

Appendix 1

Cabinet Advisory Groups 2022/2023 – Memberships

Title	No and ratio	Names of nominated representatives	Term of office																		
Children and Adults Capital Programme Cabinet Advisory Group	4 (4 Portfolio Holders)	Cllrs Brake, Mrs Josie Iles, Jarrett and Potter	Municipal year																		
Climate Change Member Advisory Group	9 (6:3)	Councillors Doe, Filmer, Gulvin, Hackwell, Thompson and Tranter. Councillors Curry, Maple and Andy Stamp. Medway Youth Council Member Named substitutes Councillors Adeoye and Johnson.																			
Corporate Parenting Board	8 (5:3) plus named substitutes	<table border="0"> <thead> <tr> <th data-bbox="836 1025 1002 1059"><u>Member</u></th> <th data-bbox="1011 1025 1150 1059"><u>Substitute</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="836 1093 1002 1126">Cllr Ahmed</td> <td data-bbox="1011 1093 1150 1126">Cllr Barrett</td> </tr> <tr> <td data-bbox="836 1160 1002 1227">Cllr Cooper</td> <td data-bbox="1011 1160 1150 1227">Cllr Hubbard</td> </tr> <tr> <td data-bbox="836 1261 1002 1294">Cllr Gulvin</td> <td data-bbox="1011 1261 1150 1294">Cllr Brake</td> </tr> <tr> <td data-bbox="836 1328 1002 1429">Cllr Howcroft-Scott</td> <td data-bbox="1011 1328 1150 1429">Cllr Chrissy Stamp</td> </tr> <tr> <td data-bbox="836 1462 1002 1529">Cllr Mrs Josie Iles</td> <td data-bbox="1011 1462 1150 1529">Cllr Thompson</td> </tr> <tr> <td data-bbox="836 1563 1002 1630">Cllr Johnson</td> <td data-bbox="1011 1563 1150 1630">Cllr Mahil</td> </tr> <tr> <td data-bbox="836 1664 1002 1731">Cllr Opara</td> <td data-bbox="1011 1664 1150 1731">Cllr Tranter</td> </tr> <tr> <td data-bbox="836 1765 1002 1798">Cllr Wildey</td> <td data-bbox="1011 1765 1150 1798">Cllr Thorne</td> </tr> </tbody> </table>	<u>Member</u>	<u>Substitute</u>	Cllr Ahmed	Cllr Barrett	Cllr Cooper	Cllr Hubbard	Cllr Gulvin	Cllr Brake	Cllr Howcroft-Scott	Cllr Chrissy Stamp	Cllr Mrs Josie Iles	Cllr Thompson	Cllr Johnson	Cllr Mahil	Cllr Opara	Cllr Tranter	Cllr Wildey	Cllr Thorne	Municipal year
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Development Plans Advisory Group	7 (4:3)	Cllrs Bowler, Mrs Diane Chambers, Rodney Chambers OBE, Chitty, Gulvin, Khan and Curry	Municipal year
Future Hoo Delivery Board (formerly New Routes to Good Growth Housing Infrastructure Fund (HIF) Delivery Board)	4 (Leader and appropriate Portfolio Holders)	Cllrs Jarrett, Rodney Chambers OBE, Doe and Filmer	Municipal year
High Needs Block (HNB) Recovery Advisory Group	3 (Leader and appropriate Portfolio Holders)	Cllrs Jarrett, Mrs Josie Iles and Potter	Municipal Year
Innovation Park Medway Delivery Board	3 (Leader and appropriate Portfolio Holders)	Cllrs Jarrett, Rodney Chambers OBE and Chitty	Municipal year
Medway Skills Partnership Board	4 (appropriate Portfolio Holders)	Cllrs Rodney Chambers OBE, Chitty, Mrs Josie Iles and Potter	Municipal year
Medway Special Education Needs (SEND) Partnership Board	1 (Portfolio Holder)	Cllr Mrs Josie Iles	Municipal year
Medway Youth Justice Partnership Board	1 (Portfolio Holder)	Cllr Mrs Josie Iles	Municipal year
Procurement Board	2 (2 Portfolio Holders)	Cllrs Brake and Gulvin	Municipal year
Regeneration, Culture and Environment Member Project Oversight and Advisory Board	4 (Portfolio Holders)	Cllrs Rodney Chambers OBE, Doe, Filmer and Jarrett	Municipal year
Town Centres Board	4:2	Cllrs Jarrett, Rodney Chambers, OBE, Doe, Chitty, Maple and Curry	Municipal year

