

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

23 SEPTEMBER 2010

WORK PROGRAMME

Report from: Neil Davies, Chief Executive

Author: Peter Holland, Committee Co-ordinator

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 the 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 7 September 2010.
- 3.2 The Chairman was advised that responses from the other Overview and Scrutiny Committees to performance monitoring targets referred to them by this committee earlier in the year will be incorporated into the First Quarter Council Plan Monitoring report.

- 3.3 The Chief Finance Officer advised that there would not be either a revenue or capital monitoring report on this agenda, as the information would not have been reported to Cabinet for consideration by this date. The Chairman proposed that the latest revenue and capital budget monitoring information is sent to the committee via a Briefing Note as soon as it is available and that Members are given the opportunity on the following agenda to raise any questions they may have from that information.

When the Briefing Note is published it will be found at:

<http://www.medway.gov.uk/index/council/committees/comscrutiny/79122.htm>

- 3.4 Before agenda despatch, the Chairman was contacted by officers to ask if a report could be submitted to this meeting with regard to a further follow up on the review of Temporary Accommodation and that Phase 2 of the Feasibility Study for an Assessment Centre is submitted to Members for consideration. The Chairman agreed to this request and the report can be seen at agenda item 8 of this agenda.

4. Future work programme

4.1 Cabinet's Forward Plan

There are no new items that have been added to the Forward Plan since the last meeting of this committee, which are not already on the work programme or have already been considered.

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 individual members of the Committee or any six members of the Council who are not members of the Committee
- 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 often undertaken in small cross party task groups. Each Committee usually undertakes one or two reviews of this type each year.
- pre-budget scrutiny
- consideration of petitions presented at Full Council
- consideration of called-in Cabinet decisions

5.3 Appendix 2 to this report sets out an overview of the work undertaken by each Overview and Scrutiny Committee during the last cycle of meetings and for the next cycle.

5.4 In addition Appendix 3 sets out the items in the Cabinet's Forward Plan indicating by asterisk items identified by the relevant Overview and Scrutiny Committee for pre-decision scrutiny.

6 Cabinet Forward Plan

6.1 Appendix 3 sets out the current forward plan, however, there is a new Forward Plan due to be published after the despatch of this agenda, so any new items within this committee's remit will be reported verbally to the meeting.

7. Financial and legal implications

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

8. Recommendations

8.1 That Members consider whether any changes need to be made to the work programme, including whether to add any items from the forward plan.

8.2 The committee is asked to note that the latest revenue and capital budget monitoring information will be sent to the committee via a Briefing Note as soon as it is available and that Members will be given the opportunity on the following agenda to raise any questions they may have from that information.

8.3 Members are asked to note the work undertaken by all overview and scrutiny committees in the last cycle and to be considered at the next cycle of meetings (set out in appendices 2 and 3 to this report).

Lead officer contact

Peter Holland, Committee Co-ordinator

Telephone: 01634 332011 Email: peter.holland@medway.gov.uk

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

**Policy framework documents: Council Plan, Community Plan and
Licensing Policy Statement**

Item	Work type	Responsible officer	Objectives	Timescale
Council Plan monitoring – first quarter including feedback from other Overview and Scrutiny Committees on targets referred to them for in-depth scrutiny.	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	23 September 2010
Petitions referral	Petitions		To update members on the officer visits to the two remaining sheltered housing schemes and report back on their findings.	23 September 2010
Annual review of Risk Management Strategy and six monthly review of the Risk Register	Performance monitoring	Joy Kirby	To review the Council's Risk Management Strategy and Risk Register.	4 November 2010
Attendance of the Portfolio Holder for Housing and Community Services	Executive accountability		To hold the Portfolio Holder for Housing and Community Services to account for executive decision-making.	4 November 2010
Capital budget monitoring 2010/2011	Budget scrutiny	Peter Bown	To allow members the opportunity to comment on the capital budget monitoring information sent via a briefing note.	4 November 2010

Item	Work type	Responsible officer	Objectives	Timescale
Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	To allow members the opportunity to comment on the revenue budget monitoring information sent via a briefing note.	4 November 2010
Six-monthly review of complaints	Performance Management	Martin Garlick.	This report provides members with a six-monthly review of complaints against the Council.	4 November 2010
Treasury Management Strategy mid-year report	Performance monitoring	Andy Larkin	This report presents the Treasury Management Strategy mid-year report.	4 November 2010
Attendance of the Portfolio Holder for Customer First and Corporate Services	Executive accountability		To hold the Portfolio Holder for Customer First and Corporate Services to account for executive decision-making.	2 December 2010
Capital and revenue budget initial proposals	Budget scrutiny	Mick Hayward	This report presents the capital and revenue budget initial proposals.	2 December 2010
Capital budget monitoring 2010/2011	Budget scrutiny	Peter Bown	This report presents the capital budget monitoring to September 2010.	2 December 2010
Council Plan monitoring – second quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	2 December 2010
Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to September 2010.	2 December 2010
Attendance of the Portfolio Holder for Finance and Deputy Leader	Executive accountability		To hold the Portfolio Holder for Finance and Deputy Leader to account for executive decision-making.	27 January 2011

Item	Work type	Responsible officer	Objectives	Timescale
Capital budget monitoring 2010/2011	Budget scrutiny	Peter Bown	This report presents the capital budget monitoring to November 2010.	27 January 2011
Draft capital and revenue budgets (Business Support)	Budget scrutiny	Mick Hayward	This report presents draft capital and revenue budgets (Business Support).	27 January 2011
Draft capital and revenue budgets (report back from other O&S Committees)	Budget scrutiny	Mick Hayward	This report presents draft capital and revenue budgets (report back from other O&S Committees).	27 January 2011
Housing Revenue Account, revenue and capital budget report	Budget scrutiny	Andy McNally-Johnson/ Derrick Singleton	This report presents the Housing Revenue Account, revenue and capital budget report.	27 January 2010
Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to November 2010.	27 January 2011
Treasury Management Strategy Statement and Annual Investment Strategy 2010/11	Performance monitoring	Andy Larkin	This report presents the Treasury Management Strategy Statement and Annual Investment Strategy 2010/11.	27 January 2011
Attendance of the Leader	Executive accountability		To hold the Leader to account for executive decision-making.	22 March 2011
Council Plan monitoring – third quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	22 March 2011
Council Plan monitoring – fourth quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	To be confirmed

Forthcoming meetings:

2010: 23 September, 4 November and 2 December (budget)

2011: 27 January and 22 March

Work completed in 2010/11:

8 July 2010

- Electoral registration
- Petition referral
- Stage one (benchmarking) – assessment centre for people requiring temporary accommodation
- In-depth report on NI156, H5 and H8 performance indicators

25 May 2010

- New petition procedures including e-petitions
- End of year performance report 2009/10
- Review of support for people in temporary accommodation – update on assessment centre

Overview and Scrutiny Activity

Appendix 2

BUSINESS SUPPORT	CHILDREN AND ADULTS	HEALTH AND ADULT SOCIAL CARE	REGENERATION, COMMUNITY AND CULTURE
8 July 2010	9 September 2010	23 August 2010	18 August 2010
Petitions – sheltered housing schemes	Council Plan monitoring – first quarter	Live it well – Kent and Medway Mental Health Strategy	Best Street/High Street Masterplan
Performance indicators	Healthy eating amongst children and young people	Annual Public Health Report	Gun Wharf Masterplan, Chatham
Review of temporary accommodation	Medway Safeguarding Children Board (MSCB)	Health and Wellbeing Strategy	Local Transport Plan 3
Electoral Registration	Options for Barnsole – location of new school building		Rochester Conservation Area Appraisal
HRA Reform Prospectus			
23 September 2010	20 October 2010	30 September 2010	29 September 2010
Council Plan monitoring – first quarter	Update – future location of the Child Development Centre	Chronic Pain Service	Amhurst Hill Design Brief SPD
Feedback from Overview and Scrutiny Committees on targets referred to them for in-depth scrutiny	Redesignation of Rivermead School	Council Plan monitoring – first quarter	Council Plan monitoring – first quarter
Petitions referral	Sure Start provision	End of Life Care Strategy	Interface Lands supplementary planning document
	Transition between Year 6 and Year 7	Pharmaceutical Needs Assessment	Local Development Framework: Draft core strategy

BUSINESS SUPPORT	CHILDREN AND ADULTS	HEALTH AND ADULT SOCIAL CARE	REGENERATION, COMMUNITY AND CULTURE
	Update on academy programmes		Report from task group on the effectiveness and future of PACTs

Your Council



Forward Plan of key decisions

1 September 2010 - 31 December 2010

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**Rodney Chambers
Leader of the Council**

Monday, 16 August 2010

Forward Plan

The forward plan helps the Cabinet to plan its work and provides a range of information about the key decisions that are expected to be taken. It also gives residents the opportunity to comment on the issues that are being tackled.

A key decision is one that is likely to:

- result in the council incurring significant expenditure or making significant savings
- be significant in terms of its effects on communities living or working in Medway.

These decisions may be taken by the Cabinet, a committee of the Cabinet, individual members of the Cabinet, employees, area committees or under joint arrangements.

The forward plan sets out the key decisions that are expected to be taken over the next four months. It is not a definitive list of all decisions but is intended to provide an indication of those decisions, which the Cabinet is expected to consider in the coming period. Every month the period covered by the plan is rolled forward by one month.

You can also see the forward plan on the Council's website (www.medway.gov.uk), just click on Cabinet decisions in the menu. Use it to find the details about the decision you are interested in, including:

- the expected date when the decision will be taken;
- the person in the cabinet who is responsible for the portfolio and whom you should contact if you want to comment
- details of any consultation arrangements
- the documents and reports to be considered before the final decision is taken

The website also provides a link to the relevant report once it is published.

If you wish to make representations about any of the items in the forward plan to a Cabinet portfolio holder, please use the comment option on the Council's website (www.medway.gov.uk) or contact

Anthony Law
Cabinet Co-ordinator
(01634) 332008
anthony.law@medway.gov.uk

Wayne Hemingway
Cabinet Co-ordinator
(01634) 332509
wayne.hemingway@medway.gov.uk

This edition of the Forward Plan comes into effect on 1 September 2010 and has the effect of superseding ALL previous editions

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<p># Best Street/High Street Chatham Masterplan</p> <p>To consider the outcome of consultation on the proposals for the Best Street/High Street Masterplan following consideration by the Regeneration, Community and Culture Overview and Scrutiny Committee on 18 August 2010.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Brian McCutcheon, Local and Regional Planning Manager, Tel: 01634 331149, Email: brian.mccutcheon@medway.gov.uk</p>	Key (Forward Plan)	7 Sep 2010	Cabinet
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
<p>Council Plan Monitoring (First Quarter)</p> <p>This report presents Council performance for the first quarter of 2010-11. In particular it includes performance against indicators and actions agreed in the Council Plan.</p> <p>Relevant Overview and Scrutiny Committee: All Steve Long, Senior Research and Review Officer, Tel: 01634 331490, Email: steve.long@medway.gov.uk</p>	Key (Forward Plan)	7 Sep 2010	Cabinet
	None.		Portfolio Holder for Customer First and Corporate Services: Janice Bamber

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Employment Land Study	Key (Forward Plan)	7 Sep 2010	Cabinet
This report will present for Members' consideration an Employment Land Study.			
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Brian McCutcheon, Local and Regional Planning Manager, Tel: 01634 331149, Email: brian.mccutcheon@medway.gov.uk			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
Gateway 3 Contract Award: Quality Public Transport Corridors - Strood Riverside Sustainable Transport Link and Corporation Street Improvements	Key (Forward Plan)	7 Sep 2010	Cabinet
This Gateway 3 report will outline the reasons for the appointment of the contractor for this part of the Quality Public Transport Corridors (QPTC) programme.			
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture David Highley, Senior Project Planner, Tel: 01634 331306, Email: david.highley@medway.gov.uk			
	None.		Portfolio Holder for Front Line Services: Filmer

