

## Appendix 1

### 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
<b>27 OCTOBER 2016</b>			
Annual Review of the Risk Management Strategy and 6 Monthly Review of the Council's Corporate Risk Register	Other	Director Regeneration, Culture, Environment and Transformation	To scrutinise the annual review of the Council's Risk Register.
Council Plan Quarter 1 Performance Monitoring	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for quarter 1.
Procurement Strategy	Other	Chief Legal Officer	To scrutinise a six month update on the implementation of the Procurement Strategy.
Capital and Revenue Budget Monitoring – Quarter 1	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>
Update on Medway Norse	Other .	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with NORSE. * <i>Subject to discussion at the agenda planning meeting</i>
<b>1 DECEMBER 2016</b>			
Portfolio Holder for Corporate Services	Holding to account	Councillor Mackness	To hold the Portfolio Holder to account on performance against his portfolio.
Update on Medway NORSE	Other .	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with NORSE
Council Plan Performance Monitoring Quarter 2 2016/17	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for Quarter 2.
Capital and Revenue Budget Monitoring 2016/17 – Quarter 2	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 2
Draft Capital and Revenue Budget 2017/2018	Budget and policy framework	Chief Finance Officer	To scrutinise the Draft revenue and capital budgets 2017/2018

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>
Housing Strategy Annual Review	Budget and policy framework	Director Regeneration, Culture, Environment and Transformation	The Housing Strategy 2015-18 was approved by Cabinet in December 2014. This report reviews and assesses progress against the targets in the Strategy.
<b>31 JANUARY 2017</b>			
Deputy Leader and Portfolio Holder for Housing and Community Services	Holding to account	Councillor Doe	To hold the Deputy Leader to account on performance against his portfolio.
Portfolio Holder for Business Management	Holding to account	Councillor Turpin	To hold the Portfolio Holder to account on performance against his portfolio.
Six Monthly Review of Welfare Reform Task Group Review	Policy Development	Chief Finance Officer	To consider a six monthly review of the Welfare Reform Task Group Review.
Housing Revenue Account - Capital and Revenue Budgets 2017/2018	Budget and Policy Framework	Chief Finance Officer/Head of Housing Management	This report presents the HRA capital and revenue budgets for 2017/18 and provides details of proposed rent and service charge levels
Draft Capital and Revenue Budgets 2017/18	Performance Reviews	Chief Finance Officer	To scrutinise the draft Capital and Revenue Budgets 2017/18

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>
Draft Capital and Revenue Budget Proposals 2017/18 (Report back from other Overview and Scrutiny Committees)	Performance Reviews	Chief Finance Officer	To consider comments and recommendations of all Overview and Scrutiny Committees on the initial budget plan for 2017/18 proposed by Cabinet.
Council Plan Review	Performance Reviews	Assistant Director, Transformation	To scrutinise the proposed refreshed targets and projects prior to consideration by Cabinet and full Council
Update on Medway Norse	Other	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with NORSE.* Subject to discussion at the agenda planning meeting
Housing (Demand, Supply and Affordability) Task Group – Update on progress	Policy Development	Assistant Director Physical and Cultural Regeneration	To receive an update on progress in implementing the Task Group's recommendations
<b>13 APRIL 2017</b>			
Council Plan Quarter 3 Performance Monitoring	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for quarter 3.
Capital and Revenue Budget Monitoring Round 3	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 3

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>
6 Monthly Review of the Council's Corporate Risk Register	Other	Director Regeneration, Culture, Environment and Transformation	To scrutinise the 6 monthly review of the Council's Corporate Risk Register.
Leader of the Council	Holding to account	Councillor Jarrett	To hold the Leader to account on performance against his portfolio.
Portfolio Holder for Resources	Holding to account	Councillor Gulvin	To hold the Portfolio Holder to account on performance against his portfolio.
Update on Medway Norse	Other	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with NORSE.* Subject to discussion at the agenda planning meeting
<b>DATE TO BE DETERMINED</b>			
Medway Responsible Gambling Partnership and the self-exclusion scheme.	Other	Chief Legal Officer	To receive an update on the work of the Partnership and the gambling self exclusion scheme
Lessons learned from the procurement process for the purchase of specialist cremator supplies	Other	Chief Legal Officer/ Director Regeneration, Culture, Environment and Transformation	To scrutinise the report on the lessons learned

Item	Work type	Responsible officer	Objectives
Various Land disposals	Other	Chief Legal Officer	To receive an update on progress in implementing the various decisions delegated to the Chief Legal Officer by Cabinet on 7 June.

Work completed in 2016/17

**July 2016**

- Call In - Various Land Disposals
- Update on Medway Norse Update on Medway Norse
- Procurement Strategy 2016-2021
- Council Plan End of Year Q4 2016/16 Performance Monitoring Report
- Petitions

**Work Programme**  
**Regeneration, Culture and Environment 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>25 OCTOBER 2016</b>			
Attendance by the Portfolio Holder for Planning, Economic Growth and Regulation	Holding to account	Councillor Chitty	
Annual Action Plan reviewing the progress of the Local Flood Risk Management Strategy	Annual report	Assistant Director Physical and Cultural Regeneration	To receive the annual action plan reviewing the progress of the Local Flood Risk Management Strategy
Council Plan Monitoring 2015/16 – Quarter 1	Scrutiny of Performance	Performance Manager	Consider performance against the Council's key measures of Success for the first quarter of 2015/16
<b>8 DECEMBER 2016</b>			
Attendance by the Portfolio Holder for Corporate Services	Holding to account	Councillor Mackness	
Annual Scrutiny of the Community Safety Partnership	Holding to account	Assistant Director Frontline Services	Annual scrutiny of the Community Safety Partnership
Capital and Revenue Budget 2017/18	Annual budget report	Chief Finance Officer	To consider the Council's draft capital and revenue budgets for 2017/18
Council Plan Monitoring 2015/16 – Quarter 2	Scrutiny of Performance	Performance Manager	Consider performance against the Council's key measures of Success for the second quarter of 2015/16

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>
<b>17 JANUARY 2017</b>			
Attendance by the Deputy Leader and Portfolio Holder for Housing and Community Services	Holding to account	Councillor Doe	
Attendance by the Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships	Holding to account	Councillor Rodney Chambers OBE	
Annual Review of Waste Contracts	Service Review	Head of Waste Services	The annual review of Waste Contracts
Cultural Activities Programme	Annual report	Assistant Director Physical and Cultural Regeneration	The annual report on the Cultural Activities Programme
Housing (Demand, Supply and Affordability) Task Group – Update on progress	Policy Development	Assistant Director Physical and Cultural Regeneration	To receive an update on progress in implementing the Task Group's recommendations
<b>28 MARCH 2017</b>			
Council Plan Monitoring 2015/16 – Quarter 3	Scrutiny of Performance	Performance Manager	Consider performance against the Council's key measures of Success for the third quarter of 2015/16
Attendance by the Portfolio Holder for Business Management	Holding to account	Councillor Turpin	
<b>DATES TO BE DETERMINED</b>			
A report on the possible introduction of 20splenty scheme introducing speed restrictions in residential roads in Medway	Policy development	Assistant Director, Frontline Services	To receive a report on the possible introduction of a 20splenty scheme for residential roads in Medway either as a pilot or Medway wide to be considered before referral to Cabinet or Council (Agreed on 10 December 2015)



Item	Work type	Responsible officer	Objectives
Street Licensing – Placing objects on the highway	Policy development	Assistant Director Frontline Services	Subject to the pilot scheme being approved by Cabinet in March 2016, a report on the outcome of the pilot scheme be submitted to this Committee in the Summer of 2017 (Minute 715 – January 2016)
Report on the amount of flytipping collected in Medway	Community issues	Assistant Director Frontline Services	To examine if there is a link with the implementation of a charge for the collection of bulky waste (Minute 897 – 29 March 2016)
Information on the levels of finance needed to be invested in the highways network in order to maintain current levels of technical performance	Other	Head of Highways, Maintenance and Parking	To respond to a request by the Committee (Minute 899 - 29 March 2016)

