

Work Programme  
Children and Young People Overview and Scrutiny Committee  
Policy framework documents – Youth Justice Plan

**Appendix 2**

| Item   | Work Type              | Responsible officer                          | Objectives   |
|--|------------------------|--|--|
| <b>3 October 2019</b>  |                        |  |  |
| Council Plan Monitoring 2019/20 – Quarter 1  | Performance Monitoring | Deputy Director, Children and Adult Services | To consider performance against the Council's key measures of success for the 1st quarter of 2018/19 in so far as it relates to this Committee.                    |
| 2019 Annual Review of the School Place Planning Strategy 2018-22                     | Pre-decision scrutiny  | Head of Education                            | To consider the 2019 Annual Review of the School Place Planning Strategy 2018-22   |
| Consultation relating to proposed changes to St Nicholas C of E Infant School        | Pre-decision scrutiny  | Head of Education                            | To consider the results of the consultation relating to proposed changes to St Nicholas CofE Infant School and associated impact to Gordon Primary School.         |
| Regional Adoption Agency   | Pre-decision scrutiny  | Deputy Director, Children and Adult Services | To scrutinise the business case for the Regional Adoption Agency.  |
| Special Educational Needs and Disabilities Strategy                                  | Pre-decision scrutiny  | Deputy Director, Children and Adult Services | To scrutinise the draft Special Educational Needs and Disabilities Strategy  |
| Children's Social Care Complaints and Compliments 2018-19                            | Annual report          | Deputy Director, Children and Adult Services | To consider the annual report of complaints and compliments received in children's social care from 1 April 2018 – 31 March 2019.                                  |
| Update on Children's Services 0-19 contract delivered by Medway Community Healthcare | Information Item       | Director of Public Health                    | To scrutinise a report updating the Committee on the Children's Services 0-19 contract delivered by Medway Community Healthcare (requested at 6 June 2019 meeting) |
| <b>3 December 2019</b>   |                        |  |  |
| Council Plan Monitoring 2019/20 – Quarter 2  | Performance Monitoring | Deputy Director, Children and Adult Services | To consider performance against the Council's key measures of success for the 2nd quarter of 2018/19 in so far as it relates to this Committee.                    |
| School Admission Arrangements 2021   | Pre-decision Scrutiny  | Head of Education                            | To scrutinise the proposed admission arrangements for 2021 and forward recommendations to Cabinet for consideration.   |

| Item   | Work Type              | Responsible officer                           | Objectives   |
|--|------------------------|---|--|
| <b>9 January 2020</b>                                  |                        |   |  |
| Portfolio Holder for Adults' Services                  | 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.   |
| Annual Adoption Report                                 | Pre-decision scrutiny  | Deputy Director, Children and Adults Services | To scrutinise the annual adoption service report before it is considered by Cabinet.   |
| Annual Fostering Service Report                        | Pre-decision scrutiny  | Deputy Director, Children and Adults Services | To scrutinise the annual fostering service report before it is considered by Cabinet.  |
| Sufficiency Statement 2019                             | Pre-decision scrutiny  | Deputy Director, Children and Adults Services | To scrutinise the draft Sufficiency Statement 2019 before it is considered by Cabinet.   |
| <b>5 March 2020</b>                                    |                        |   |  |
| 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.  |
| Portfolio Holder Education & Schools                   | Holding to account     |   | To hold the Portfolio Holder for Education and Schools to account on performance against his portfolio.  |
| Annual School Performance Report 2018-19               | Performance Reviews    | Head of Education                             | To scrutinise the annual report of the performance of schools in Medway. The Regional Schools Commissioner will be invited to attend the meeting to answer questions in relation to the performance of academies.          |
| Council Plan Monitoring 2019/20 – Quarter 3            | Performance Monitoring | Deputy Director, Children and Adult Services  | To consider performance against the Council's key measures of success for the 3rd quarter of 2018/19 in so far as it relates to this Committee.  |
| <b>To be determined:</b>                               |                        |   |  |
| Early Help Draft Strategy                              | Information Item       | Deputy Director, Children and Adults          | To consider a follow on report from that presented on 4 October 2018 which presents the draft Early Help Strategy, review of progress, evidence of impact and effectiveness and scrutiny of future programme arrangements. |

| Item   | Work Type                               | Responsible officer                          | Objectives   |
|--|---|--|--|
| Update on Inspections  | Council Performance & Budget Monitoring | Deputy Director, Children and Adult Services | To receive an update on inspection outcomes and progress against identified actions.<br><br><i>(to be scheduled for either October or December 2019)</i>               |
| Tackling Racism in Medway  | Information Item                        | Deputy Director, Children and Adults         | Updated to be provided by officers and Youth Police Action Group. Last considered at 6 June 2019 Committee meeting.<br><br>(Due Summer 2020)                           |
| Update on the Medway Children and Young People Mental Health and Emotional Wellbeing Service | Information Item                        | Director Public Health                       | To scrutinise a report updating the Committee on the Medway Children and Young People Mental Health and Emotional Wellbeing Service (requested at 6 June 2019 meeting) |
| Grammar School Places  | Information Item                        | Head of Education                            | A report to scrutinise issues around impact of out of area students on the availability of places for Medway young people  |

**2019/20 dates: 6 June 2019, 25 July 2019, 3 October 2019, 3 December 2019, 9 January 2020 and 5 March 2020.**

#### **CYP O&S Committee Work Completed in 2019/20:**

##### **6 June 2019**

- Tackling Racism in Medway
- Medway safeguarding Children Board Update Report
- Medway Youth Council – Annual Report

##### **25 July 2019**

- Proposed Amalgamation of Stoke Primary and Allhallows Primary Academies
- Council Response to LGO Complaint re Mainstream Home to School Transport Decision and Policy
- Council Plan Performance Monitoring Report Quarter 4 and End of Year 2018/19
- Educational Attainment of Medway Looked After Children
- Draft Medway Children and Young People's Plan 2019-2024



## Work Programme

### Health and Adult Social Care Overview and Scrutiny Committee

| Item   | Work type                             | Responsible officer  | Objectives   |
|--|---------------------------------------|--|--|
| <b>15 OCTOBER 2019</b>   |                                       |  |  |
| Quarter 1 Council Plan Performance and Risk Register Review report | Performance report                    | Director of People - Children and Adults Services  | To scrutinise the performance against council plan monitoring in relation to indicators that fall within the remit of this Committee                   |
| Annual Public Health Report  | Performance report                    | Director of Public Health  | To scrutinise the Annual Public Health report ahead of consideration by Cabinet  |
| Ensuring a Good Pregnancy – How to Raise Awareness                 | Information Items                     | Director of Public Health  | To be provided with and overview of awareness raising undertaken in this area  |
| Adult Social Care Complaints and Compliments Report                | Performance report                    | Director of People - Children and Adults Services  | To scrutinise information on the number, type and other information on adult social care complaints received during the period April 2018 - March 2019 |
| Impact of Development in Medway                                    | Information Items                     | Director of Public Health / Director Regeneration, Culture, Environment and Transformation | To consider the impact of development in Medway with particular regard to air quality  |
| Learning Disability – Adults’ Strategy                             | Pre-decision scrutiny                 | Director of People - Children and Adults Services  | To scrutinise the draft Strategy ahead of consideration by Cabinet   |
| Medway Outpatient Services Update                                  | Health Service Substantial Variations | Deputy Managing Director, Medway NHS CCG   | To receive a further update on the relocation of outpatient appointments from Medway Hospital to community facilities.                                 |
| Frank Lloyd Centre, Sittingbourne                                  | Health Service Substantial Variations | To be confirmed  | To consider whether proposals amount to a substantial variation  |

| <b>Item</b>  | <b>Work type</b>                   | <b>Responsible officer</b>                             | <b>Objectives</b>   |
|--|------------------------------------|--|---|
| <b>12 DECEMBER 2019</b>  |                                    |  |   |
| Quarter 2 Council Plan Performance and Risk Register Review Report | Performance report                 | Director of People - Children and Adults Services      | To scrutinise the performance against council plan monitoring in relation to indicators that fall within the remit of this Committee                |
| Draft Capital and Revenue Budget                                   | Pre-decision scrutiny              | Chief Finance Officer                                  | To scrutinise the draft Capital and Revenue Budgets for 2017/18   |
| Kent and Medway Adult Safeguarding (KMSAB) Annual Report           | Scrutiny of External Organisations | Independent Safeguarding Chairman                      | To receive the Annual KMSAB report  |
| NHS local Five Year Plan   | Scrutiny of External Organisations | Programme Director, Long Term Plan                     | To consider the draft local NHS Five Year Plan in response to the NHS Long Term Plan  |
| Kent and Medway Wheelchair Service                                 | Information Items                  | Managing Director, Thanet Clinical Commissioning Group | To receive a further update on improvements to the Kent and Medway Wheelchair Service following a Member item considered at the March 2019 meeting. |

| <b>Item</b>                            | <b>Work type</b>                    | <b>Responsible officer</b> | <b>Objectives</b>  |
|--|-------------------------------------|----------------------------|--|
| <b>16 JANUARY 2020</b>                 |                                     |                            |  |
| Portfolio Holder Being Held to Account | Portfolio Holder Holding to account | Councillor Brake           | To hold the Portfolio Holder to account on performance against his portfolio |

| Item   | Work type          | Responsible officer                      | Objectives   |
|--|--------------------|--|--|
| <b>12 MARCH 2020</b>   |                    |  |  |
| Quarter 3 Council Plan Performance and Risk Register Review Report | Performance report | Director of Children and Adults Services | To scrutinise the performance against council plan monitoring in relation to indicators that fall within the remit of this Committee |

| Item  | Work type                             | Responsible officer   | Objectives  |
|---|---------------------------------------|---|---|
| <b>Date to be Confirmed</b>   |                                       |   |   |
| Britton Farm Mall, Gillingham   | Health Service Substantial Variations | Chief Executive, KMPT   | To receive an update on the proposal to relocate some KMPT mental health services to Britton Farm |
| Primary Care Networks   | Information Items                     | Deputy Managing Director, NHS Medway Clinical Commissioning Group | To receive an update on the development of Primary Care Networks                                  |
| South East Coast Ambulance (SECAMB) Trust Update                            | Scrutiny of External Organisations    | Chief Executive, SECAMB   | To receive a further updates on SECAMB's improvement journey                                      |
| All Age Eating Disorder Service Update                                      | Information Items                     | Deputy Managing Director Medway NHS CCG / NELFT                   | To receive a further update on the service  |
| Task Group – The Impact of Social Isolation for the Council – Update Report | Policy development                    | Director of Public Health   | To receive an update on the implementation of the recommendations of the Task Group.              |





**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>17 OCTOBER 2019</b>  |   |  |  |
| Council Plan Monitoring and Risk Register Review 2019/20 Quarter 1                | Council Performance and Budget Monitoring | Head of RCET Business Intelligence Hub                             | To consider performance against the Council's key measures of success for the 1 <sup>st</sup> quarter of 2019/20 |
| MCG Ltd to be invited for further scrutiny  | Service review                            | Assistant Director Front Line Services/Head of Regulatory Services | MCG to be invited to the Committee for further scrutiny of the CCTV function (Minute 599 of 6/12/18 refers)      |
| Attendance by the Portfolio Holder for Planning, Economic Growth and Regeneration | Holding to account                        | Councillor Chitty  |  |
| <b>5 DECEMBER 2019</b>  |   |  |  |
| Council Plan Monitoring and Risk Register Review 2019/20 Quarter 2                | Council Performance and Budget Monitoring | Head of RCET Business Intelligence Hub                             | To consider performance against the Council's key measures of success for the 2 <sup>nd</sup> quarter of 2019/20 |
| Capital and Revenue Budget  | Council Performance and Budget Monitoring | Chief Finance Officer  | To consider the Council's draft capital and revenue budgets for 2020/21  |
| Annual Scrutiny of the Community Safety Partnership                               | Scrutiny of External organisations        | Assistant Director Frontline Services                              | Annual scrutiny of the Community Safety Partnership  |
| Attendance by the Portfolio Holder for Resources                                  | Holding to account                        | Councillor Gulvin  |  |

| Item  | Work type                                 | Responsible officer                    | Objectives   |
|---|---|--|--|
| <b>21 JANUARY 2020</b>  |   |  |  |
| Attendance by the Deputy Leader and Portfolio Holder for Housing and Community Services           | Holding to account                        | Councillor Doe                         |  |
| <b>26 MARCH 2020</b>  |   |  |  |
| Council Plan Monitoring and Risk Register Review 2019/20 Quarter 3                                | Council Performance and Budget Monitoring | Head of RCET Business Intelligence Hub | To consider performance against the Council's key measures of success for the 3 <sup>rd</sup> quarter of 2019/20   |
| Annual Review of Waste Contracts  | Council Performance and Budget Monitoring | Head of Waste Services                 | The annual review of waste<br><br><b>RCE pre-agenda has asked that this be moved to June 2020 to allow the report to give a fuller account of Norses's takeover of the contract and the AD Front Line Services will do a briefing note in March 2020 with initial info on the new contract</b> |
| Attendance by the Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships | Holding to account                        | Councillor Rodney Chambers OBE         |  |
| Attendance by the Portfolio Holder for Business Management  | Holding to account                        | Councillor Turpin                      |  |

## DATES TO BE DETERMINED

|  |                       |  |  |
|--|-----------------------|--|--|
| Declaration of Four Elms Hill Air Quality Management Area – Action Plan                            | Pre-decision scrutiny | Assistant Director Frontline Services/Environmental Protection Team Leader | To consider the Four Elms Hill Air Quality Management Area – Action Plan (Minute 230 – August 2017 refers)<br><br><b>Scheduled for January March 2020</b>  |
| Placing Objects on the Highway – Finalised scheme and plans for expansion to other areas of Medway | Information item      | Assistant Director Front Line Services                                     | Subject to the scheme being approved by Cabinet, to receive a report outlining the finalised scheme and plans for expansion to other areas of Medway   |
| Lifecycle Report on the Highways Network Investment  | Information item      | Assistant Director Front Line Services                                     | Further report on Highways Network Investment (agreed 16 August 2018)  |
| CCTV Improvement Programme   | Service review        | Assistant Director Front Line Services                                     | Report to provide an oversight of future programmes of CCTV provision in Medway<br><br><b>At pre-agenda it was proposed that this be a briefing note rather than a report. The AD Front Line Services is looking to send this out in August.</b> |

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) – *Usually produced initially as a briefing note*
4. Annual Action Plan reviewing the progress of the Local Flood Risk Management Strategy (January/March) - *Usually produced initially a briefing note*

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:

17 October 2019  
5 December 2019  
21 January 2020  
26 March 2020

Work Completed in 2019/20

13 June 2019

Member's item – Strood Development Works

Household Waste Recycling Centres: Responses to Kent County Council Policy Change

Update on CCTV Audit

Petitions

Work Programme