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Gateway 4 Contract Review: Corporate and Staff Catering Services at Gun Wharf	Key (Forward Plan)	7 Sep 2010	Cabinet
<p>This report will set out a review of the performance of Sunlight Enterprises to provide corporate and staff catering services at the Council's headquarters (Gun Wharf, Chatham).</p> <p>Relevant Overview and Scrutiny Committee: Business Support Frederick Narmh, Tel: 01634 333507, Email: frederick.narmh@medway.gov.uk</p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
Gun Wharf Masterplan Chatham: Outcome of Consultation	Key (Forward Plan)	7 Sep 2010	Cabinet
<p>This report will propose the adoption of the Gun Wharf area masterplan as a supplementary planning document following consideration by the Regeneration, Community and Culture Overview and Scrutiny Committee on 18 August 2010.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Brian McCutcheon, Local and Regional Planning Manager, Tel: 01634 331149, Email: brian.mccutcheon@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

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Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Health and Wellbeing Strategy	Key (Forward Plan)	7 Sep 2010	Cabinet
# To consider the Health and Wellbeing Strategy following consideration by the Health and Adult Social Overview and Scrutiny Committee on 23 August 2010.			
Relevant Overview and Scrutiny Committee: Health and Adult Social Care Alison Barnett, Director of Public Health, Tel: (01634) 334308, Email: alison.barnett@medway.gov.uk			
	None.		Portfolio Holder for Adult Services, Portfolio Holder for Children's Services: Mason, Wicks
Historic Rochester Conservation Area Appraisal	Key (Forward Plan)	7 Sep 2010	Cabinet
# To consider the outcome of consultation on the consolidation and extension of the Rochester Conservation Area. This follows consideration at the Regeneration, Community and Culture Overview and Scrutiny Committee on 18 August 2010.			
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Overview and Scrutiny Committee Alice Brockway, Assistant Conservation Officer, Tel: 01634 334317, Email: alice.brockway@medway.gov.uk			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<p># Investing in Health: Annual Public Health Report 2009/2010</p> <p>To consider the Annual Public Health Report, following consideration at the Health and Adult Social Care Overview and Scrutiny Committee on 23 August 2010.</p> <p>Relevant Overview and Scrutiny Committee: Health and Adult Social Care Alison Barnett, Director of Public Health, Tel: (01634) 334308, Email: alison.barnett@medway.gov.uk</p>	Key (Forward Plan)	7 Sep 2010	Cabinet
	None.		Portfolio Holder for Adult Services: Mason
<p>Medway Street Car Park: Extension of Lease</p> <p>This report sets out the proposals to extend the lease for the Medway Street Car Park, Chatham.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Rubena Hafizi, Parking Services Manager, Tel: 01634 331725, Email: rubena.hafizi</p>	Key (Forward Plan)	7 Sep 2010	Cabinet
	None.		Portfolio Holder for Front Line Services: Filmer

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Private Sector Housing: Harassment and Illegal Eviction Policy	Key (Forward Plan)	7 Sep 2010	Cabinet
<p>This report will set out a proposed policy for dealing with harassment and illegal eviction in private sector housing in line with the Protection from Eviction Act 1977.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Susan Pledger, Private Sector Housing Manager, Tel: 01634 333009, Email: susan.pledger@medway.gov.uk</p>			
	None.		Portfolio Holder for Housing and Community Services: Doe
Recruitment Freeze	Key (Forward Plan)	7 Sep 2010	Cabinet
<p>To report on vacancies that Directors would like to fill.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk</p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
Capital Budget Monitoring	Key (Forward Plan)	28 Sep 2010	Cabinet
<p>To report on the latest monitoring position.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Peter Bown, Accounting Manager, Tel: 01634 332311, Email: peter.bown@medway.gov.uk</p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Council Plan Revisions (policy framework)	Key (Forward Plan)	28 Sep 2010	Cabinet
<p>This report will set out proposals to amend the Council Plan (policy framework document) in light of the recent budget decisions made at Council on 29 July 2010.</p> <p>This issue will be considered at Business Support Overview and Scrutiny Committee on 23 September 2010 and will be referred to Council on 14 October 2010 for approval.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Stephanie Goad, Assistant Director Communications Performance and Partnerships, , Email: stephanie.goad@medway.gov.uk</p>			
	None.		Portfolio Holder for Customer First and Corporate Services: Janice Bamber
Gateway 1 Options Appraisal: Consultancy Framework Agreement for Municipal, Highways, and Civil Engineering Design	Key (Forward Plan)	28 Sep 2010	Cabinet
<p>This Gateway 1 procurement report seeks permission to commence the procurement of a Consultancy Framework that will encompass services in relation to the design of any relevant Municipal, Highways and Civil Engineering projects.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture David Highley, Senior Project Planner, Tel: 01634 331306, Email: david.highley@medway.gov.uk</p>			
	None.		Portfolio Holder for Front Line Services: Filmer

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Gateway 4 Contract Review: Learning Platforms	Key (Forward Plan)	28 Sep 2010	Cabinet
This report seeks to detail the management of the Learning Platforms contract to date and how the project is meeting the intended objectives.			
Relevant Overview and Scrutiny Committee: Children and Adults Andy Morley, Key Stage 4 Engagement Programme Project Officer, Tel: 01634 338568, Email: andrew.morley@medway.gov.uk			
	None.		Portfolio Holder for Children's Services: Wicks
Healthy Eating Task Group Review Findings	Key (Forward Plan)	28 Sep 2010	Cabinet
#	This report will set out the findings of this Task Group review following the initial consideration by the Children and Adults Overview and Scrutiny Committee on 9 September 2010.		
Relevant Overview and Scrutiny Committee: Children and Adults Teri Hemmings, Overview and Scrutiny Co-ordinator, , Email: democratic.services@medway.gov.uk			
	None.		Portfolio Holder for Adult Services, Portfolio Holder for Children's Services: Mason, Wicks

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Medium Term Financial Plan and Council Plan	Key (Forward Plan)	28 Sep 2010	Cabinet
<p># This report reviews the major financial issues facing the Council in this and the next three years. It also provides a framework for the more detailed preparation of the draft Revenue Budget for 2011/2012 and the Council Plan.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk</p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
Recruitment Freeze	Key (Forward Plan)	28 Sep 2010	Cabinet
<p>To report on vacancies that Directors would like to fill.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk</p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
Revenue Budget Monitoring	Key (Forward Plan)	28 Sep 2010	Cabinet
<p>To report on the latest monitoring position.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Peter Bown, Accounting Manager, Tel: 01634 332311, Email: peter.bown@medway.gov.uk</p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Amherst Hill Design Brief Supplementary Planning Document - Outcome of Consultation	Key (Forward Plan)	19 Oct 2010	Cabinet
<p>To consider the outcome of consultation on the proposals for the Amherst Hill Design Brief, following consideration by the Regeneration, Community and Culture Overview and Scrutiny Committee on 29 September 2010.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Frances Madders, Senior Urban Design Officer, Tel: 01634 331705, Email: frances.madders@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
Building for Life	Key (Forward Plan)	19 Oct 2010	Cabinet
<p>Building for Life is the national standard for well-designed homes and neighbourhoods. It provides a method of assessing new housing developments against 20 criteria that embody a vision of functional, attractive and sustainable housing. Cabinet will be asked to adopt this standard.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Frances Madders, Senior Urban Design Officer, Tel: 01634 331705, Email: frances.madders@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Housing Strategy Annual Review To consider the annual review of the Housing Strategy. Relevant Overview and Scrutiny Committee: Business Support Matthew Gough, Housing Strategy Manager, Tel: 01634 333177, Email: matthew.gough@medway.gov.uk	Key (Forward Plan)	19 Oct 2010	Cabinet
	None.		Portfolio Holder for Housing and Community Services: Doe
# The Interface Land Development Framework (Supplementary Planning Document) This report will set out the outcome of consultation on the draft Interface Land Development Framework, regarding the site which straddles the boundary of Chatham Historic Dockyard and Chatham Maritime. This report will be initially considered at Regeneration, Community and Culture Overview and Scrutiny Committee on 29 September 2010. Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Carly Stoddart, Senior Planner, , Email: carly.stoddart@medway.gov.uk	Key (Forward Plan)	19 Oct 2010	Cabinet
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
# Local Development Framework: Draft Core Strategy	Key (Forward Plan)	19 Oct 2010	Cabinet
To seek approval to consult on the draft Core Strategy which forms part of the Local Development Framework, following consideration by the Regeneration, Community and Culture Overview and Scrutiny Committee.			
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Ray Stockwell, Programme Manager, Tel: 01634 331963, Email: ray.stockwell@medway.gov.uk			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
Medway Housing Design Standards (Supplementary Planning Document)	Key (Forward Plan)	19 Oct 2010	Cabinet
Cabinet will be asked to approve this Supplementary Planning Document for consultation. The aim of the this guide will provide developers, landowners and their advisors with clear advice on the main principles and minimum layout and space standards that will be expected in the design of new housing and in the conversion of existing properties. Compliance will be a consideration in the granting of planning permission and will apply to all proposals involving new units of accommodation.			
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Frances Madders, Senior Urban Design Officer, Tel: 01634 331705, Email: frances.madders@medway.gov.uk			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Recruitment Freeze	Key (Forward Plan)	19 Oct 2010	Cabinet
<p>This report sets out vacancies that Directors would like to fill.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk</p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
Brompton Academy Outline Business Case	Key (Forward Plan)	9 Nov 2010	Cabinet
<p>To consider the Brompton Academy Outline Business Case.</p> <p>Relevant Overview and Scrutiny Committee: Children and Adults Chris McKenzie, Head of School Organisation and Student Services, Tel: 01634 334013, Email: chris.mckenzie@medway.gov.uk</p>			
	None.		Portfolio Holder for Children's Services: Wicks
Gateway 3 Contract Award: Mercury Abatement and Improvements to Medway Crematorium	Key (Forward Plan)	9 Nov 2010	Cabinet
<p>This report sets out the outcome of the tender process for the Mercury Abatement and improvements to Medway Crematorium.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Paul Edwards, Bereavement and Registration Services Manager, Tel: 01634 337744, Email: paul.edwards@medway.gov.uk</p>			
	None.		Portfolio Holder for Customer First and Corporate Services: Janice Bamber

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Gateway 3 Contract Award: Public Lighting Maintenance Works	Key (Forward Plan)	9 Nov 2010	Cabinet
<p>This report sets out the outcome of the tender process for the public lighting maintenance works contract.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Ian Hardy, Engineer, Street Lighting, Tel: 01634 331403, Email: ian.hardy@medway.gov.uk</p>			
	None.		Portfolio Holder for Front Line Services: Filmer
Recruitment Freeze	Key (Forward Plan)	9 Nov 2010	Cabinet
<p>This report sets out vacancies that Directors would like to fill.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk</p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
Treasury Management Strategy - Mid Year report	Key (Forward Plan)	9 Nov 2010	Cabinet
<p># This report sets out the mid year review of the Council's Treasury Management Strategy.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Andy Larkin, Finance Support Officer, Tel: 01634 332317, Email: andrew.larkin@medway.gov.uk</p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
# Annual Review of Risk Management and Six Monthly Review of Risk Register	Key (Forward Plan)	30 Nov 2010	Cabinet
This report will set out a review of the Council's risk management processes.			
Relevant Overview and Scrutiny Committee: Business Support Joy Kirby, Quality Assurance and Client Manager, Tel: 01634 331422, Email: joy.kirby@medway.gov.uk			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
Capital Budget Monitoring	Key (Forward Plan)	30 Nov 2010	Cabinet
To report on the latest monitoring position.			
Relevant Overview and Scrutiny Committee: Business Support Peter Bown, Accounting Manager, Tel: 01634 332311, Email: peter.bown@medway.gov.uk			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
Capital Programme 2011/2012 and Beyond	Key (Forward Plan)	30 Nov 2010	Cabinet
This report sets out recommendations for a provisional programme of capital investment for 2011/2012 and beyond.			
Relevant Overview and Scrutiny Committee: Business Support/All Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Council Plan 2011/2014	Key (Forward Plan)	30 Nov 2010	Cabinet
# This report sets out the initial proposals for the Council Plan 2011/2014. Relevant Overview and Scrutiny Committee: Business Support/All Stephanie Goad, Assistant Director Communications Performance and Partnerships, , Email: stephanie.goad@medway.gov.uk	None.		Portfolio Holder for Customer First and Corporate Services: Janice Bamber
Council Plan Monitoring - Second Quarter	Key (Forward Plan)	30 Nov 2010	Cabinet
# This report sets out the Council Plan Monitoring for the second quarter of the year. Relevant Overview and Scrutiny Committee: All Steve Long, Senior Research and Review Officer, Tel: 01634 331490, Email: steve.long@medway.gov.uk	None.		Portfolio Holder for Customer First and Corporate Services: Janice Bamber

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Gateway 3 Contract Award: Building Works for Lordswood Federated Schools	Key (Forward Plan)	30 Nov 2010	Cabinet
Cabinet approval is sought to approve the contract for building works for the Lordswood Federated schools.			
Relevant Overview and Scrutiny Committee: Children and Adults Sarah Woods, Capital Project Manager, Tel: 01634 332116, Email: sarah.woods@medway.gov.uk			
	None.		Portfolio Holder for Children's Services: Wicks
Gateway 3 Contract Award: Building Works for Sir Joseph Williamson's Mathematical School, Rochester	Key (Forward Plan)	30 Nov 2010	Cabinet
Cabinet approval is sought to approve the contract for building works at Sir Joseph Williamson's Mathematical School.			
Relevant Overview and Scrutiny Committee: Children and Adults Sarah Woods, Capital Project Manager, Tel: 01634 332116, Email: sarah.woods@medway.gov.uk			
	None.		Portfolio Holder for Children's Services: Wicks

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
# Partners and Communities Together (PACT) Scrutiny Review	Key (Forward Plan)	30 Nov 2010	Cabinet
<p>This report will set out the findings of this scrutiny review following initial consideration by the Regeneration, Community and Culture Overview and Scrutiny Committee on 29 September 2010.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Caroline Salisbury, Overview and Scrutiny Co-ordinator, , Email: democratic.services@medway.gov.uk</p>			
	None.		Portfolio Holder for Community Safety and Enforcement: O'Brien
Recruitment Freeze	Key (Forward Plan)	30 Nov 2010	Cabinet
<p>This report sets out vacancies that Directors would like to fill.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk</p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
Revenue Budget 2011/2012	Key (Forward Plan)	30 Nov 2010	Cabinet
<p>This report will set out the initial proposals for the Revenue Budget 2011/2012.</p> <p>Relevant Overview and Scrutiny Committee: Business Support/All Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk</p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Revenue Budget Monitoring	Key (Forward Plan)	30 Nov 2010	Cabinet
To report on the latest monitoring position.			
Relevant Overview and Scrutiny Committee: Business Support Peter Bown, Accounting Manager, Tel: 01634 332311, Email: peter.bown@medway.gov.uk			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
# Redesignation of Rivermead School - Outcome of Consultation	Key (Forward Plan)	30 Nov 2010	Cabinet
To set out the outcome of consultation on the proposals to redesignate Rivermead School from a community special school with a designation as a hospital school to community special school catering for statemented SEN pupils with complex needs aged 11-19.			
Relevant Overview and Scrutiny Committee: Children and Adults Paul Clarke, School Organisation Officer, Tel: 01634 331031, Email: paul.clarke@medway.gov.uk			
	None.		Portfolio Holder for Children's Services: Wicks

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Local Transport 3 (policy framework)	Key (Forward Plan)	21 Dec 2010	Cabinet
# This report will set out the draft Local Transport 3 policy framework document.			
This report will be initially considered by the Regeneration, Community and Culture Overview and Scrutiny Committee on 16 November 2010 and will then be referred to Council on 13 January 2011 for approval.			
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Mark Johnson, Senior Transport Planner, Tel: 01634 331505, Email: mark.johnson@medway.gov.uk			
	None.		Portfolio Holder for Front Line Services: Filmer
Recruitment Freeze	Key (Forward Plan)	21 Dec 2010	Cabinet
This report sets out vacancies that Directors would like to fill.			
Relevant Overview and Scrutiny Committee: Business Support Tricia Palmer, Assistant Director, Organisational Services, Tel: 01634 332343, Email: tricia.palmer@medway.gov.uk			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett