

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

4 FEBRUARY 2014

WORK PROGRAMME

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

Author: Julie Keith, Head of Democratic Services

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 22 January 2014.

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.

3.2.1 At the meeting the following changes to the Committee's work programme were agreed: -

- (a) Medway Community Learning Ofsted Report – to be provided in a briefing note update;

- (b) Six month update on Implementation of the Procurement Strategy – to be deferred to a future meeting on this Committee;
- (c) Communications shared service - deferred to a future meeting of this Committee;
- (d) Progress report on Fair Access to Credit Task Group recommendations – to be provided in a Briefing Note.
- (e) Member item – Mayoralty budget to be added to the work programme;
- (f) Involvement of Category Management in Better Care Fund – Planning and Commissioning – to be dealt with by way of a briefing note.

3.2.2 At the meeting the Members also discussed actions that were outstanding from previous meetings. It was noted that Briefing Notes were due to be circulated on the following:

- (a) number of Extra Care Units likely to be required in Medway over next 10 years in response to the rapidly ageing population;
- (b) breakdown of affordable housing between rented and shared ownership units;
- (c) number of houses in multiple occupation (HMO's) visited under the council's framework and in response to complaints, setting out performance in relation to inspection targets;
- (d) the capacity for Medway to cope with increasing demand for temporary accommodation/bed and breakfast accommodation and an overview of the average length of time spent in temporary accommodation over the last year and the numbers of people who have been in temporary accommodation for more than a year.

4. Future work programme

4.1 Forward Plan

The Forward Plan of forthcoming Cabinet decisions is published on the Council's website:

<http://democracy.medway.gov.uk/mgListPlanItems.aspx?PlanId=188&RP=115>

Since the last meeting of this Committee a new item within the remit of Business Support O&S Committee has been added to the Forward Plan and is detailed below:

- (a) Relocation of the Children's Social Care Teams
To be considered on 11 February 2014.
This report will seek approval to take a lease of premises to relocate the Children's Social Care Services Teams and to dispose of or grant leases of the three existing properties at Woodlands Place Gillingham, The Redvers Centre Chatham and The Elaine Centre Strood

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

- 5.1 Under Medway's constitution, Chapter 4 – Rules – paragraph 22.2 (xxiii) this committee has the overall responsibility 'to provide guidance and leadership on the development and co-ordination of the scrutiny function for all Overview and Scrutiny Committees, including guidance on priorities for scrutiny activities'.
- 5.2 To assist the Committee in fulfilling this role, the Chairman has agreed that a regular overview of business discussed by the other overview and scrutiny Committees should be presented at these meetings. Whilst each Overview and Scrutiny Committee is able to determine its own work programme, this Committee may wish to comment on common themes and the balance of business being covered by each Committee. The work of Overview and Scrutiny Committees can include:
- items raised by members
 - work on matters referred for review by the Council
 - pre-decision scrutiny of items on the Cabinet's Forward Plan selected by the Committee for discussion
 - policy review and development
 - pre-budget scrutiny
 - consideration of petitions
 - consideration of called-in Cabinet decisions.
- 5.3 Appendix 2 to this report sets out the current work programmes of the other three overview and scrutiny Committees.

6. Financial and legal implications

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

7. Recommendations

- 7.1 The Committee is asked to:
- (a) note and identify items for inclusion in the work programme;
 - (b) agree the changes to the work programme as detailed in paragraph 3.2.1;
 - (c) note the work programme of all overview and scrutiny Committees (set out in appendix 2 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**

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
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
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
Communications shared service	Other	Head of Communications	To scrutinise an update on progress with the proposals	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 2014

Item	Work type	Responsible officer	Objectives	Timescale
Risk Register (6 monthly update)	Other	Assistant Director, Housing and Regeneration	To scrutinise the Council's Risk Register	19 March 2014
Mayoralty Budget	Community Issues	Deputy Director, Customer Contact, Leisure, Culture, Democracy and Governance	Member Item requested by Councillor Osborne	19 March 2014
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
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
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)	Dates to be determined Deferred from 4 February) (July & Dec)

Item	Work type	Responsible officer	Objectives	Timescale
Communications shared service	Other	Head of Communications	To scrutinise an update on progress with the proposals	Date to be determined. Deferred from 19 March

Forthcoming meetings: 19 March 2014.

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

4 February 2014

- Attendance of the Leader, Holding to Account
- Attendance of the Deputy Leader, Holding to Account
- Housing Revenue Account-budget 2014/15
- Empty Properties
- Review of the Implementation of the Recommendations from the Supported Accommodation Task Group
- Homelessness Prevention Strategy
- Refresh of Council Plan Indicators 2014/2015
- Draft Capital and Revenue Budgets 2014/15
- Draft Capital and Revenue Budgets Proposals (Report back from other Overview and Scrutiny Committees)
- Treasury Management Strategy 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

Item	Work Type	Responsible officer	Objectives	Timescale
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	25 March 2014
Sufficiency Strategy	Other	Assistant Director, Commissioning and Strategic Development	To consider and scrutinise the draft strategy addressing the placement needs of current and future children in care and care leavers	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

Item	Work Type	Responsible officer	Objectives	Timescale
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:

2014: 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

14 January 2014

- Medway Safeguarding Children Board update 2013/14
- Update on School Nursing
- School Admission Arrangements 2015
- Youth Service Provision
- Early Help Strategy

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 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
Bus Station: Chatham Waterfront	Community Issues	Andy McGrath, Assistant Director Frontline Services	Consider the issues with weather protection at Chatham Waterfront bus station	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 Contact, Leisure, Culture, Democracy and Governance	To consider an annual report on the cultural programme	30 January 2014
Parking Permit Zones	Community Issues	Andy McGrath, Assistant Director Frontline Services	Update on proposals from the informal members working group with regards to Parking Permit Zones	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)

Item	Work type	Responsible officer	Objectives	Timescale
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
Review of average journey times across Medway	Policy Development	Steve Hewlett, Integrated Transport	Update reviewing changes to measuring average journey times across Medway	June 2014
Rochester Riverside Masterplan	Policy Development	Kate Greenway, Rochester Riverside Project Manager	To consider proposals for the Rochester Riverside Masterplan	June 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
Update on Guide to Developer Contributions	Policy Development	Stephen Gaimster, Assistant Director, Housing and Regeneration	To review consultation responses to proposed revisions to the Guide to Developer Contributions	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:

2014: 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 2013

- 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

12 December 2013

- Supplementary Planning Document: Chatham Dockyard and its Defences World Heritage Site Nominations
- Portfolio Holder for Housing and Community Services
- Council Plan Monitoring 2013/14 – Quarter 2
- Annual update, domestic abuse
- Use of Canal Road, Strood
- Cycle Action Plan
- Draft Capital and Revenue Budgets 2014/15
- Kent and Medway Fire Rescue Authority's Safety Plan 2013

Work Programme
Health and Adult Social Care Overview and Scrutiny Committee

Item	Work type	Responsible officer	Objectives	Timescale
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	Mark Devlin Chief Executive, Medway NHS Foundation Trust	To scrutinise progress by the independent working group set up to consider mortality data for the hospital	28 January 2014
Acute mental health inpatient bed update	Community issue	Ian Ayres, Chief Officer, NHS West Kent	To scrutinise progress on the implementation plan	28 January 2014 and every meeting until further notice
Quarter 3 performance report	Performance reviews	Anthony Lewis	To consider and comment on Quarter 3 performance	8 April 2014
Health and Wellbeing Board	Performance reviews	Dr Barnett/ Barbara Peacock	To receive an update on the progress of the Health and Wellbeing Board from representatives of the Board	8 April 2014
Update on patient transport	Member item	Ian Ayres, Chief Officer, NHS West Kent/ Helen Medlock	To receive an update on progress	8 April 2014 (with written update by February 2014)
Local Welfare Provision in Medway	Community issue	David Quirke-Thornton	Update on the Local Welfare Provision in Medway	Dealt with as a briefing note
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	June 2014
Update on review of mental health services in Medway Task Group	Policy development	David Quirke-Thornton	Six month update on progress	June 2014
Mental Health Services in Medway Task Group – review of recommendations	Policy development	Barbara Peacock / Dr Barnett / partners	Six month review of recommendations	August 2014

Item	Work type	Responsible officer	Objectives	Timescale
Update on the Francis Inquiry (Mid Staffs) – Medway Council	Community issue	Dr Barnett/ Barbara Peacock	To consider an update on the Francis Inquiry (Mid Staffs) from Medway Council	To be agreed
Adult social care mental health	Pre-decision scrutiny	David Quirke-Thornton	To receive a report on further options for the delivery of mental health care management and services	To be advised for pre-decision scrutiny
Annual report on the commissioning of drug treatment programmes	Service information	Dr Alison Barnett	To consider annually the commissioning of drug treatment progress (ref to at Council 26 July 2012)	To be agreed
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 (next update to be dealt with at the Member briefing scheduled for early New Year)

Dates of future meetings:

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

11 November 2013 (Special meeting)

- CQC report on maternity services – Medway Maritime Hospital

18 December 2013

- In-depth task group on mental health
- Patient Transport
- Quarter 2 performance report
- Feedback from Secretary of State – acute mental health inpatient bed report
- Implementation plan on acute mental health inpatient bed reconfiguration
- Annual Public Health report
- Petition – St Mary's Medical Centre
- Proposed capital and revenue draft budgets 2014/15