Climate Change Member Advisory Group: Terms of Reference

1. Terms of reference

1.1 The purpose of the Group is:

- To agree the strategic approach to tackling climate change
- To provide direction on emerging opportunities
- To review, analyse and scrutinise progress
- To report back to Cabinet on the outcomes and outputs from the Climate Change Emergency.

2. Membership

2.1 This is a cross-party group established on a 6:3 basis and is chaired by the Deputy Leader and Portfolio Holder for Housing and Community Services. The membership also includes a Medway Youth Council Cabinet Member.

Officers in attendance:

Director of Place and Deputy Chief Executive,
Assistant Director, Frontline Services,
Climate Change Co-ordinator.

Other officers attend as appropriate.

3. Frequency of meetings

3.1 The group meets on a quarterly basis and meetings are held in public.

Innovation Park Medway (IPM) Delivery Board: Terms of Reference

Purpose of Group

The IPM Delivery Board has been established as a Cabinet Advisory Group to coordinate and oversee progress of the regeneration of Rochester Airport and delivery of Innovation Park Medway. The Delivery Board will drive implementation of the EZ in line with funding streams and appropriate mechanisms. It will be supported by the IPM Officer Group.

The remit of this group is to:

- keep under review strategies to regenerate the Rochester Airport site.
- coordinate regeneration initiatives, projects and funding streams related to IPM and the Rochester Airport site.
- make recommendations on external funding opportunities.
- ensure all appropriate development opportunities are appraised and pursued as appropriate.
- progress development of Innovation Park Medway as appropriate.
- ensure a positive message regarding IPM is effectively communicated.

It will also receive updates on key issues relating to the development of the IPM site / NKEZ, namely:

- Planning
- Finance
- Procurement
- Contract Management
- Stakeholder Engagement
- Local Development Order and Masterplan
- Branding and Marketing

At all times the group should ensure that appropriate stakeholder engagement has taken place.

Decision-Making Processes

As a Cabinet Advisory Group, the IPM Delivery Board will not be a decision making body. It may make recommendations which will either be implemented under existing Medway Council officer delegations or referred for decision by the Council, Leader and Cabinet or other Committees as appropriate and in accordance with legal and constitutional provisions. Medway Council will make decisions in its role as landowner, however in some circumstances, recommendations will also need to be considered and agreed by other bodies such as SELEP and Tonbridge and Malling Borough Council and this will be mapped for each issue. This could include approval of the masterplan as this applies to both local authority areas, for example.

Decision-making processes relating to external funding or the EZ should also be considered, as outlined in appendix A. Future funding sources will also need to be reflected should these have alternative reporting structures.

If SELEP approval is required, LGF Project Protocol 3 – Change Management Arrangements will apply. In such instance, the IPM Delivery Board will report its recommendation back to the IPM Officer Group, which then triggers the formal LGF change process by referring the decision to the LGF Project Steering Group (and onwards in accordance with the Change Management protocol).

The relationship between these groups is shown in Appendix A.

All matters coming before the Board shall be decided by a majority of the Board present and voting thereon at the meeting. In the case of an equality of votes, the chairman or person presiding shall have a second or casting vote.

