

# **BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE**

**9 JUNE 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 26 May 2011.

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

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

There are two new items that have been added to the Forward Plan within the remit of this committee since the last meeting. Each of the additions have already been included on the committee's work programme. These are Housing Business Plan and First Quarter Council Plan Monitoring 2011/2012.

## **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
  - pre-budget scrutiny
  - consideration of petitions
  - consideration of called-in Cabinet decisions.
- 5.3 Appendix 2 to this report sets out the current work programmes of the other three overview and scrutiny committees.
- 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. Overview and Scrutiny in-depth reviews 2011/12**

- 6.1 On 14 April 2011, as a consequence of budget reductions, the Council decided to reduce the level of in-depth scrutiny review work across all Overview and Scrutiny Committees to three task groups and/or themed meetings in total per year. Officers were asked to report to this committee on how this might be co-ordinated and managed.
- 6.2 The Council's Constitution states that each Overview and Scrutiny Committee is responsible for setting its own work programme which should take into account the wishes of all Members of the committee.
- 6.3 This committee has within its remit the provision of 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.

6.4 The programme of in-depth reviews undertaken via task groups and /or themed meetings over the last four years is summarised to show the volume and breadth of activity;

	<b>2007/08</b>	<b>2008/9</b>	<b>2009/10</b>	<b>2010/11</b>
<b>Business Support</b>	Bereavement Services in Medway		Support for People in temporary accommodation	
<b>Children and Young People</b>	Services for children with disabilities	Child and Adolescent Mental Health Services  Review of Youth Services	Review of Child Protection	Review of Healthy Eating  Countering Bullying
<b>Health and Adult Social Care</b>	Mental Health		Telecommunications Masts  Supporting Carers	Safeguarding vulnerable adults  Transition for children to adult services for young people with a disability
<b>Regen. Community and Culture</b>	Provision of water to meet Medway's future needs  Drugs and Alcohol		Provision of residential on-street disabled parking bays	Highway winter service reviews  Effectiveness and future of PACTS

6.5 As there are four Overview and Scrutiny Committees it is suggested that this committee should exercise a more pro-active role than previously in prioritising the programme of in-depth scrutiny review work for 2011/12. Recognising there are a number of new Councillors and that committees will need time to discuss and select the topics they would wish to put forward the following process is suggested:

- (i) **7 to 23 June** - Each committee is invited to agree that the Chairman and Opposition Spokespersons should meet during June and July with appropriate officer support to draw up a shortlist of in depth review topics
- (ii) **19 July – 18 August** – each committee agrees its selection of in-depth review topics to be forwarded to the Business Support Overview and Scrutiny Committee for prioritisation with a rationale for each using the template attached at Appendix 4, or something similar. This is a

practice used by a lot of authorities and suggested by the Centre for Public Scrutiny as one way of assessing and choosing the topics for in depth review work at a time when it is important to demonstrate the value added by scrutiny work.

- (iii) **Early September:** All Overview and Scrutiny Chairmen and Opposition spokespersons to be invited to a meeting to review the long list of suggested in-depth review topics with the aim of reaching agreement on a recommended priority order using the feasibility criteria as a guide
- (iv) **20 September:** Business Support Overview and Scrutiny Committee formally discusses suggested topics and decides how the reviews should be prioritised and timetabled.

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

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

## **8. Recommendations**

- 8.1 The committee is asked to:
  - (a) consider whether any changes or additions need to be made to the current work programme;
  - (b) note the work undertaken by all overview and scrutiny committees (set out in appendices 2 and 3 to this report);
  - (c) agree the process and timetable for the selection of this year's in-depth reviews as set out in paragraph 6.5 of the report.

