

# Forward Plan of key decisions

1 November 2010 - 28 February 2011

Rodney Chambers Leader of the Council

Friday, 15 October 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 (<a href="www.medway.gov.uk">www.medway.gov.uk</a>) 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 November 2010 and has the effect of superseding ALL previous editions

Issue Title / Issue Summary / contact Details	Туре	Anticipated	Decision	Maker
Consultation	Supporting Documents	Decision Date		Portfolio
Change of Age Range - Walderslade Primary School	Key (Forward Plan)	9 Nov 2010	Cabinet	
This report proposes to initiate a public consultation on the age of 3 years.	altering the age range of W	alderslade Primary	y School to	permit the admission of children from
Relevant Overview and Scrutiny Committee: Children a Mark Holmes, Strategy Manager, Tel: 01634 331160, E		ay.gov.uk		
	None.			Portfolio Holder for Children's Services: Wicks
Disposal of Land 78 Woodlands Road, Gillingham	Key (Forward Plan)	9 Nov 2010	Cabinet	
This report will request that Cabinet declares this prope	rty surplus, so that it can be	disposed of for be	est consider	ration.
Relevant Overview and Scrutiny Committee: Business Noel Filmer, Valuation and Asset Management Manage		l: noel.filmer@me	dway.gov.ul	<
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
Gateway 1 Options Appraisal: Medway Drug and Alcohol Services	Key (Forward Plan)	9 Nov 2010	Cabinet	
Cabinet approval will be sought to commence the procu	urement process for Medway	y Drug and Alcoho	ol Services.	
Relevant Overview and Scrutiny Committee: Health an Michelle Howells, Interim Adult Joint Commissioning Ma		Email: michelle.ho	owells@me	dway.gov.uk

Issue Title / Issue Summary / contact Details	Туре	Anticipated	Decision	Maker
Consultation	Supporting Documents	Decision Date		Portfolio
	None.			Portfolio Holder for Community Safety and Enforcement: O'Brien
Gateway 3 Contract Award: Public Lighting Maintenance Works	Key (Forward Plan)	9 Nov 2010	Cabinet	
This report sets out the outcome of the tender process	for the public lighting mainte	nance works cont	ract.	
Relevant Overview and Scrutiny Committee: Regener Ian Hardy, Engineer, Street Lighting, Tel: 01634 33140				
	None.			Portfolio Holder for Front Line Services: Filmer
Gateway 1 Options Appraisal: Sir Joseph Williamson's Mathematical School New Design/Technology Building	Key (Forward Plan)	9 Nov 2010	Cabinet	
Cabinet approval is sought to commence the procuren Rochester.	nent process for the building	works project at S	ir Joseph W	/illiamson's Mathematical School,
Relevant Overview and Scrutiny Committee: Children Sarah Woods, Capital Project Manager, Tel: 01634 33		medway.gov.uk		
	None.			Portfolio Holder for Children's Services: Wicks
Gateway 4 Contract Management: Highways Maintenance Term	Key (Forward Plan)	9 Nov 2010	Cabinet	

Issue Title / Issue Summary / contact Details	Туре	Anticipated	Decision Maker
Consultation	Supporting Documents	Decision Date	Portfolio
This report sets out a review of the Highways Minor V	Works Contract.		
Relevant Overview and Scrutiny Committee: Regent Phil Moore, Head of Highways and Parking Services,			y.gov.uk
	None.		Portfolio Holder for Front Line Services: Filmer
Outcome of Consultation to the Change of Designation at Rivermead School	Key (Forward Plan)	9 Nov 2010	Cabinet
To set out the outcome of consultation on the propos hospital school to community special school catering Relevant Overview and Scrutiny Committee: Childre	for statemented SEN pupils wen and Adults		
Paul Clarke, School Organisation Officer, Tel: 01634	331031, Email: paul.clarke@n	nedway.gov.uk	
Paul Clarke, School Organisation Officer, Tel: 01634	331031, Email: paul.clarke@n	nedway.gov.uk	Portfolio Holder for Children's Services: Wicks
	<del>_</del>	nedway.gov.uk  9 Nov 2010	
Outline Business Case for Brompton Academy  The Council is required to produce an Outline Busine procurement strategy for Brompton Academy in suffice	None.  Key (Forward Plan) ess Case (OBC) outlining the ocient detail to allow capital fund	9 Nov 2010 ptions appraisal, c ling to be confirme	Services: Wicks  Cabinet cost estimates, affordability assessment and ed and gain approval to proceed with the delivery
Paul Clarke, School Organisation Officer, Tel: 01634  Outline Business Case for Brompton Academy  The Council is required to produce an Outline Busine procurement strategy for Brompton Academy in suffic of Brompton Academy via the Partnership for School Relevant Overview and Scrutiny Committee: Childre Chris McKenzie, Head of School Organisation and Screen Committee Chris McKenzie, Head of School Organisation and Screen Chris McKenzie Chris M	None.  Key (Forward Plan) ess Case (OBC) outlining the ocient detail to allow capital functs (PfS) Contractors Framework	9 Nov 2010 ptions appraisal, o ling to be confirme c. Cabinet will be	Services: Wicks  Cabinet cost estimates, affordability assessment and ed and gain approval to proceed with the delivery asked to approve the OBC.

