Trust	To consider the inspection report from the unannounced inspection of Medway Maritime Hospital's maternity services	Special meeting 11 November 2013
In-depth task group on mental health	Policy development	Teri Reynolds	Feedback from the in-depth task group on mental health	18 December 2013
Patient Transport	Member item	Rosie Gunstone	Request from Councillor Purdy	18 December 2013
Quarter 2 performance report	Performance reviews	Anthony Lewis	To consider and comment on Quarter 2 performance	18 December 2013
Feedback from Secretary of State – acute mental health inpatient bed report	Community issue		To consider the response in relation to the acute mental health inpatient bed reconfiguration reported to the Secretary of State in August 2013	18 December 2013
Implementation plan on acute mental health inpatient bed reconfiguration	Community issue	Ian Ayres, Chief Officer, NHS West Kent	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
Annual Public Health report	Pre-decision scrutiny	Dr Barnett	To comment on the annual public health report ahead of consideration by Cabinet	18 December 2013
Petition – St Mary's Medical Centre	Petition	Rosie Gunstone Democratic Services Officer	To consider the response in relation to a petition about St Mary's Medical Centre, Strood	18 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	18 December 2013
CQC report on maternity services – Medway Maritime Hospital	Community issue	Mark Devlin Chief Executive, Medway NHS Foundation Trust	To consider an update on the inspection report from the unannounced inspection of Medway Maritime Hospital's maternity services	28 January 2014
NHS 111 update and report on public access defibrillators	Community issue	Geraint Davies/Helen Belcher	To receive an update on the implementation of the NHS 111 service and to be informed about public access defibrillators	28 January 2014
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	28 January 2014
Mortality figures from Medway Maritime Hospital	Community issues	Dr Barnett	To scrutinise progress by the independent working group set up to consider mortality data for the hospital	28 January 2014
Quarter 3 performance report	Performance reviews	Anthony Lewis	To consider and comment on Quarter 3 performance	8 April 2014



Item	Work type	Responsible officer	Objectives	Timescale
Local Welfare Provision in Medway	Community issue	David Quirke-Thornton	Update on the Local Welfare Provision in Medway	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
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
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
Mortality figures from Medway Maritime Hospital	Community issues	Dr Barnett	To scrutinise progress by the independent working group set up to consider mortality figures for the hospital	To be agreed – every six months from 28/01/2014
Progress re adult mental health social work over next three years	Other	David Quirke-Thornton	To scrutinise progress on the service	Agreed at 20 August 2013 meeting it would be regular updates over a 3 year period

**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: 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

**20 August 2013**

- Quarter 1 performance report
- Review into quality of care and treatment at Medway NHS Foundation Trust
- Accident and Emergency pressures
- Re-commissioning of drug and alcohol services
- Physiotherapy update
- Councillor Brake to be held to account