**Background papers.** None.

### **Lead officer contact**

Caroline Salisbury, Democratic Services Officer

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

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

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
HRA Business Plan	Scrutiny of performance/budget	Deborah Upton (written by Rachel Britt)	To consider the HRA Business Plan	9 June 2011
Council Plan – 1 <sup>st</sup> quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 1 <sup>st</sup> quarter monitoring 2011/2012	4 August 2011
Revenue budget monitoring 2011/2012	Scrutiny of performance budget	Mick Hayward, Chief Finance Officer	This report presents the revenue budget monitoring to June 2011	20 September 2011
Capital budget monitoring 2011/2012	Scrutiny of performance budget	Mick Hayward, Chief Finance Officer	This report presents the capital budget monitoring to June 2011	20 September 2011
Council Plan – 2 <sup>nd</sup> quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 2 <sup>nd</sup> quarter monitoring 2011/2012	1 December 2011
Revenue budget monitoring 2011/2012	Scrutiny of performance budget	Mick Hayward, Chief Finance Officer	This report presents the revenue budget monitoring to September 2011	1 December 2011
Capital budget monitoring 2011/2012	Scrutiny of performance budget	Mick Hayward, Chief Finance Officer	This report presents the capital budget monitoring to September 2011	1 December 2011
Council Plan – 3 <sup>rd</sup> quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 3 <sup>rd</sup> quarter monitoring 2011/2012	21 March 2012
Revenue budget monitoring 2011/2012	Scrutiny of performance budget	Mick Hayward, Chief Finance Officer	This report presents the revenue budget monitoring to December 2011	21 March 2012
Capital budget monitoring 2011/2012	Scrutiny of performance budget	Mick Hayward, Chief Finance Officer	This report presents the capital budget monitoring to December 2011	21 March 2012

Item	Work type	Responsible officer	Objectives	Timescale
Annual review from Housing Improvement Board	Business management	Deborah Upton	The Chairman of the Board is invited to attend to provide a review of the board's work.	Early 2012
Council Plan monitoring – fourth quarter	Performance monitoring	Abi Cooper	To scrutinise performance against targets in the Council Plan.	To be confirmed
Outcome of work on benefit payments for supported accommodation	Business management	Mick Hayward	To consider the outcome of this review.	To be confirmed
Council Plan – 4 <sup>th</sup> quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 4 <sup>th</sup> quarter monitoring 2011/2012	To be confirmed
Business Plan and review of Housing Asset Management Strategy	Policy development	Deborah Upton	To consider the Business Plan once finalised with the review of the Housing Asset Management Strategy.	To be agreed

### **Forthcoming meetings:**

2011: 4 August, 20 September and 1 December.

2012: 19 January and 21 March.

### **Outstanding issues:**

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

**Work Programme**  
**Children and Young People Overview and Scrutiny Committee**

**Policy framework documents – Children and Young People’s Plan and Youth Justice Plan**

<b>Item</b>	<b>Work Type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
Medway Safeguarding Children Board (MSCB)	Holding to account	Sally Mortimore, MSCB Manager	To consider and scrutinise the activity of the MSCB and its draft Business Plan.	7 June 2011
Review of healthy eating amongst children and young people – six month update	Policy development	Nicky Ling, Senior Public Health Manager (healthy weight), Zoe Barkham, Wellbeing Strategy Manager	To receive an update on the implementation of the recommendations from the in-depth review.	7 June 2011
Children’s Social Care complaints 2010-11	Scrutiny of performance/budget	Lynne Bush, Social Care Complaints Manager	To receive and scrutinise a report on the Children’s Social Care complaints received in 2010-11	7 June 2011
End of year performance 2010-11	Scrutiny of performance/budget	Abi Cooper, Research and Review Manager	To scrutinise performance against targets in the Council Plan.	19 July 2011
Medway’s Youth Justice Plan	Pre-decision scrutiny	Keith Gulvin, Youth Offending Team Manager	To consider the draft Youth Justice Plan	19 July 2011
Update on the Child Development Centre	Pre-decision scrutiny	Sally Morris, Assistant Director of Commissioning and Strategy	To consider an update on the Child Development Centre	19 July 2011
Children and Young People’s Plan	Pre-decision scrutiny	Sally Morris, Assistant Director of Commissioning and Strategy	To consider the draft Children and Young People’s Plan	19 July 2011
Council Plan – 1 <sup>st</sup> quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 1 <sup>st</sup> quarter monitoring 2011/2012	27 September 2011
Council Plan – 2 <sup>nd</sup> quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 2 <sup>nd</sup> quarter monitoring 2011/2012	6 December 2011

<b>Item</b>	<b>Work Type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
Council Plan – 3 <sup>rd</sup> quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 3 <sup>rd</sup> quarter monitoring 2011/2012	14 March 2012
Council Plan – 4 <sup>th</sup> quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 4 <sup>th</sup> quarter monitoring 2011/2012	To be confirmed
Vetting and barring	Service information	Rose Collinson, Director of Children and Adults	To receive an update on national guidance in relation to vetting and barring	To be determined
Health Visitors	Service information	Sally Morris, Assistant Director of Commissioning and Strategy		To be determined

**Forthcoming meetings:**

2011: 7 June 2011, 19 July 2011, 27 September 2011, 6 December 2011.

2012: 19 January 2012, 14 March 2012.



**Work Programme**  
**Health and Adult Social Care Overview and Scrutiny Committee**

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
Themed meeting – mental health				After May 2011
Consultation on merger of Medway Maritime Hospital and Darent Valley Hospital	Community issue	Mark Devlin, Chief Executive Medway NHS Foundation Trust	Initial consultation on proposed merger to be considered prior to substantial variation/development consultation.	23 June 2011
Dementia Pathway Review, a substantial variation/service development	Holding to account	Wendy Alleyway, NHS Medway	To consider a substantial service variation/development in relation to Dementia Pathway.	23 June 2011
NHS Medway legacy document	Service information	Helen Buckingham, Acting CE, NHS Medway	To consider the legacy document produced by NHS Medway.	23 June 2011
Phlebotomy update	Service information	Helen Buckingham, Acting CE, NHS Medway	To receive an update on the changes to the phlebotomy service.	23 June 2011
Variations to the Kent and Medway trauma services	Holding to account	NHS West Kent	To consider variations to the Kent and Medway trauma services.	23 June 2011
Council Plan – 1 <sup>st</sup> quarter monitoring 2011/2012	Scrutiny of performance /budget	Preeya Madhoo, Performance Manager Adults	To consider the Council Plan – 1 <sup>st</sup> quarter monitoring 2011/2012	18 August 2011
Elm House/King's Road	Holding to account	Helen Buckingham, Acting CE, NHS Medway	To consider a move of services of Elm House/King's Road.	18 August 2011
Carers' Support Task Group	Service information	Jane Love/ Rosie Gunstone	Report back on progress with carers' support.	5 October 2011
Council Plan – 2 <sup>nd</sup> quarter monitoring 2011/2012	Scrutiny of performance /budget	Preeya Madhoo, Performance Manager Adults	To consider the Council Plan – 2 <sup>nd</sup> quarter monitoring 2011/2012	15 December 2011
Council Plan – 3 <sup>rd</sup> quarter monitoring 2011/2012	Scrutiny of performance /budget	Preeya Madhoo, Performance Manager Adults	To consider the Council Plan – 3 <sup>rd</sup> quarter monitoring 2011/2012	27 March 2012

Item	Work type	Responsible officer	Objectives	Timescale
Safeguarding vulnerable adults	Service information	Sallyann Baxter, Safeguarding Vulnerable Adults Co-ordinator	To receive an update on progress with implementing recommendations from independent consultant and from committee discussion on 15 March 2011.	27 March 2012
Council Plan monitoring – fourth quarter	Scrutiny and performance	Preeya Madhoo, Performance Manager, Adults	To scrutinise performance against targets in the Council Plan.	Date to be determined
Chronic Pain Service	Holding to account	Simon Truett, Head of Long Term Care	To consider a service change in respect of chronic pain management.	Date to be determined
Diabetes	Service information		To receive a report.	Date to be determined
Council Plan – 4 <sup>th</sup> quarter monitoring 2011/2012	Scrutiny of performance /budget	Preeya Madhoo, Performance Manager Adults	To consider the Council Plan – 4 <sup>th</sup> quarter monitoring 2011/2012	Date to be determined

**Dates of future meetings:**

2011: 23 June, 18 August, 6 October and 15 December 2011.  
26 January and 27 March 2012.

**Work Programme**  
**Regeneration, Community and Culture Overview and Scrutiny Committee**

**Policy framework documents: Community Safety Plan, Local Transport Plan and plans and other strategies which together comprise the Development Plan**

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
End of year performance report 2010/2011	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the end of year report for the Council Plan 2010/2011.	16 June 2011
Petition referral	Petitions	Ian Wilson, Head of Capital Projects, Road Safety and Networks	To consider a petition referral about parking restrictions in Cecil Road, Rochester.	16 June 2011
Six month update on progress of the recommendations of the PACT review	Scrutiny	Tim England, Head of Safer Communities and Neil Howlett, CSP Manager	To consider the progress made with regard to the recommendations set out in the review published in November 2010.	16 June 2011
Community Safety Partnership (CSP) Plan	Policy Development	Andy McGrath, Assistant Director Front Line Services	Annual refresh of plan	16 June 2011
Annual scrutiny of the Community Safety Partnership (CSP)	Scrutiny	Neil Howlett, Community Safety Partnership Manager	To scrutinise the work of the CSP and it's future work programme for the forthcoming year	16 June 2011
Flood and Water Management Act 2010 and Water Regulations 2009	Policy development	Ian Wilson, Head of Capital Projects, Road Safety and Networks	To advise the committee of further updates since the initial report in February 2011.	16 June 2011
Council Plan – 1 <sup>st</sup> quarter monitoring 2011/2012	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the Council Plan – 1 <sup>st</sup> quarter monitoring 2011/2012	10 August 2011

Item	Work type	Responsible officer	Objectives	Timescale
Review of the Winter Services Task Group report	Scrutiny	Phil Moore, Head of Highways and Parking Services	To review the Winter Services Policy and Winter Service Plan arrangements following the task group report in November 2010.	10 August 2011
Review of the waste contracts	Scrutiny of performance/budget	Sarah Dagwell, Head of waste services	To review the first years performance for each of the waste contracts	13 December 2011
Council Plan – 2 <sup>nd</sup> quarter monitoring 2011/2012	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the Council Plan – 2 <sup>nd</sup> quarter monitoring 2011/2012	13 December 2011
Council Plan – 3 <sup>rd</sup> quarter monitoring 2011/2012	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the Council Plan – 3 <sup>rd</sup> quarter monitoring 2011/2012	3 April 2012
End of year performance report 2010/2011	Scrutiny of performance/budget	Abi Cooper, Research and Review Manager	To scrutinise performance against targets in the Council Plan.	To be confirmed
Medway Housing Design Standards	Policy development	Frances Madders, Senior Urban Design Officer	To consider the guide produced to advise on the main principles, minimum layout and space standards that will be expected in the design of new housing, prior to decision by Cabinet.	To be confirmed
End of year performance report 2011/2012	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the Council Plan – 4 <sup>th</sup> quarter monitoring 2011/2012	To be confirmed

**Future meeting dates:**

2011: 16 June; 10 August; 4 October; 13 December

2012: 31 January; 3 April

**Your Council**



# **Forward Plan of key decisions**

**1 June 2011 - 30 September 2011**

**Monday, 16 May 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  
Democratic Services Officer  
(01634) 332008  
[anthony.law@medway.gov.uk](mailto:anthony.law@medway.gov.uk)

Wayne Hemingway  
Democratic Services Officer  
(01634) 332509  
[wayne.hemingway@medway.gov.uk](mailto:wayne.hemingway@medway.gov.uk)

**This edition of the Forward Plan comes into effect on 1 June 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
Consultation	Supporting Documents		Portfolio
<b>Appointments to Cabinet Advisory Groups</b>	Key (Forward Plan)	June 2011	Cabinet
This report will seek agreement to the re-establishment of Cabinet Advisory Groups.			
Relevant Overview and Scrutiny Committee: Business Support Julie Keith, Head of Democratic Services, Tel: 01634 332760, Email: democratic.services@medway.gov.uk			
	None.		:
<b>Gateway 3 Procurement Tender Process Review and Contract Award: All Faiths Children's Community School</b>	Key (Forward Plan)	June 2011	Cabinet
Cabinet approval is sought to approve the contract for this 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.		:

## 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>Recruitment Freeze</b>	Key (Forward Plan)	June 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.		:
<b>Revised Housing Assistance Policy for Private Sector Housing</b>	Key (Forward Plan)	June 2011	Cabinet
This report will seek Cabinet approval to the revised Medway Policy for Housing Assistance.			
Relevant Overview and Scrutiny Committee: Business Support Susan Pledger, Private Sector Housing Manager, Tel: 01634 333009, Email: susan.pledger@medway.gov.uk			
	None.		:



## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* <b>Community Safety Partnership Plan (Policy Framework)</b>	Key (Forward Plan)	July 2011	Cabinet
<p>This report will seek Cabinet's consideration of the Community Safety Partnership Plan and recommendation to Full Council for approval as part of the Council's policy framework, following initial consideration at Regeneration, Community and Culture Overview and Scrutiny Committee.</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.		:
* <b>End of Year Performance Report 2010/2011</b>	Key (Forward Plan)	July 2011	Cabinet
<p>This report will set out the Council Plan monitoring for the fourth quarter of 2010/2011.</p> <p>Relevant Overview and Scrutiny Committee: All            Abigail Cooper, Research and Review Team Manager, Tel: 01634 332256, Email: abigail.cooper@medway.gov.uk</p>			
	None.		:

## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<b>Gateway 1 Contract Procurement Commencement: Connexions</b>	Key (Forward Plan)	July 2011	Cabinet
<p>Cabinet approval is sought to commence the procurement process for the Connexions Service in Medway which provides information, advice and support on a range of issues affecting young people.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People            Donna Mills, Targeted Support Manager, Tel: 01634 338724, Email: donna.mills@medway.gov.uk</p>			
	None.		:
<b>Gateway 3 Procurement Tender Process Review and Contract Award: Bishop of Rochester Academy</b>	Key (Forward Plan)	July 2011	Cabinet
<p>Cabinet approval is sought to approve the contract for this school building project together with the Final Business Case.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People            Cathy Arnold, Capital Programme Manager, Tel: 01634 331046, Email: cathy.arnold@medway.gov.uk</p>			
	None.		:

## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<b>Gateway 3 Procurement Tender Process Review and Contract Award: Brompton Academy</b>	Key (Forward Plan)	July 2011	Cabinet
Cabinet approval is sought to approve the contract for this school building project together with the Final Business Case.			
Relevant Overview and Scrutiny Committee: Children and Young People Cathy Arnold, Capital Programme Manager, Tel: 01634 331046, Email: <a href="mailto:cathy.arnold@medway.gov.uk">cathy.arnold@medway.gov.uk</a>			
	None.		:
<b>Gateway 3 Procurement Tender Process Review and Contract Award: Medway Council Consultancy Services for Municipal, Highway and Civil Engineering Design</b>	Key (Forward Plan)	July 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: <a href="mailto:david.highley@medway.gov.uk">david.highley@medway.gov.uk</a>			
	None.		:

## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<p><b>Gateway 3 Procurement Tender Process Review and Contract Award: Medway Council Highways and Engineering Works Framework</b></p> <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: david.highley@medway.gov.uk</p>	Key (Forward Plan)	July 2011	Cabinet
	None.		:
<p><b>Gateway 3 Procurement Tender Process Review and Contract Award: Napier Primary School</b></p> <p>Cabinet approval is sought to approve the contract for this school building project.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Cathy Arnold, Capital Programme Manager, Tel: 01634 331046, Email: cathy.arnold@medway.gov.uk</p>	Key (Forward Plan)	July 2011	Cabinet
	None.		:

## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<b>Gateway 3 Procurement Tender Process Review and Contract Award: Oaklands Primary School</b>	Key (Forward Plan)	July 2011	Cabinet
Cabinet approval is sought to approve the contract for this school building project.			
Relevant Overview and Scrutiny Committee: Children and Young People Cathy Arnold, Capital Programme Manager, Tel: 01634 331046, Email: <a href="mailto:cathy.arnold@medway.gov.uk">cathy.arnold@medway.gov.uk</a>			
	None.		:
<b>Gateway 3 Procurement Tender Process Review and Contract Award: School Condition Programme 2011/2012 Boiler and Roofing Works</b>	Key (Forward Plan)	July 2011	Cabinet
Cabinet approval is sought to approve the contract for boiler and roofing works.			
Relevant Overview and Scrutiny Committee: Children and Young People Cathy Arnold, Capital Programme Manager, Tel: 01634 331046, Email: <a href="mailto:cathy.arnold@medway.gov.uk">cathy.arnold@medway.gov.uk</a>			
	None.		:

# Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* <b>Housing Business Plan</b>	Key (Forward Plan)	July 2011	Cabinet
To seek approval to the Council's Housing Business Plan.			
Relevant Overview and Scrutiny Committee: Business Support Matthew Gough, Housing Strategy Manager, Tel: 01634 333177, Email: matthew.gough@medway.gov.uk			
	None.		:
<b>Recruitment Freeze</b>	Key (Forward Plan)	July 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.		:

## 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>School Organisation Plan</b>	Key (Forward Plan)	July 2011	Cabinet
This report will seek approval to consult on the draft School Organisation Plan.			
Relevant Overview and Scrutiny Committee: Children and Young People Paul Clarke, School Organisation Officer, Tel: 01634 331031, Email: paul.clarke@medway.gov.uk			
	None.		:
<b>Statement of Accounts</b>	Key (Forward Plan)	July 2011	Cabinet
This report will provide details of the Council's draft Statement of Accounts for 2010/2011. The Council is required under the Accounts and Audit Regulations 2003 (as amended) to produce an annual statement of accounts that is subject to scrutiny by the external auditors.			
Relevant Overview and Scrutiny Committee: Business Support Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk			
	None.		:

## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<b>Treasury Management Outturn Annual Report</b>	Key (Forward Plan)	July 2011	Cabinet
This report will provide an overview of treasury management activity during 2010/2011.			
Relevant Overview and Scrutiny Committee: Business Support Andy Larkin, Finance Support Officer, Tel: 01634 332317, Email: andrew.larkin@medway.gov.uk			
	None.		:
<b>* Children and Young People Plan (Policy Framework)</b>	Key (Forward Plan)	August 2011	Cabinet
To seek Cabinet's views on the draft Children and Young People Plan.			
Relevant Overview and Scrutiny Committee: Children and Young People Sally Morris, Assistant Director, Commissioning and Strategy, Tel: (01634) 334049, Email: sally.morris@medway.gov.uk			
	None.		:



## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* <b>First Quarter Capital Budget Monitoring 2011/2012</b>	Key (Forward Plan)	August 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.		:
* <b>First Quarter Council Plan Monitoring</b>	Key (Forward Plan)	August 2011	Cabinet
To report on performance for the first quarter of 2010/2011.			
Relevant Overview and Scrutiny Committee: All Kate Mummery, Senior Research and Review Officer, Tel: (01634) 332472, Email: kate.mummery@medway.gov.uk			
	None.		:

## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* <b>First Quarter Revenue Budget Monitoring 2011/2012</b>	Key (Forward Plan)	August 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. :			
<b>Gateway 1 Procurement Commencement: Home Care Service</b>	Key (Forward Plan)	August 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. :			

## Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<b>Gateway 1 Procurement Commencement: Support People Services</b>	Key (Forward Plan)	August 2011	Cabinet
Cabinet approval is sought to commence the procurement process for the provision of a number of Supporting People Services contracts.			
Relevant Overview and Scrutiny Committee: Health and Adult Social Care Ben Gladstone, Commissioning Portfolio Manager, Tel: 01634 333063, Email: ben.gladstone@medway.gov.uk			
	None.		:
<b>Recruitment Freeze</b>	Key (Forward Plan)	August 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.		:

# 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)	September 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: <a href="mailto:tricia.palmer@medway.gov.uk">tricia.palmer@medway.gov.uk</a></p>			
<p>None.</p>			

**OVERVIEW AND SCRUTINY COMMITTEES  
PROGRAMME OF INDEPTH REVIEWS 2011/2012**

<b>Committee</b>	<b>Proposed topic</b>	<b>Task Group or themed meeting</b>	<b>Reason for review</b>	<b>National/local context</b>	<b>Performance indicators (where relevant)</b>	<b>Public feedback/interest in issue (where known)</b>
<b>BUSINESS SUPPORT</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>					
<b>CHILDREN AND YOUNG PEOPLE</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>					
<b>HEALTH AND ADULT SOCIAL CARE</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>					
<b>REGENERATION, COMMUNITY AND CULTURE</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>					