Membership

The IPM Delivery Board will consist of representatives with strategic interest in the IPM, as follows:

- Local Authorities
- Landowners
- Development Partners
- Industry
- Higher Education

Cllr Alan Jarrett	Leader of Medway Council (Chair)
Cllr Rodney Chambers, OBE	Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships
Cllr Jane Chitty	Portfolio Holder for Planning, Economic Growth and Regulation
Neil Davies	Chief Executive, Medway Council
Richard Hicks	Director of Place and Deputy Chief Executive
Phil Watts	Chief Finance Officer
Cllr Brian Luker	Tonbridge and Malling Borough Council
Carole Barron	Higher Education, University of Kent
Martin Snowden	Higher Education, University of Greenwich
Gavin Cleary	Locate in Kent
Chris O'Hare	Mid Kent College

and one or more of the Chair or Vice Chairs from the IPM Officer Group. Officers and other stakeholders will also be in attendance as required, reflecting the specific meeting agenda.

Administration

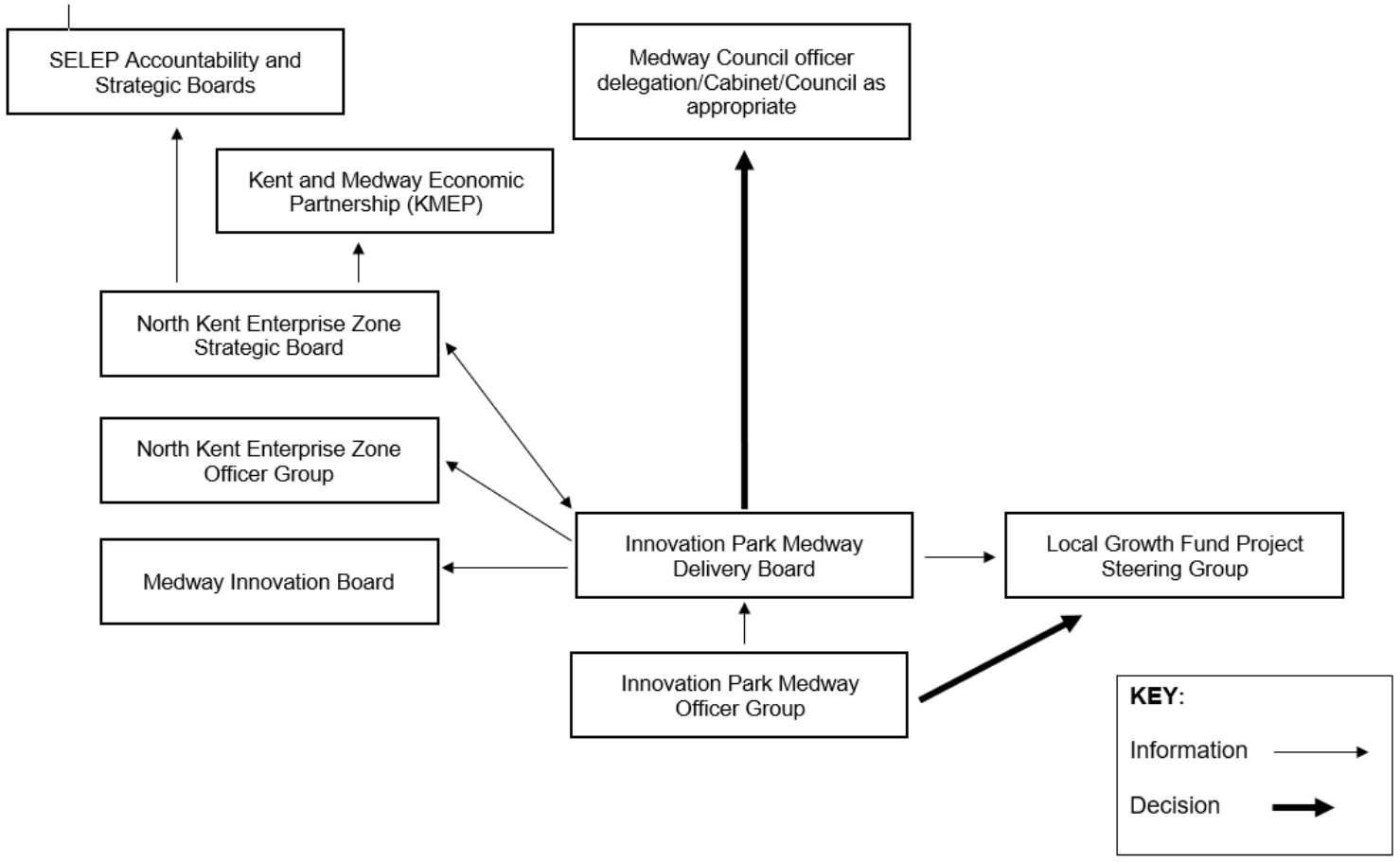
Reflecting the strategic importance of the IPM and the external funding awarded to this project, the IPM Delivery Board will be chaired by the Leader of Medway Council.

The Regeneration Delivery Team will be responsible for preparing and agreeing the agenda, setting meeting dates, and taking minutes.

Agendas will be circulated at least one week prior to the IPM Delivery Board meeting, following a template report format.

The IPM Delivery Board will meet twice per year.

Appendix A: Reporting Structure



Medway Skills Partnership (MSP) Board: Terms of Reference

Purpose of Group

The MSP Board has been established as a Cabinet Advisory Group to coordinate and oversee progress of skills development in Medway. The Skills Board will drive implementation of the Medway Skills Plan in line with funding streams and appropriate mechanisms. It will be supported by the MSP Officer Group, chaired by the Chief Executive.

The Medway Skills Partnership Board has agreed to the following overarching principle, which unites skills interests across age ranges and between partners. *‘To work in partnership with local schools, universities, colleges and training providers to develop clear pathways and opportunities for the people in Medway and its employers, in particular where there are skills gaps and priority sectors’.*

The remit of this group is to:

- Keep under review evidence and strategies to strengthen skills delivery across Medway’s schools, academies, colleges, universities and businesses.
- Coordinate initiatives, projects and funding streams related to skills and employability.
- Make recommendations on internal resource allocations and external funding opportunities.
- Ensure all appropriate development opportunities are appraised and pursued.
- Ensure a positive message regarding skills and employability is effectively communicated, including holding of an annual Skills Summit.

At all times the group should ensure that appropriate stakeholder engagement has taken place.

The Medway Skills Partnership Board will be chaired by the Medway Council portfolio holder for Inward Investment, Strategic Regeneration and Partnerships.

Task and Finish Groups will be established, as agreed by the chair of the MSP Board, to develop opportunities as directed by the Skills Board.

An annual Medway Skill’s Summit and Report will drive monitoring and championing the delivery of Medway’s skills agenda.

Decision-Making Processes

As a Cabinet Advisory Group, the Skills Partnership Board will not be a decision making body.

It may make recommendations, which will either be implemented under existing Medway Council officer delegations or referred for decision by the Council, Leader and Cabinet or other Committees as appropriate, and in accordance with legal and constitutional provisions.

Medway Council will make decisions in its role as promotor of economic growth and as a corporate parent, however in some circumstances, recommendations will also need to be considered and agreed by other bodies such as SELEP and Further and Higher Education bodies. This will be mapped for each issue.

Decision-making processes relating to external funding should also be considered, and future funding sources will also need to be reflected should these have alternative reporting structures.

All matters coming before the Board shall be decided by a majority of the Board present and voting thereon at the meeting. In the case of an equality of votes, the chairman or person presiding shall have a second or casting vote.

Membership

The Medway Skills Partnership Board will consist of representatives with strategic interest in skills as follows:

Cllr Rodney Chambers OBE	Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships (Chairman)
Cllr Jane Chitty	Portfolio Holder for Planning, Economic Growth and Regulation
Cllr Josie Iles	Portfolio Holder for Children's Services
Cllr Martin Potter	Portfolio Holder for Educational Attainment and Improvement
Neil Davies	Chief Executive, Medway Council
Richard Hicks	Director of Place and Deputy Chief Executive
Donna Marriott	Assistant Director, Children's Social Care
Dee O'Rourke	Assistant Director, Culture and Community
Celia Buxton	Assistant Director, Education and SEND
Sunny Ee	Assistant Director, Regeneration
Daniel Ratcliff	Skills & Employment Programme Manager

and key skills partners (Industry, Schools, Higher Education and Further Education) will also be in attendance as required, reflecting the specific meeting agenda.

Administration

Reflecting the strategic importance of the Medway Skills Partnership Board and the external interests associated with the interest, the Board will be chaired by the Portfolio holder for Inward Investment, Strategic Regeneration and Partnerships.

The Regeneration Delivery Team will be responsible for preparing and agreeing the agenda and papers, and the Executive Assistant of Assistant Director to Regeneration Delivery will set meeting dates and taking minutes.

Agendas will be circulated at least one week prior to the MSP Board meeting, following a template report format.

The Medway Skills Partnership Board will meet quarterly.

Medway SEND Partnership (MSENP) Board: Terms of Reference

Purpose of the Group

The MSEN Board has been established as a Cabinet Advisory Group to inform and champion the delivery of our SEND Strategy and our Accelerated Improvement Plan. The SEND Board will drive forward our ambition for all Medway children and young people with SEND to be happy, healthy and safe, achieve their full potential, be part of, and contribute to, their communities. And finally be resilient and as independent as possible and able to make choices about their future.

Decision-Making Processes

As a Cabinet Advisory Group, the Skills Partnership Board will not be a decision-making body.

It may make recommendations, which will either be implemented under existing Medway Council officer delegations or referred for decision by the Council, Leader and Cabinet or other Committees as appropriate, and in accordance with legal and constitutional provisions.

Medway Council will make decisions in its role as promotor of economic growth and as a corporate parent, however in some circumstances, recommendations will also need to be considered and agreed by other bodies such as the Clinical Commissioning Group and education bodies. This will be mapped for each issue.

Decision-making processes relating to external funding should also be considered, and future funding sources will also need to be reflected should these have alternative reporting structures.

All matters coming before the Board shall be decided by a majority of the Board present and voting thereon at the meeting. In the case of an equality of votes, the chairman or person presiding shall have a second or casting vote.

Membership

The Medway SEND Partnership Board will consist of representatives with a strategic interest in the outcomes of children and young people with SEND as follows:

- Cllr Josie Iles (Co-Chair), Lead Member for Children's Services
- Paula Wilkins, Chief Nurse (Co-Chair), Kent and Medway CCG
- Neil Davies, CEO, Medway Council
- Stuart Jeffery, Deputy Managing Director, Kent and Medway CCG
- Lee-Anne Farach, Director of People, Medway Council
- Celia Buxton, Assistant Director for Education and SEND
- Wendy Vincent, Head of Integrated 0-25 Disability Services

- Rebecca Smith, Head of Service, Education
- Aeilish Geldenhuys, Head of Public Health Programmes
- Sue Gibbons, Designated Clinical Officer, Kent and Medway CCG

And key partners (Providers, Regional Schools Commissioner, Parents and Carers, Young People, Schools, Higher and Further Education) will also be in attendance.

Administration

Reflecting the strategic importance of the Medway SEND Partnership Board and the external interests associated with the interest, the Board will be chaired by the Lead Member Children's Services. The Integrated Disability Service will be responsible for preparing and agreeing the agenda and papers, setting meeting dates and taking minutes. Agendas will be circulated at least one week prior to the MSEN Board meeting, following a template report format. The Medway SEND Partnership Board will meet quarterly.

Future Hoo Delivery Board (formerly New Routes to Good Growth Housing Infrastructure Fund (HIF) Delivery Board): Terms of Reference

1. Purpose of the Future Hoo Delivery Board

The purpose of this group is to:

- Keep under review programmes to deliver the HIF scheme by March 2024.
- Coordinate decision-making, project risks and funding streams related to HIF delivery.
- Pursue and support external funding opportunities linked to s106 and Network Rail.
- Ensure positive and timely communication is maintained with council services, statutory and local stakeholder and key partners (Hoo Consortium).
- Ensure in-house support is maximised and the delivery team has skills and resources required to deliver HIF.
- Ensure a positive message regarding HIF is effectively communicated.

The Board is the top tier of Governance for the HIF programme.

The Board brings together key Portfolio holders to monitor and manage the HIF's delivery, and senior officers to advise members and ensure due diligence on legal, planning and financial matters.

The Board will receive high-level programme and project reports on the progress of:

- Road, Rail and SEMS programmes
- Permission and consents
- Finances
- Risks
- Communication and stakeholder engagement

When required, the Board will review S106 infrastructure priorities as related to the delivery of 12,100 homes as informed by the Hoo Development Framework, and will determine the Board's long-term role in managing the delivery of the S106 funded infrastructure.

The Board will ensure that appropriate stakeholder engagement will take place.

2. Decision-Making Processes

As a Cabinet Advisory Group, the Board will not be a decision making body.

It may make recommendations, which will either be implemented under existing Medway Council officer delegations or referred for decision by the Council, Leader

and Cabinet or other Committees as appropriate, and in accordance with legal and constitutional provisions.

Medway Council will make decisions in its role as promotor of economic growth and as a corporate parent, however in some circumstances, recommendations will also need to be considered and agreed by other bodies.

All matters coming before the Board shall be decided by a majority of the Board present and voting thereon at the meeting. In the case of an equality of votes, the chairman or person presiding shall have a second or casting vote.

3. Membership

The Future Hoo Delivery Board will consist of the following representatives:

Cllr Alan Jarrett	Leader of Medway Council (Chair)
Cllr Rodney Chambers OBE	Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships
Cllr Phil Filmer	Portfolio Holder for Front Line Services
Cllr Howard Doe	Deputy Leader and Portfolio Holder for Housing & Community Services
Neil Davies	Chief Executive, Medway Council
Richard Hicks	Director of Place and Deputy Chief Executive
Sunny Ee	Assistant Director, Regeneration
Ruth Dulieu	Assistant Director, Front Line Services
Phil Watts	Chief Operating Officer
Bhupinder Gill	Assistant Director, Legal and Governance
Dave Harris	Planning Service Manager
Janet Davies	HIF Delivery and Regeneration Service Manager
Tay Arnold	HIF Planning Programme Manager
Janet Elliott	HIF Highways Delivery Programme Manager
David Whiteford	HIF Rail Delivery Programme Manager
Eliot Ward	HIF Property Programme Manager

4. Administration

Reflecting the strategic importance of the HIF Members Advisory Board, and the external interests associated with the interest, the Board will be chaired by the Leader of the Council.

The HIF team will be responsible for preparing and agreeing the agenda and papers, and the Executive Assistant of Assistant Director to HIF and Regeneration Delivery will set meeting dates and take minutes.

Agendas will be circulated at least one week prior to the Board meeting, following a template report format.

The Board will meet quarterly.

As part of the Governance for the HIF programme, the HIF team will be responsible for publishing and regularly updating the Handling Arrangements document which sets out the separation of functions of Medway Council as Local Planning Authority (LPA) and planning applicant in connection to highways improvements on the Hoo Peninsula.

5. Declaration of Interests

Declarations of interest will be recorded in the minutes of the meeting.

Medway Councillors and Officers must act in accordance either with the Members' Code of Conduct or other provisions in the Council's Constitution as applicable.

Members of the Board representing external organisations must declare any financial or other significant interests that they may have before discussion of items. Action should be taken to resolve any conflicts of interest which should include not taking part or voting and withdrawing from the meeting in cases where a financial or other significant interest arises in relation to any business under consideration by the Board.

Town Centres Board: Terms of Reference

1 Purpose of Group

The Town Centres Board will act as an advisory board to enable town centres regeneration, diversification, and growth in particular shaping Medway's future Town Centre Strategy, Action Plan, associated investment priorities and interventions. The Town Centres Board will seek to enable and support the implementation of the Town Centre Strategy and Action Plan in line with funding streams and appropriate mechanisms. It will be supported by officers across the Council, in particular the Town Centres, Economic Development and Regeneration teams. It will be chaired by the Leader of the Council.

The objectives of the Town Centres Board are to:

- Advise and shape the development of Medway's Town Centres Strategy and associated Action Plans
- Identify and review investment opportunities and advise which should be pursued
- Support and guide the development of external funding bids to maximise investment for Medway's town centres
- Advise on the prioritisation of target interventions/projects in the short, medium, and long-term across Medway's town centres
- Champion the internal alignment of multi-disciplinary staff expertise and resource to realise the Town Centres Strategy and Action Plans
- Champion the engagement of key external stakeholders and work in partnership to realise the delivery of the Town Centres Strategy
- Review the progress of the Town Centres Strategy and Action Plans and associated programmes and projects, providing advice and promoting success

2 Decision-Making Processes

As a Cabinet Advisory Group, the Town Centres Board will not be a decision-making body. It may make recommendations, which will either be implemented under existing Medway Council officer delegations or referred for decision by the Council, Leader and Cabinet or other Committees as appropriate, and in accordance with legal and constitutional provisions.

Medway Council will make decisions in its role as promotor of economic growth and as a corporate parent, however in some circumstances, recommendations will also need to be considered and agreed by other bodies such as SELEP and Government agencies. All matters coming before the Board shall be decided by a majority of the Board present and voting thereon at the meeting. In the case of an equality of votes, the chairperson or person presiding shall have a second or casting vote.

3 Membership

The Medway Town Centres Board will consist of representatives with strategic interest in Medway's town centres as follows:

- Cllr Alan Jarrett, Leader of Medway Council (Chairperson)
- Cllr Rodney Chambers OBE Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships
- Cllr Jane Chitty Portfolio Holder for Planning, Economic Growth and Regulation
- Cllr Howard Doe, Deputy Leader and Portfolio Holder for Housing and Community Services
- Cllr Vince Maple, Leader of the Labour and Co-operative Group
- Cllr Simon Curry, Councillor

Richard Hicks Director of Place and Deputy Chief Executive and Sunny Ee Assistant Director, Regeneration will also attend the Board. Anne Knight, Economic Development and Town Centres Programme Manager; other Council officers and external partners and consultants will be in attendance as required, reflecting the specific meeting agenda.

4 Administration

To reflect the strategic importance of the Town Centres Board and the external interests associated with the interest, the Board will be chaired by the Leader of Medway Council. Regeneration Team officers will be responsible for preparing and agreeing the agenda and papers. The Assistant Director of Regeneration's PA will set meeting dates and take minutes. Agendas will be circulated at least one week prior to the Town Centres Board meeting, following a template report format. The Town Centre Board will aim to meet 3 or 4 times per annum.

High Needs Block Recovery Advisory Group: Terms of Reference

1 Group remit

- 1.1 The group will receive regular reports from the director of children and adults on:
- progress in the delivery of the HNB deficit reduction plan;
 - action being taken to plan, fund and deliver over 200 specialist places for pupils with SEN;
 - the quality of current provision for pupils with SEN, taking account of progress and attainment, and pupil and parent satisfaction with their children's education; and
 - progress made in delivering the plan for improvements in alternative provision following the 2018 report.
- 1.2 Group members are asked to specify the reports required, comment on reports and hold the director of children and adult services to account for progress made in reducing the HNB financial deficit; delivering the capital programme required; improving parental satisfaction, including the opportunity for inclusion of pupils with SEND in mainstream schools if that is their preference; and providing sufficient alternative places, including through ensuring pupils return to mainstream schools.

2 Meeting frequency

- 2.1 Meetings will be scheduled quarterly.

3 Membership

3.1 Members:

Chair: The Leader of the Council (portfolio holder for finance)
Portfolio Holder for Children Services (Lead member)
Portfolio Holder for Education and Schools

3.2 Officers to attend the meetings:

Director of People - Children and Adult services
Assistant Director, Education and SEND;
Head of Integrated Disability Services, Children and Adults
Head of School Services
Head of School Effectiveness
Finance Business Partner
Independent Consultants (by invitation)

Additional expert witnesses to be invited to attend as advised and agreed.

Medway Youth Justice Partnership Board: Terms of Reference

1. Statement of purpose

To make a lasting impact on crime and victim reduction in Medway by providing comprehensive services to young people who offend or are at risk of offending.

To provide management support and strategic oversight to ensure continuing development of the Medway Youth Justice Team towards its aim of achieving the status of an 'outstanding and excellent' Youth Justice Team.

To facilitate the achievement by the Youth Justice Team and its strategic partners of performance targets and quality outcomes as set out within the Youth Justice Plan.

2. Terms of reference:

1. To oversee the formulation each year of a Youth Justice Plan and agree measurable objectives linked to key performance indicators.
2. To monitor the performance of the Youth Justice Team against its Key Performance Indicators, improvement plans and the Youth Justice Plan and take appropriate action to improve performance.
3. To provide management support and oversight at a senior level and to drive for improvement and ensure effective, high quality services are delivered by the Youth Justice Team.
4. To provide partner agencies advice in respect of youth justice policy issues and reports on Youth Justice Team performance.
5. To act as a champion for your agency and to promote the work of the Youth Justice Team within all represented agencies and organisations to ensure best possible joint working arrangements and to feed back operational problems to partnership agencies for resolution.
6. To meet on a quarterly basis to provide strategic direction and scrutiny for all aspects of Medway Youth Justice Team`s activities.
7. To ensure that the Medway Youth Justice Team is consistently resourced at a level to adequately discharge its responsibilities.
8. To provide a forum for discussion and appropriate challenge in respect of partnership performance and support, for ensuring objectives are fully meet and understood.

9. To ensure that policy and practice is supportive and compatible with agreed priorities. In particular that the Youth Justice Team work to reduce the impact of Looked After Children within the youth justice system.
10. To approve and scrutinise the costed plan in respect of the Youth Justice Grant provided by the Youth Justice Board (YJB).
11. To operate in accordance with the guidance provided in 'Modern Youth Offending Partnerships' published by the YJB.

3. Membership

Name	Department
Carole Campbell	Assistant Director Children's – MCH
Claire Gatward	PCC Policy Officer
Cllr Josie Iles	Portfolio Holder for Children's Services
David Satchell	SPO East Kent Probation Delivery Unit - Probation Service
Davina Munn	Practice Manager – YOT
Donna Marriott	Assistant Director Children's Social Care – Medway Council
Gill Burns	Director of Children's Services – NELFT
Hannah Christie	Manager - MYPYS (CAMHS)
Jackie Hamilton	Chair of West Kent Youth Panel
James Williams	Director of Public Health (Chair)
Jane O'Rourke	Associate Director, Kent Children & Maternity Commissioning Team, Kent & Medway CCG
Jo Brennan	Head of Innovation & Engagement YJB South East and East
Kelly Cogger	Head of Early Help and First Response
Ken Dance	YOT Manager
Lee-Anne Farach	Director of People – Children and Adult Services
Mark Breathwick	Head of Strategic Housing
Mark Powell	Violence Reduction Unit Director for Kent and Medway

Neil Howlett	Community Safety and Enforcement Manager
Shenda West	Information and Analysis Officer – YOT
Superintendent Rob Marsh	Operational Superintendent – Medway Police
Wendy Vincent	0-25 year olds Head of Service
Angela Giles	Senior Administration and Business Manager – YOT