

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

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

13 APRIL 2017			
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
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

Appendix 1

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 Medway Norse
DATE TO BE DETERMINED			
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
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.
Portfolio Holder for Planning, Economic Growth and Regulation	Holding to account	Councillor Chitty	To hold the Portfolio Holder to account on performance against her portfolio

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

August 2016

- Universal Credit and Welfare Reforms - Six Monthly Progress Report
- Government Consultation: 100% Business Rates Retention
- Revenue Budget Monitoring 2016/17 - Quarter 1
- Capital Budget Monitoring 2016/17 - Quarter 1
- Update on Responsible Gambling
- Work Programme

October 2016

- Annual Review of the Risk Management Strategy and 6 Monthly Review of the Council's Corporate Risk Register
- Council Plan Quarter 1 Performance Monitoring
- Member's Item – Council Land at Hall Wood and Hook Wood, Lordswood

December 2016

- Update on Medway Norse
- Council Plan Performance Monitoring Quarter 2 2016/17 Performance Monitoring Report
- Capital Budget Monitoring 2016/17 Quarter 2
- Revenue Budget Monitoring 2016/17 Quarter 2
- Draft Capital and Revenue Budget 2017/18
- Housing Strategy Annual Review
- Work programme

5 January 2017

- Business Rate Relief
- Shared Legal Service Between Gravesham Borough Council and Medway Council

Work Programme
Children and Young People Overview and Scrutiny Committee

Appendix 2

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

<i>Item</i>	<i>Work Type</i>	<i>Responsible officer</i>	<i>Objectives</i>
9 March 2017			
Attendance of the Portfolio Holder for Children's Services (Lead Member)	Holding to account	Councillor Mackness	To hold the Portfolio Holder for Children's Services (Lead Member) to account on performance against his portfolio.
Attendance of the Portfolio Holder for Educational Attainment and Improvement	Holding to account	Councillor Potter	To hold the Portfolio Holder for Educational Attainment and Improvement to account on performance against his portfolio
Annual report on School Performance 2016	Annual report	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.
May 2017			
Medway Safeguarding Children Board	Holding to account	Independent Chair, MSCB	To scrutinise the activity of the Medway Safeguarding Children Board (MSCB).
October 2017			
Medway Safeguarding Children Board	Holding to account	Independent Chair, MSCB	To scrutinise the activity of the Medway Safeguarding Children Board (MSCB).
To be determined:			
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)

Item	Work Type	Responsible officer	Objectives
Home to School (including Special Educational Needs and Disabilities) Transport Policy	Pre-decision scrutiny	Interim Assistant Director, School Effectiveness and Inclusion	To consider the outcome of consultation relating to the Home to Schools (including SEN and disabilities) Transport Policy (<i>Possibly March 2017</i>)
Female Genital Mutilation	Other	Interim Deputy Director, Children and Adult Services	To consider a report providing information on Female Genital Mutilation (added to the work programme at the 6 October 2016 meeting)
Update on the Integrated Youth Support Service	Other	Interim Deputy Director, Children and Adult Services	To consider a progress report on the remodelling of the Integrated Youth Support Services

Future meeting dates: 9 March 2017.

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

1 September 2016

- Special Educational Needs and Inclusion Strategy 2016-2020
- Annual report of Children's Social Care Complaints and Compliments 2015-16
- Petitions
- Council Plan End of Year Quarter 4 2015-16 monitoring report.

6 October 2016

- Medway Safeguarding Children Board Annual Report 2015-16
- Development of a Regional Adoption Agency
- Annual Update on Children's Social Care Services
- Young Persons Wellbeing Service - Service Model and High Level Specification
- Short breaks Provision for Children with Disabilities and the Local Offer
- Council Plan Quarter 1 2016/17 Performance Monitoring Report

6 December 2016

- School Admission Arrangements 2018
- Draft Capital and Revenue Budget 2017/18
- Sufficiency Report 2016/17
- Re-commissioning of Medway Child Health Services
- Short Breaks Provision for Children with Disabilities and the Local Offer
- Council Plan Quarter 2 2016/17 Performance Monitoring Report.

19 January 2017

- Attendance of the Portfolio Holder for Adult Services
- CALL-IN: Future of Medway Duke of Edinburgh Award
- CALL-IN: Future Integrated Youth Support Services Delivery
- Youth Offending Team Strategic Plan 2016-17
- Update regarding Medway's Adoption Agency

Work Programme
Health and Adult Social Care Overview and Scrutiny Committee

As Agreed by the Committee on 15 December 2016

Item	Work type	Responsible officer	Objectives
24 JANUARY 2017			
Kent and Medway NHS and Social Care Partnership Trust (KMPT) Mental Health Update	Community issue	Chief Executive, KMPT	To scrutinise an update on acute mental health bed provision and the wider work of the Trust
Portfolio Holder Being Held to Account	Holding to account	Councillor Brake	To hold the Portfolio Holder to account on performance against his portfolio
Health and Wellbeing Board Being Held to Account	Holding to account	Councillor Brake	To hold the Chairman of the Board to account on the work undertaken by the Board and against the priorities in the Joint Health and Wellbeing Strategy
Adult Social Care Improvement Plan	Policy development	Director of Children and Adult Services	To review the proposals and Delivery Plan
16 MARCH 2017			
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
Kent and Medway Sustainability and Transformation Plan	Community Issue	Accountable Officer, Medway CCG	To scrutinise development and implementation of the Plan
NHS Clinical Commissioning Group Five Year Strategy 2016-2021	Community Issue	Accountable Officer, Medway CCG	To scrutinise the Strategy and its implementation
Hospital Discharge Pathway 1 - Home First	Community Issue	Director of Children and Adult Services	To receive a progress report
Mental Health Update	Policy development	Director of Children and Adult Services	To receive an update on mental health provision, including the development of a Mental Health Strategy

DATE TO BE DETERMINED

Annual Public Health Report	Pre-decision scrutiny	Director of Public Health	To scrutinise the Annual Public Health report ahead of consideration by Cabinet
Medway NHS Foundation Trust (MFT) Update	Community issue	Chief Executive, MFT	To receive an update on the improvement journey of the Trust. Date of attendance at Committee subject to publication of Care
South East Coast Ambulance (SECamb) Trust Update	Community issue	Chief Executive, SECamb	To scrutinise progress made in relation to the Trust's Recovery Plan following the Care Quality Commission's Inspection of the Trust. Expected to be considered at Committee in June 2017
North Kent Urgent Care Redesign	Community Issue	Accountable Officer, Medway CCG	To further scrutinise the proposals following public consultation

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

August 2016

- Kent and Medway Sustainability and Transformation Plan
- NHS Medway Clinical Commissioning Group Five Year Strategy 2016-2021 and Operating Plan 2016-17
- North Kent Urgent Care Redesign
- Acute Mental Health Inpatient Bed Review Update
- All Age Eating Disorder Service in Kent and Medway
- Adult Social Care Dementia Review
- Adult Social Care Annual Complaints and Compliments Report 2015-16
- Work programme

November 2016

- KMPT Mental Health Update
- Quarter 1 Council Plan report
- South East Coast Ambulance Trust Update
- Hospital Discharge Pathway 1 - Home First
- Update on GP issues
- Medway NHS Foundation Trust Update
- Work Programme

December 2016

- Kent and Medway Patient Transport Services
- Sustainability and Transformation Plan - Transforming Health and Social Care in Kent and Medway
- Technology Enabled Care Services (TECS)
- Council Plan Quarter 2 - 2016/17 Performance Monitoring Report
- Draft Capital and Revenue Budget 2017/18
- Work Programme

**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

Item	Work type	Responsible officer	Objectives
28 MARCH 2017			
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
Annual Review of Waste Contracts	Service Review	Head of Waste Services	The annual review of Waste Contracts
Attendance by the Portfolio Holder for Business Management	Holding to account	Councillor Turpin	
Member's Item – Splashes Leisure Pool (subject to receipt of the report from Public Health England)	Member's item	Assistant Director Physical and Cultural Regeneration	To consider the report of Public Health England
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 (Minute 552 December 2015 refers) To be confirmed (may be March or June)
Report from the Task Group on how far has Medway gone in becoming a dementia friendly community	Policy Development		To receive a report from the Task Group on how far has Medway gone in becoming a dementia friendly community
JUNE 2017 (Date TBC)			

Item	Work type	Responsible officer	Objectives
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 March 2016 refers)
A report on the possible introduction of 20splenty scheme introducing speed restrictions in residential roads in Medway	Policy development	Assistant Director, Frontline Services	<p>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 (Minute 552 December 2015 refers)</p> <p>To be confirmed (may be March or June)</p>
DATES TO BE DETERMINED			
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 refers)
Kent and Essex Inshore Fisheries and Conservation Authority Update	Other	Democratic Services	To receive an update from Kent and Essex Inshore Fisheries and Conservation Authority on the no-take zone in the Medway Estuary. 12 months from August 2016. (Minute 197 August 2016 refers).
Member's item – Relocation of the disability mobility service at the Pentagon Centre, Chatham	Community	Assistant Director Front Line Services	Report on the outcome of consultation with such report to include information as to the range of those consulted and the date upon which the consultation took place. (Minute 391 October 2016 refers)

Item	Work type	Responsible officer	Objectives
Report on the associated benefits and the costs involved in the possible provision of a mini roundabout at the junction of Palmerston Road with Magpie Hall Road.	Community	Assistant Director Front Line Services	Arising from a petition, the Assistant Director Front Line Services is investigating the possible provision of a mini roundabout at the junction of Palmerston Road with Magpie Hall Road and will report back to the Committee on the associated benefits of this roundabout and the costs involved. (Minute 521A December 2016 refers)

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 (March)
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:

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

18 August 2016

Presentation by Kent and Essex Inshore Fisheries and Conservation Authority
 Attendance by the Portfolio Holder for Front Line Services
 Petitions
 Work Programme

25 October 2016

Petitions
 Attendance by the Portfolio Holder for Planning, Economic Growth and Regulation
 Member's Item – relocation of the disability mobility service at Pentagon Centre, Chatham

Annual Action Plan reviewing the progress of the Local Flood Risk Management Strategy
Council Plan Monitoring 2016/2017 – Quarter 1
Work Programme

8 December 2016

Petitions

Annual Scrutiny of the Community Safety Partnership, including an update on the Community Safety Plan 2016 – 2020

Attendance by the Portfolio Holder for Resources

Draft Capital and Revenue Budget 2017/18

Council Plan Quarter 2 2016/17 Performance Monitoring Report

Member's Item – Splashes Leisure Pool

Work Programme

17 January 2017

Attendance by the Deputy Leader and Portfolio Holder for Housing and Community Services

Attendance by the Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships

Housing (Demand, Supply and Affordability) Progress Report

Member's Item – Splashes Leisure Pool

Cultural Activities

Petitions

Work Programme