Annual reports and reviews considered by this committee are:

1. Annual Scrutiny of the Community Safety Partnership (December)
2. Annual Review of the Waste Contracts (January)
3. Cultural Activities Programme (January)
4. Annual Action Plan reviewing the progress of the Local Flood Risk Management Strategy (Sept/Oct)

Note: 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:**

2016/17:

25 October 2016  
8 December 2016  
17 January 2017  
28 March 2017

#### Work completed in 2016/17

##### 16 June 2016

York Avenue, Gillingham six month review following implementation of parking changes  
Update on Arriva Services in Medway  
Council Plan End of Year Quarter 4 2015/16 Performance Monitoring Report  
Petitions  
Work Programme



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>August 2016</b>			
Complaints and Compliments annual report – April 2015-March 2016	Annual Report	Director of Children and Adult Services	To scrutinise the annual report of complaints and compliments in relation to children's social care for the period April 2015 – March 2016.
Council Plan Monitoring Q4 2015-16	Performance Reviews	Director of Children and Adult Services	To scrutinise Q4/end of year performance against council plan monitoring in relation to indicators that fall within the remit of this committee.
<b>October 2016</b>			
Annual report of the Children's Social Care Service	Annual Report	Assistant Director, Children's Social Care	To scrutinise the annual report from the Children's Social Care Service.
Medway Safeguarding Children Board – Annual Report	Holding to account	Independent Chair, MSCB	To scrutinise the MSCB's Annual report
Council Plan Monitoring Q1 2016-17	Performance Reviews	Director of Children and Adult Services	To scrutinise Q1 performance against council plan monitoring in relation to indicators that fall within the remit of this committee.
Young Persons Wellbeing Services in Medway	Community Issues	Assistant Director, Partnership Commissioning	To consider an update on the consultation into Young Persons Wellbeing Services in Medway (the reconfiguration and recommissioning of the Medway CAMHS).
Short breaks outcome of consultation	Pre-decision scrutiny	Assistant Director, Partnership Commissioning	To consider the outcome of the consultation on the proposals relating to short breaks
<b>December 2016</b>			
Council Plan Monitoring Q2 2016-17	Performance Reviews	Director of Children and Adult Services	To scrutinise Q2 performance against council plan monitoring in relation to indicators that fall within the remit of this committee.

<b>Item</b>	<b>Work Type</b>	<b>Responsible officer</b>	<b>Objectives</b>
School Admission Arrangements 2018	Pre-decision Scrutiny	Assistant Director, Partnership Commissioning	To scrutinise the proposed admission arrangements for 2018 and forward recommendations to Cabinet for consideration.
Draft Capital and Revenue Budget 2017-18	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the proposed draft Capital and Revenue Budgets for 2017-18, in relation to the services that fall within the remit of this Committee.
<b>January 2017</b>			
Attendance of the Portfolio Holder for Adult Services	Holding to account	Councillor Brake	To hold the Portfolio Holder for Adult Services to account on performance against his portfolio in relation to the Independent Safeguarding and Review Services
<b>March 2017</b>			
Attendance of the Portfolio Holder for Children's Services	Holding to account	Councillor O'Brien	To hold the Portfolio Holder for Children's Services to account on performance against his portfolio.
Annual report on School Performance 2016		Interim Assistant Director, School Effectiveness and Inclusion	To scrutinise the annual report of the performance of schools in Medway.
Council Plan Monitoring Q3 2016-17	Performance Reviews	Director of Children and Adult Services	To scrutinise Q3 performance against council plan monitoring in relation to indicators that fall within the remit of this committee.
<b>To be determined:</b>			
Community Children's Nursing Service	Community Issues	Assistant Director, Partnership Commissioning	To scrutinise a report updating Members on the planned development of a Medway and Swale Children's Community Nursing Service.
School Improvement Strategy	Other	Interim Assistant Director, School Effectiveness and Inclusion	To scrutinise the revised School Improvement Strategy. <i>(likely to be September 2016)</i>
Adoption Services	Other	Assistant Director, Children's Social Care	To scrutinise a report on adoption services in Medway. <i>(likely to be Autumn 2016)</i>

