

**BUSINESS SUPPORT
OVERVIEW AND SCRUTINY COMMITTEE
4 AUGUST 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 19 July 2011.

4. Future work programme

4.1 Cabinet's Forward Plan

There are six new items that have been added to the Forward Plan within the remit of this committee since the last meeting.

4.2 Three of the additions have already been included on the committee's work programme. These are Second Quarter Capital Budget Monitoring, Second Quarter Council Plan Monitoring and Second Quarter Revenue Budget Monitoring.

4.3 The remaining new items are as follows:

Annual review of Risk Management Strategy and six monthly review of Corporate Risk register 4 October 2011

This report will set out the Annual Review of Risk Management Strategy and Six Monthly Review of Corporate Risk Register.

(As this committee usually wishes to consider this report, it has been provisionally added to the agenda for consideration on 20 September 2011.)

Treasury Management Strategy mid-year review 1 November 2011

To report on the latest monitoring position and refer to Council for consideration and approval.

2012/2013 Capital and Revenue Budgets and Business Plans – initial proposals 29 November 2011

To report on the initial proposals for the 2012/2013 Capital and Revenue Budgets and Business Plans and refer to the Overview and Scrutiny Committees for consideration.

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 At a meeting on 9 June 2011, this committee approved the process and timetable for the selection of this year's in-depth reviews.

6.2 The Chairman and Spokespersons of this committee met on 13 July 2011 and discussed items on the current work programme together with possible topics for in-depth review.

6.3 During discussion on a variety of topics, including changes to the benefit system in 2012/2013, Members agreed to recommend that the items put forward by this, and other committees, should cover an 18 month period rather than for just one year.

6.4 The reasoning for the choices for reviews and themed meeting are detailed in Appendix 4.

6.5 In early September all Overview and Scrutiny Chairmen and Opposition spokespersons will 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.

6.6 At the next meeting of this committee on 20 September, Members will be asked formally to discuss the suggested topics and decide 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 the current workload and identify items for inclusion in the work programme, including possible items from the Cabinet Forward Plan as set out in paragraph 4 above;
- (b) note the work undertaken by all overview and scrutiny committees (set out in appendices 2 and 3 to this report);
- (c) consider the topics for in-depth scrutiny reviews suggested by the Chairman and Spokespersons as set out in Appendix 4 and decide which of these should be submitted for consideration alongside proposals from other overview and scrutiny committees at the next meeting of this committee on 20 September 2011.

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**

Item	Work type	Responsible officer	Objectives	Timescale
Council Plan – end of year monitoring report 2010/2011	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – end of year monitoring report 2010/2011	4 August 2011
Council Plan – 1 st quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 1 st 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	4 August 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	4 August 2011
Housing Strategy (2011-2014)	Policy development	Matthew Gough, Head of Strategic Housing	To consider the strategy in advance of Cabinet on 4 October 2011	20 September 2011
Medium Term Financial Plan	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	To consider the Medium Term Financial Plan following Cabinet on 6 September 2011	20 September 2011
Council Plan – 2 nd quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 2 nd 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

Item	Work type	Responsible officer	Objectives	Timescale
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 rd quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 3 rd 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
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
Community Involvement Strategy 2011/2012	Policy development	Matthew Gough, Head of Strategic Housing	This report details the delivery of projects and actions for 2011/2012 arising from the Community Involvement Strategy.	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 th quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 4 th quarter monitoring 2011/2012	To be confirmed

Item	Work type	Responsible officer	Objectives	Timescale
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; 1 December

2012: 2 February; 21 March

Work completed in 2011/12:

9 June 2011

- HRA Business Plan

Work Programme
Children and Young People Overview and Scrutiny Committee

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

Item	Work Type	Responsible officer	Objectives	Timescale
School Organisation Plan	Pre-decision scrutiny	Sally Morris, Assistant Director of Commissioning and Strategy	To consider and scrutinise the draft School Organisation Plan	27 September 2011
Update on the Child Development Centre	Service information	Sally Morris, Assistant Director of Commissioning and Strategy	To consider an update on the Child Development Centre	27 September 2011
Council Plan – 1 st quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 1 st quarter monitoring 2011/2012	27 September 2011
Provision test and examination results and the changing composition of schools in Medway	Scrutiny of performance/budget	Rose Collinson, Director of Children and Adults	To receive a report on the provisional test and examination results at FS Key stages 1, 2, 4 and post 16. The report will also update the committee on the changing composition of schools in Medway.	27 September 2011
Council Plan – 2 nd quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 2 nd quarter monitoring 2011/2012	6 December 2011
Medway Safeguarding Children Board (MSCB)	Holding to account	Sally Mortimore, MSCB Manager	To consider and scrutinise the activity of the MSCB and its Business Plan.	6 December 2011
Council Plan – 3 rd quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 3 rd quarter monitoring 2011/2012	14 March 2012
Council Plan – 4 th quarter monitoring 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan – 4 th 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

Item	Work Type	Responsible officer	Objectives	Timescale
Health Visitors	Service information	Sally Morris, Assistant Director of Commissioning and Strategy		To be determined

Forthcoming meetings:

2011: 27 September 2011, 6 December 2011.

2012: 19 January 2012, 14 March 2012.

Work completed in 2011/12:7 June 2011

- Medway Safeguarding Children's Board
- Review of healthy eating among children and young people in Medway – update report
- Children's social care complaints and compliments annual report

19 July 2011

- Children and Young People's Plan 2011-14
- Medway's Youth Justice Plan 2011-12
- End of year performance 2010-11

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

Item	Work type	Responsible officer	Objectives	Timescale
Themed meeting – mental health				After May 2011
Annual complaints and compliments report	Scrutiny of performance	Lynne Bush	To consider the annual report on complaints and compliments	18 August 2011 *
Council Plan – 1 st quarter monitoring 2011/2012	Scrutiny of performance/budget	Preeya Madhoo, Performance Manager Adults	To consider the Council Plan – 1 st quarter monitoring 2011/2012	18 August 2011
Dementia Pathway Review	Holding to account	Wendy Alleway, NHS Medway	To consider a potential service variation/development in relation to dementia	18 August 2011
Elm House/King's Road, Chatham	Holding to account	Helen Buckingham, NHS Medway	To consider a move of services from Elm House/King's Road Chatham	18 August 2011 *
Health and Wellbeing Board development		Julie Keith	To be informed of progress in set up of Medway's pre-shadow Health and Wellbeing Board.	18 August 2011
Kent and Medway Bi-annual adult safeguarding report	Service information	Sally Ann Baxter	To consider the Kent and Medway Bi-annual adult safeguarding report	18 August 2011 *
NHS Medway legacy document	Service information	Helen Buckingham, Acting CE, NHS Medway	To consider the legacy document produced by NHS Medway.	18 August 2011
Carers' Support Task Group	Service information	Jane Love/ Rosie Gunstone	Report back on progress with carers' support.	6 October 2011
Eating Disorder Services	Holding to account	Fiona Gaylor, NHS Medway	To consider whether this is a substantial variation or development.	6 October 2011
Proposed merger of Medway NHS Foundation Trust with Dartford and Gravesham Trust	Community issue	Mark Devlin, Chief Executive Medway NHS Foundation Trust	To view the outcome of the feasibility study and determine whether a joint Health Overview and Scrutiny Committee with Kent is required.	6 October 2011 earliest
Council Plan – 2 nd quarter monitoring 2011/2012	Scrutiny of performance/budget	Preeya Madhoo, Performance Manager Adults	To consider the Council Plan – 2 nd quarter monitoring 2011/2012	15 December 2011

* See work programme report

Item	Work type	Responsible officer	Objectives	Timescale
Council Plan – 3 rd quarter monitoring 2011/2012	Scrutiny of performance/budget	Preeya Madhoo, