

**BUSINESS SUPPORT  
OVERVIEW AND SCRUTINY COMMITTEE  
27 JANUARY 2011  
WORK PROGRAMME**

Report from: Neil Davies, Chief Executive

Author: Caroline Salisbury, Overview and Scrutiny 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 11 January 2011.

3.2 The Chairman was advised of two reports to be added to the committee's work programme and agreed to include them as shown below:

Resident involvement review and Local Housing Offers

27 January 2011

Six monthly review of the Risk Register

22 March 2011

#### **4. Future work programme**

##### **4.1 Cabinet's Forward Plan**

There are two new items that have been added to the Forward Plan since the last meeting of this committee, as follows:

Disposal of Queen's Court, Rainham                      15 February 2011  
There is insufficient time for the committee to consider this report.

Gateway 4 Contract Management:                      29 March 2011  
Print review Phase 1 Localised  
Printing

#### **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.

## **7. Financial and legal implications**

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

## **8. Recommendations**

8.1 That Members note the addition of items to the work programme;

8.2 The Members consider whether any changes need to be made to the work programme, including whether to add any items from the Cabinet's Forward Plan;

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**

Caroline Salisbury, Overview and Scrutiny Co-ordinator

Telephone: 01634 332013 Email: [caroline.salisbury@medway.gov.uk](mailto:caroline.salisbury@medway.gov.uk)



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

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

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
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
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 for <ul style="list-style-type: none"> <li>• housing and homelessness</li> <li>• housing revenue account</li> <li>• libraries and resource centres.</li> <li>• adult learning</li> </ul>	27 January 2011
Council Plan	Performance Monitoring	Steve Long	This report sets out the Council Plan	27 January 2011
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

Item	Work type	Responsible officer	Objectives	Timescale
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 2011
Resident involvement review and local housing offers	Service information	Deborah Upton, Assistant Director, Housing and Corporate Services	Conclusions of the review and the proposed "local offers" Medway Housing Services have developed in consultation with its customers.	27 January 2011
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
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.	22 March 2011
Council Plan monitoring – third quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	22 March 2011
Six monthly review of the Risk Register	Performance monitoring	Joy Kirby	Six monthly review.	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:**

2011: 27 January and 22 March

**Outstanding issues:**

**Temporary Accommodation Task Group to oversee procurement process in relation to proposals for a new Assessment Centre**

**Work completed in 2010/11:**

**15 December 2010**

- Capital and revenue budget initial proposals
- Capital budget monitoring 2010/2011
- Contract Register and the Forward Procurement Plan
- Council Plan monitoring – second quarter
- Revenue budget monitoring 2010/2011
- Overview of Adult Learning Services
- Review of Licensing Policy

**4 November 2010**

- Annual review of Risk Management Strategy and six monthly review of the Risk Register
- Capital budget monitoring 2010/2011
- Revenue budget monitoring 2010/2011
- Treasury Management Strategy mid-year report

**23 September 2010**

- Quarter 1 Council Plan monitoring report 2010/2011 including feedback from other O&S committees on targets referred to them
- Petitions referral – rotation of sheltered housing scheme managers
- Support for people in temporary accommodation – assessment centre

**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





<b>BUSINESS SUPPORT</b>	<b>CHILDREN AND ADULTS</b>	<b>HEALTH AND ADULT SOCIAL CARE</b>	<b>REGENERATION, COMMUNITY AND CULTURE</b>
<b>15 December 2010</b>	<b>20 January 2011</b>	<b>25 January 2011</b>	<b>No meeting since last report</b>
Licensing Act 2003 Review of Council Statement of Licensing Policy	Portfolio Holder for Children’s Services in attendance	Draft Capital and Revenue Budget 2011/2012	
Introduction to the Adult Learning Service	Report from the SEN Monitoring Group	Care Quality Registration – Kent and Medway NHS and Social Care Partnership Trust	
Contract Register and the Forward Procurement Plan	The White Paper – The importance of teaching	Healthy Lives, Healthy People, consultation paper on public health	
Quarter 2 Council Plan monitoring	Capital and revenue budget 2011/2012		
Capital budget monitoring 2010/2011	School Admission Arrangements 2012		
Revenue budget monitoring 2010/2011			
Capital and revenue budget 2011/2012			

<b>BUSINESS SUPPORT</b>	<b>CHILDREN AND ADULTS</b>	<b>HEALTH AND ADULT SOCIAL CARE</b>	<b>REGENERATION, COMMUNITY AND CULTURE</b>
<b>22 March 2011</b>	<b>1 March 2011</b>	<b>16 March 2011</b>	<b>10 February 2011</b>
Attendance of the Portfolio Holder for Customer First and Corporate Services	Countering bullying (themed meeting)	Safeguarding vulnerable adults task group report back	Attendance of Portfolio Holder for Strategic Development & Economic Growth
Attendance of the Leader	Portfolio Holder for Children's Social Care in attendance	Themed meeting – transition from children to adult services for children with a disability, learning or physical	Local Transport Plan 3
Council Plan monitoring – third quarter	Council Plan monitoring – third quarter	Council Plan monitoring – third quarter	

**Your Council**



# **Forward Plan of key decisions**

**1 February 2011 - 31 May 2011**

.....  
**Rodney Chambers  
Leader of the Council**

**Monday, 17 January 2011**

# 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](http://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](http://www.medway.gov.uk)) or contact

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

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

**This edition of the Forward Plan comes into effect on 1 February 2011 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
<b>Consultation</b>	<b>Supporting Documents</b>		<b>Portfolio</b>
<b>Capital Budget Monitoring</b>	Key (Forward Plan)	15 Feb 2011	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
<b>Council Plan (Policy Framework)</b>	Key (Forward Plan)	15 Feb 2011	Council
* To consider the proposals for the Council Plan prior to consideration and approval at Council on 24 February 2011.			
Relevant Overview and Scrutiny Committee: Business Support 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
<b>Disposal of Property</b>	Key (Forward Plan)	15 Feb 2011	Council
This report will propose that the Queen's Court site is declared surplus, so that it can be disposed of at best consideration.			
Relevant Overview and Scrutiny Committee: Business Support Noel Filmer, Valuation and Asset Management Manager, Tel: 01634 332415, Email: noel.filmer@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
<b>Gateway 1 Options Appraisal: All Faiths Children's Community School Building Project</b>	Key (Forward Plan)	15 Feb 2011	Cabinet
Cabinet approval is sought to commence the procurement process for building works at All Faiths Children's Community School Building Project.			
Relevant Overview and Scrutiny Committee: Children and Young People Cathy Arnold, Capital Programme Manager, Tel: 01634 331046, Email: cathy.arnold@medway.gov.uk			
	None.		Portfolio Holder for Children's Services: Wicks
<b>Gateway 3 Contract Award and Final Business Case: Strood Academy</b>	Key (Forward Plan)	15 Feb 2011	Cabinet
This report will seek approval for the new building project for Strood Academy and the award of the contract. Members will also be asked to consider the Future Schools Agreement.			
Relevant Overview and Scrutiny Committee: Children and Young People Cathy Arnold, Capital Programme Manager, Tel: 01634 331046, Email: cathy.arnold@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
<b>Consultation</b>	<b>Supporting Documents</b>		<b>Portfolio</b>
* <b>Local Transport Plan 3 (Policy Framework)</b>	Key (Forward Plan)	15 Feb 2011	Council
<p>This report will set out the draft Local Transport Plan 3 (policy framework document).</p> <p>This report will be initially considered by the Regeneration, Community and Culture Overview and Scrutiny Committee on 10 February 2011 and will then be referred to Council on 3 March 2011 for approval.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture            Mark Johnson, Senior Transport Planner, Tel: 01634 331505, Email: mark.johnson@medway.gov.uk</p>			
	None.		Portfolio Holder for Front Line Services: Filmer
<b>Recruitment Freeze</b>	Key (Forward Plan)	15 Feb 2011	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

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<b>Consultation</b>	<b>Supporting Documents</b>		<b>Portfolio</b>
* <b>Report from the SEN Monitoring Group</b>	Key (Forward Plan)	15 Feb 2011	Cabinet
<p>This report provides details of the work recently undertaken by the Special Educational Needs (SEN) Monitoring Group and includes its findings and recommendations, and will be initially considered by the Children and Young People Overview and Scrutiny Committee on 20 January 2011.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Juliet Seviar, Assistant Director Inclusion, , Email: <a href="mailto:juliet.seviar@medway.gov.uk">juliet.seviar@medway.gov.uk</a></p>			
	None.		Portfolio Holder for Children's Services: Wicks
* <b>Revenue and Capital Budgets 2011/2012</b>	Key (Forward Plan)	15 Feb 2011	Council
<p>To seek Cabinet's views on the 2011/2012 Revenue and Capital budgets prior to consideration and approval at Council on 24 February 2010.</p> <p>Relevant Overview and Scrutiny Committee: Business Support/All Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: <a href="mailto:mick.hayward@medway.gov.uk">mick.hayward@medway.gov.uk</a></p>			
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
* <b>School Admission Arrangements 2012</b>	Key (Forward Plan)	15 Feb 2011	Cabinet
<p>This report will detail the outcome of the consultation on the primary and secondary co-ordinated admission schemes and recommend approval of the proposed arrangements for 2012 admissions.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Simon Harrington, Student Services Manager, Tel: (01634) 334014, Email: <a href="mailto:simon.harrington@medway.gov.uk">simon.harrington@medway.gov.uk</a></p>			
	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
<p><b>South Thames Gateway Building Control Partnership - Business Plan 2011/2014</b></p> <p>This report seeks agreement to the draft South Thames Gateway Partnership Business Plan for 2011/2014. The partnership's business plan outlines how the building control function for the three partnership Councils (Medway, Gravesham and Swale) will be delivered over the next period.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture            Tony VanVeghel, Director, South Thames Gateway Building Control, Tel: 01634 331552, Email: <a href="mailto:tony.vanveghel@medway.gov.uk">tony.vanveghel@medway.gov.uk</a></p>	Key (Forward Plan)	15 Feb 2011	Cabinet
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
<p><b>Treasury Management</b></p> <p>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.</p> <p>Relevant Overview and Scrutiny Committee: Business Support            Andy Larkin, Finance Support Officer, Tel: 01634 332317, Email: <a href="mailto:andrew.larkin@medway.gov.uk">andrew.larkin@medway.gov.uk</a></p>	Key (Forward Plan)	15 Feb 2011	Council
	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
<b>Gateway 1 Options Appraisal: Building Works for Napier Primary School</b>	Key (Forward Plan)	8 Mar 2011	Cabinet
Cabinet approval is sought to commence the procurement process for building works at Napier Primary School.			
Relevant Overview and Scrutiny Committee: Children and Young People Sarah Woods, Capital Project Manager, Tel: 01634 332116, Email: sarah.woods@medway.gov.uk			
	None.		Portfolio Holder for Children's Services: Wicks
<b>Gateway 1 Options Appraisal: Building Works for Oaklands Primary School</b>	Key (Forward Plan)	8 Mar 2011	Cabinet
Cabinet approval is sought to commence the procurement process for building works at Oaklands Primary School.			
Relevant Overview and Scrutiny Committee: Children and Young People Sarah Woods, Capital Project Manager, Tel: 01634 332116, Email: sarah.woods@medway.gov.uk			
	None.		Portfolio Holder for Children's Services: Wicks
<b>Gateway 1 Options Appraisal: Home Care Service</b>	Key (Forward Plan)	8 Mar 2011	Cabinet
Cabinet approval is sought to commence the procurement process for the Home Care Service.			
Relevant Overview and Scrutiny Committee: Health and Adult Social Care Charles Kirabo-Wamimbi, Contracts Officer, Tel: 01634 333537, Email: charles.kirabo@medway.gov.uk			
	None.		Portfolio Holder for Adult Services: Mason

## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<b>Gateway 3 Contract Award: Building Works for Lordswood School</b>	Key (Forward Plan)	8 Mar 2011	Cabinet
Cabinet approval is sought to approve the contract for building works at Lordswood School.			
Relevant Overview and Scrutiny Committee: Children and Young People Sarah Woods, Capital Project Manager, Tel: 01634 332116, Email: sarah.woods@medway.gov.uk			
	None.		Portfolio Holder for Children's Services: Wicks
<b>Gateway 3 Contract Award: Sir Joseph Williamson's Mathematical School New Design/Technology Building</b>	Key (Forward Plan)	8 Mar 2011	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 Young People 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
<b>Recruitment Freeze</b>	Key (Forward Plan)	8 Mar 2011	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
<b>* Capital Budget Monitoring</b>	Key (Forward Plan)	29 Mar 2011	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

## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<b>Change to Designation of Rivermead School, Forge Lane, Gillingham</b>	Key (Forward Plan)	29 Mar 2011	Cabinet
<p>On 9 November 2010 the Cabinet agreed to delegate authority to the Director of Children and Adults, in consultation with Portfolio Holder for Children's Services, to determine whether to approve the change of designation proposals at the end of the statutory consultation period, if no objections are received. If any objections are received during that time then a report will be prepared and submitted to Cabinet for determination.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Paul Clarke, School Organisation Officer, Tel: 01634 331031, Email: paul.clarke@medway.gov.uk</p>			
	None.		Portfolio Holder for Children's Services: Wicks
* <b>Community Safety Partnership Plan (Policy Framework)</b>	Key (Forward Plan)	29 Mar 2011	Council
<p>To consider the proposals for the Community Safety Partnership Plan prior to consideration and approval at Council on 14 April 2011.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tim England, head of safer communities, Tel: (01634) 333534, Email: tim.england@medway.gov.uk</p>			
	None.		Portfolio Holder for Community Safety and Enforcement: O'Brien

## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<b>Gateway 3 Contract Award: Tree Maintenance Contract</b>	Key (Forward Plan)	29 Mar 2011	Cabinet
Cabinet approval is sought to approve the Tree Maintenance Contract.			
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Mike Sankus, Principal Tree Officer, Tel: 01634 332218, Email: michael.sankus@medway.gov.uk			
	None.		Portfolio Holder for Housing and Community Services: Doe
<b>Gateway 4 Contract Management: Print Review Phase 1 Localised Printing</b>	Key (Forward Plan)	29 Mar 2011	Cabinet
This report will provide a review of the Phase 1 Localised Printing contract.			
Relevant Overview and Scrutiny Committee: Business Support Maira Bragg, Head of ICT, Tel: (10634) 332087, Email: moira.bragg@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
<b>Consultation</b>	<b>Supporting Documents</b>		<b>Portfolio</b>
<b>Planning Application Validation Procedures</b>	Key (Forward Plan)	29 Mar 2011	Cabinet
<p>This report sets out proposed revisions to the validation checklist for planning applications.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture            Rachel Flintoft, technical assistant, Tel: (01634) 331099, Email: rachel.flintoft@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
<b>Recruitment Freeze</b>	Key (Forward Plan)	29 Mar 2011	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

## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
<b>Consultation</b>	<b>Supporting Documents</b>		<b>Portfolio</b>
* <b>Revenue Budget Monitoring</b> 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	Key (Forward Plan)	29 Mar 2011	Cabinet
	None.		Portfolio Holder for Finance and Deputy Leader: Jarrett
* <b>Six Month Review of the Risk Register</b> This report set out details of a 6 month review of the Council's corporate business risk register.  Relevant Overview and Scrutiny Committee: Business Support Joy Kirby, Quality Assurance and Client Manager, Tel: 01634 331422, Email: joy.kirby@medway.gov.uk	Key (Forward Plan)	29 Mar 2011	Cabinet
	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
<b>Consultation</b>	<b>Supporting Documents</b>		<b>Portfolio</b>
* <b>Council Plan Monitoring</b>	Key (Forward Plan)	19 Apr 2011	Cabinet
<p>This report will present details of the Council's performance for the third quarter of 2010/2011. In particular it will include performance against indicators and actions agreed in the Council Plan 2010/2011.</p> <p>Relevant Overview and Scrutiny Committee: All            Steve Long, Senior Research and Review Officer, Tel: 01634 331490, Email: <a href="mailto:steve.long@medway.gov.uk">steve.long@medway.gov.uk</a></p>			
	None.		Portfolio Holder for Customer First and Corporate Services: Janice Bamber
<b>Gateway 3 Options Award: Highways and Engineering Works Framework</b>	Key (Forward Plan)	19 Apr 2011	Cabinet
<p>To seek Cabinet approval for the Highways and Engineering Works Framework.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture            David Highley, Senior Project Planner, Tel: 01634 331306, Email: <a href="mailto:david.highley@medway.gov.uk">david.highley@medway.gov.uk</a></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
<b>Consultation</b>	<b>Supporting Documents</b>		<b>Portfolio</b>
<b>Gateway 3 Contract Award: Medway Council Consultancy Services for Municipal, Highway and Civil Engineering Design</b>	Key (Forward Plan)	19 Apr 2011	Cabinet
To seek approval for the Council's Consultancy Services for Municipal, Highway and Civil Engineering Design.			
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
<b>Recruitment Freeze</b>	Key (Forward Plan)	19 Apr 2011	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