<b>Item</b>	<b>Work Type</b>	<b>Responsible officer</b>	<b>Objectives</b>
Aut Even	Other	Deputy Director, Children and Adult Services	To consider a report regarding Aut Even (added to the work programme at the 26 May 2016 meeting)

**Future meeting dates:**

**2016: 2 August, 6 October, 6 December,**

**2017: 19 January 2017, 9 March.**

**CYP O&S Committee Work Completed in 2016/17:**

**26 May 2016**

- Medway Safeguarding Children Board (MSCB) Update report
- Update on Integrated Family Support (and Early Help)
- Short Breaks Provision for Children with Disabilities and the Local Offer
- 16-19 Strategy 2016-2020
- Sufficiency Report 2016-17



**As agreed by the Health and Adult Social Care Overview and Scrutiny  
Committee on 21 June 2016**

**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>23 AUGUST 2016</b>			
Dementia Implementation Plan	Community issue	Director of Children and Adult Services	To scrutinise the Dementia Implementation Plan
Adult Social Care Complaints and Compliments Report	Performance reviews	Director of Children and Adult Services	To scrutinise information on the number, type and other information on adult social care complaints received during the period April 2015-March 2016.
Update on GP issues	Community issue	NHS England	To scrutinise various GP related issues raised by Members
Acute mental health inpatient bed update	Community issue	Executive Director, Operations, KMPT	To scrutinise an update on acute mental health beds and out of area placements
<b>20 OCTOBER 2016</b>			
Acute mental health inpatient bed update	Community issue	Executive Director, Operations, KMPT	To scrutinise an update on acute mental health beds and out of area placements
Quarter 1 Council Plan report	Performance report	Director of Children and Adult Services	To scrutinise the performance against council plan monitoring in relation to indicators that fall within the remit of this committee.
South East Coast Ambulance Trust	Community issue	Acting Chief Executive, South East Coast Ambulance Trust	To scrutinise benchmarking with the East Kent pilot on NHS 111 and 999 and also an update on staffing at NHS 111, including training undertaken
Home First	Community issue	Director of Children and Adult Services	To receive a progress report
<b>15 DECEMBER 2016</b>			
Draft Capital and Revenue Budget	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft Capital and Revenue Budgets for 2017/18

Item	Work type	Responsible officer	Objectives
Quarter 2 Council Plan report	Performance report	Director of Children and Adult Services	To scrutinise the performance against council plan monitoring in relation to indicators that fall within the remit of this committee.
Patient transport	Community issue	Chief Clinical Officer, NHS West Kent CCG	To receive a progress report on the new provider for Medway and Kent
<b>24 JANUARY 2017</b>			
Acute mental health inpatient bed update	Community issue	Executive Director, Operations, KMPT	To scrutinise an update on acute mental health beds and out of area placements
Portfolio Holder Being Held to Account	Holding to account	Councillor Brake	To hold the Portfolio Holder to account on performance against his portfolio
<b>16 MARCH 2017</b>			
Quarter 3 Council Plan report	Performance report	Director of Children and Adult Services	To scrutinise the performance against council plan monitoring in relation to indicators that fall within the remit of this committee

<b>DATE TO BE DETERMINED</b>			
Urgent and Emergency Care Review	Chief Clinical Officer, NHS Medway		
Further information on public access defibrillators	Community issue	Director of Corporate Affairs & Service Development - SECAMB	To receive further feasibility study on Public Access Defibrillators

**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) and \*subsequently to coincide with attendance by Chief Executive of Hospital.



## **Work completed in 2016/2017:**

### **June 2016**

- Update on Medway NHS Foundation Trust
- Proposed Development of the Health Service or Variation in
- Provision of Health Service - Relocation of Stroke Beds from St
- Bartholomew's Hospital
- Acute Mental Health Inpatient Bed Review Update
- Council Plan End of Year Quarter 4 2015/16 Performance
- Monitoring Report
- "Getting Better Together" Medway Adult Social Care Strategy
- Work Programme