Issue Title / Issue Summary / contact Details	Туре	Anticipated	Decision	Maker
Consultation	Supporting Documents	Decision Date	-	Portfolio
Petitions and E-Petitions	Key (Forward Plan)	9 Nov 2010	Cabinet	
Every local authority is required to respond to petitions will provide an update on the new duty following withdra petitions scheme for inclusion in the Council's Constitut in the report to be considered by full Council at its meet	awal of the statutory guidanction. The Cabinet is invited to	e issued under th	e relevant s	tatutory provisions and proposes a new
Relevant Overview and Scrutiny Committee: Business Julie Keith, Head of Democratic Services, Tel: 01634 33		rvices@medway.	gov.uk	
	None.			Leader of the Council: Rodney Chambers
Recruitment Freeze	Key (Forward Plan)	9 Nov 2010	Cabinet	
This report sets out vacancies that Directors would like	to fill.			
Relevant Overview and Scrutiny Committee: Business Tricia Palmer, Assistant Director, Organisational Servic		il: tricia.palmer@	medway.gov	v.uk
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
Treasury Management Strategy - Mid Year report	Key (Forward Plan)	9 Nov 2010	Cabinet	
This report sets out the mid year review of the Council's	Treasury Management Stra	itegy.		
Relevant Overview and Scrutiny Committee: Business Andy Larkin, Finance Support Officer, Tel: 01634 3323		edway.gov.uk		

Issue Title / Issue Summary / contact Details	Туре	Anticipated	Decision I	Maker
Consultation	Supporting Documents	Decision Date		Portfolio
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
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 m	anagement processes.			
Relevant Overview and Scrutiny Committee: Business Joy Kirby, Quality Assurance and Client Manager, Tel		rby@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 Peter Bown, Accounting Manager, Tel: 01634 332311		y.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 provisiona	l programme of capital invest	ment for 2011/201	2 and beyo	nd.
Relevant Overview and Scrutiny Committee: Business Mick Hayward, Chief Finance Officer, Tel: 01634 3322		edway.gov.uk		

Issue Title / Issue Summary / contact Details	Туре	Anticipated	Decision	Maker
Consultation	Supporting Documents	Decision Date		Portfolio
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
Council Plan 2011/2014	Key (Forward Plan)	30 Nov 2010	Cabinet	
This report sets out the initial proposals for the Cou	ncil Plan 2011/2014.			
Relevant Overview and Scrutiny Committee: Busin Stephanie Goad, Assistant Director Communication		s, Tel: 01634 332	737, 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, 1	<sup>-</sup> [el: 01634 331490, Email: steve	.long@medway.g	ov.uk	
	None.			Portfolio Holder for Customer First and Corporate Services: Janice Bamber
Gateway 1 Options Appraisal: Building Works fo Lordswood School	or Key (Forward Plan)	30 Nov 2010	Cabinet	

-	, , , , , , , , , , , , , , , , , , ,	Decision Maker	
Consultation	Supporting Documents	Decision Date	Portfolio
Cabinet approval is sought to commence the procu	rement process for building wor	ks at Lordswood S	School.
Relevant Overview and Scrutiny Committee: Child Sarah Woods, Capital Project Manager, Tel: 01634		medway.gov.uk	
	None.		Portfolio Holder for Children's Services: Wicks
Medway Landscape Character Assessment	Key (Forward Plan)	30 Nov 2010	Cabinet
Medway's countryside and urban-rural fringe areas countryside policies within the Local Development			
developers and the local community in consideration Relevant Overview and Scrutiny Committee: Rege Brendan Doyle, Senior Landscape & Urban Design	on of proposed development with neration, Community and Cultur	nin the rural and un	ban-rural fringe areas of Medway.
developers and the local community in consideration Relevant Overview and Scrutiny Committee: Rege	on of proposed development with neration, Community and Cultur	nin the rural and un	ban-rural fringe areas of Medway.
developers and the local community in consideration Relevant Overview and Scrutiny Committee: Rege Brendan Doyle, Senior Landscape & Urban Design	on of proposed development with neration, Community and Cultur Officer, Tel: (01634) 332168, E	nin the rural and un	rban-rural fringe areas of Medway.  le@medway.gov.uk  Portfolio Holder for Strategic Development and Economic Growth
Relevant Overview and Scrutiny Committee: Rege Brendan Doyle, Senior Landscape & Urban Design  Partners and Communities Together (PACT)	on of proposed development with eneration, Community and Cultur Officer, Tel: (01634) 332168, E None.  Key (Forward Plan)	nin the rural and une mail: brendan.doy	rban-rural fringe areas of Medway.  le@medway.gov.uk  Portfolio Holder for Strategic Development and Economic Growth Chitty  Cabinet

Issue Title / Issue Summary / contact Details	Туре	Anticipated	Decision	Maker
Consultation	Supporting Documents	Decision Date		Portfolio
	None.			Portfolio Holder for Community Safety and Enforcement: O'Brien
Primary Capital Programme	Key (Forward Plan)	30 Nov 2010	Cabinet	
This report will advise Members of the primary capital p	rogramme, setting out the s	pend profile and s	ources of fu	ınding.
Relevant Overview and Scrutiny Committee: Chris McKenzie, Head of School Organisation and Stud	lent Services, Tel: 01634 33	4013, Email: chris	.mckenzie@	@medway.gov.uk
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
Recruitment Freeze	Key (Forward Plan)	30 Nov 2010	Cabinet	
This report sets out vacancies that Directors would like	to fill.			
Relevant Overview and Scrutiny Committee: Business Tricia Palmer, Assistant Director, Organisational Service		ıil: tricia.palmer@r	nedway.gov	v.uk
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
Revenue Budget 2011/2012	Key (Forward Plan)	30 Nov 2010	Cabinet	
This report will set out the initial proposals for the Rever	nue Budget 2011/2012.			
Relevant Overview and Scrutiny Committee: Business Mick Hayward, Chief Finance Officer, Tel: 01634 33222		edway.gov.uk		

Issue Title / Issue Summary / contact Details	Туре	Anticipated	Decision	Maker
Consultation	Supporting Documents	Decision Date		Portfolio
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
Revenue Budget Monitoring	Key (Forward Plan)	30 Nov 2010	Cabinet	
To report on the latest monitoring position.				
Relevant Overview and Scrutiny Committee: Business Peter Bown, Accounting Manager, Tel: 01634 332311,	• •	y.gov.uk		
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
Winter Services Scrutiny Review	Key (Forward Plan)	30 Nov 2010	Cabinet	
This report will set out the outcome of the Winter Service Overview and Scrutiny Committee.	ces Scrutiny Review followin	g consideration by	the Regen	eration, Community and Culture
Relevant Overview and Scrutiny Committee: Regeneral Caroline Salisbury, Overview and Scrutiny Co-ordinato			ces@medwa	ay.gov.uk
	None.			Portfolio Holder for Front Line Services: Filmer
Gateway 1 Options Appraisal: Building Works for Napier Primary School	Key (Forward Plan)	21 Dec 2010	Cabinet	

Issue Title / Issue Summary / contact Details	Туре	Anticipated Decision Date	Decision Maker	
Consultation	Supporting Documents	Decision Date		Portfolio
Cabinet approval is sought to commence the procu	urement process for building wor	ks at Napier Prima	ary School.	
Relevant Overview and Scrutiny Committee: Sarah Woods, Capital Project Manager, Tel: 01634	4 332116, Email: sarah.woods@	medway.gov.uk		
	None.			Portfolio Holder for Children's Services: Wicks
Local Transport 3 (Policy Framework)	Key (Forward Plan)	21 Dec 2010	Cabinet	
This report will set out the draft Local Transport 3 լ	policy framework document.			
then be referred to Council on 13 January 2011 for Relevant Overview and Scrutiny Committee: Rege	r approval. eneration, Community and Cultur	e	•	nittee on 16 November 2010 and w
Relevant Overview and Scrutiny Committee: Rege	r approval. eneration, Community and Cultur	e	•	Portfolio Holder for Front Line Services: Filmer
then be referred to Council on 13 January 2011 for Relevant Overview and Scrutiny Committee: Rege Mark Johnson, Senior Transport Planner, Tel: 016	r approval. eneration, Community and Cultur 34 331505, Email: mark.johnson	e	•	Portfolio Holder for Front Line
This report will be initially considered by the Reger then be referred to Council on 13 January 2011 for Relevant Overview and Scrutiny Committee: Rege Mark Johnson, Senior Transport Planner, Tel: 016  Recruitment Freeze  This report sets out vacancies that Directors would	r approval. eneration, Community and Cultur 34 331505, Email: mark.johnson None.  Key (Forward Plan)	e @medway.gov.uk	,	Portfolio Holder for Front Line
then be referred to Council on 13 January 2011 for Relevant Overview and Scrutiny Committee: Rege Mark Johnson, Senior Transport Planner, Tel: 016  Recruitment Freeze	r approval. eneration, Community and Cultur 34 331505, Email: mark.johnson None.  Key (Forward Plan) d like to fill.	e @medway.gov.uk 21 Dec 2010	Cabinet	Portfolio Holder for Front Line Services: Filmer

Issue Title / Issue Summary / contact Details	Туре	Anticipated	Decision	Maker
Consultation	Supporting Documents	Decision Date		Portfolio
Statement of Licensing Policy (Policy Framework)	Key (Forward Plan)	21 Dec 2010	Cabinet	
This report will set out a review of the Statement of Lice by Licensing and Safety Committee on 18 November 29 will be asked to consider any proposed changes to the	010 and Business Support C	Overview and Scru	itiny Commi	ttee on 2 December 2010. The Cabinet
Relevant Overview and Scrutiny Committee: Alison Poulson, Business Development and Licensing I	Manager, Tel: (01634) 3327	74, Email: alison.ŗ	ooulson@me	edway.gov.uk
	None.			Portfolio Holder for Customer First and Corporate Services: Janice Bamber
Capital Budget Monitoring	Key (Forward Plan)	18 Jan 2011	Cabinet	
To report on the latest monitoring position.				
Relevant Overview and Scrutiny Committee: Business Peter Bown, Accounting Manager, Tel: 01634 332311,	• •	y.gov.uk		
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
Gateway 1 Options Appraisal: Building Works for Barnsole Primary School	Key (Forward Plan)	18 Jan 2011	Cabinet	
Cabinet approval is sought to commence the procurement	ent process for building work	ks at Barnsole Pri	mary Schoo	l.
Relevant Overview and Scrutiny Committee: Children a Sarah Woods, Capital Project Manager, Tel: 01634 332		medway.gov.uk		

Issue Title / Issue Summary / contact Details	Туре	Anticipated	Decision	Maker
Consultation	Supporting Documents	Decision Date		Portfolio
	None.			Portfolio Holder for Children's Services: Wicks
Gateway 1 Options Appraisal: Building Works for Oaklands Primary School	Key (Forward Plan)	18 Jan 2011	Cabinet	
Cabinet approval is sought to commence the procureme	ent process for building work	ks at Oaklands Pri	mary Schoo	ol.
Relevant Overview and Scrutiny Committee: Children a Sarah Woods, Capital Project Manager, Tel: 01634 332		medway.gov.uk		
	None.			Portfolio Holder for Children's Services: Wicks
Gateway 1 Options Appraisal: Building Works for Thames View Primary School	Key (Forward Plan)	18 Jan 2011	Cabinet	
Cabinet approval is sought to commence the procureme	ent process for building work	ks at Thames Viev	v Primary S	chool.
Relevant Overview and Scrutiny Committee: Children a Sarah Woods, Capital Project Manager, Tel: 01634 332		medway.gov.uk		
	None.			Portfolio Holder for Children's Services: Wicks
Gateway 3 Contract Award: Sir Joseph Williamson's Mathematical School New Design/Technology Building	Key (Forward Plan)	18 Jan 2011	Cabinet	

Issue Title / Issue Summary / contact Details	Decision I	Anticipated	Decision Maker	
Consultation		Decision Date		Portfolio
Cabinet approval is sought to approve the contract	for building works at Sir Joseph	Williamson's Math	nematical S	chool.
Relevant Overview and Scrutiny Committee: Child Sarah Woods, Capital Project Manager, Tel: 01634		medway.gov.uk		
	None.			Portfolio Holder for Children's Services: Wicks
Recruitment Freeze	Key (Forward Plan)	18 Jan 2011	Cabinet	
This report sets out vacancies that Directors would	l like to fill.			
Relevant Overview and Scrutiny Committee: Busin Tricia Palmer, Assistant Director, Organisational S		ail: tricia.palmer@ı	medway.gov	v.uk
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
Revenue Budget Monitoring	Key (Forward Plan)	18 Jan 2011	Cabinet	
To report on the latest monitoring position.				
Relevant Overview and Scrutiny Committee: Busin Peter Bown, Accounting Manager, Tel: 01634 3323		y.gov.uk		
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
South Thames Gateway Building Control Partnership - Business Plan 2011/2014	Key (Forward Plan)	18 Jan 2011	Cabinet	

Issue Title / Issue Summary / contact Details  Consultation	Type Supporting Documents	Anticipated	Decision Maker	
		Decision Date		Portfolio
This report seeks agreement to the draft South Than how the building control function for the three partner				
Relevant Overview and Scrutiny Committee: Regentance VanVeghel, Director, South Thames Gateway I	·		.vanveghel@	nedway.gov.uk
	None.			Portfolio Holder for Strategic Development and Economic Growth Chitty
Council Plan (Policy Framework)	Key (Forward Plan)	15 Feb 2011	Cabinet	
To consider the proposals for the Council Plan prior	to consideration and approval	at Council on 24 F	ebruary 201	1.
Relevant Overview and Scrutiny Committee: Busine Steve Long, Senior Research and Review Officer, Te		.long@medway.g	ov.uk	
	None.			Portfolio Holder for Customer First and Corporate Services: Janice Bamber
Gateway 3 Contract Award: Building Works for Lordswood School	Key (Forward Plan)	15 Feb 2011	Cabinet	
Cabinet approval is sought to approve the contract for	or building works at Lordswood	School.		
Relevant Overview and Scrutiny Committee: Childre Sarah Woods, Capital Project Manager, Tel: 01634		medway.gov.uk		

Issue Title / Issue Summary / contact Details  Consultation	Type Supporting Documents	Anticipated Decision Date	Decision Maker	
				Portfolio
	None.			Portfolio Holder for Children's Services: Wicks
Gateway 4 Contract Management: Responsive Repairs Contract	Key (Forward Plan)	15 Feb 2011	Cabinet	
This report will consider the provision of the responsive of the contract or to retender.	e repairs contract including o	ptions to extend th	ne contract f	or a further two years, under the terms
Relevant Overview and Scrutiny Committee: Business Marc Blowers, Head of Performance and Service Impr		, Email: marc.blov	vers@medw	<i>v</i> ay.gov.uk
	None.			Portfolio Holder for Housing and Community Services: Doe
Revenue and Capital Budgets 2011/2012	Key (Forward Plan)	15 Feb 2011	Cabinet	
To seek Cabinet's views on the 2011/2012 Revenue a	nd Capital budgets prior to co	onsideration and a	pproval at 0	Council on 24 February 2010.
Relevant Overview and Scrutiny Committee: Business Mick Hayward, Chief Finance Officer, Tel: 01634 3322		edway.gov.uk		
	None.			Portfolio Holder for Finance and Deputy Leader: Jarrett
Treasury Management	Key (Forward Plan)	15 Feb 2011	Cabinet	

Issue Title / Issue Summary / contact Details	Туре	Anticipated	Decision Maker			
Consultation	Supporting Documents	Decision Date	Portfolio			
This report will present the following documents for Members consideration: Treasury Management Policy Statement; Treasury Management Strategy; Annual Investment Strategy; Minimum Revenue Provision; policy; and, Treasury Management Practices.  Relevant Overview and Scrutiny Committee: Business Support Andy Larkin, Finance Support Officer, Tel: 01634 332317, Email: andrew.larkin@medway.gov.uk						
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett			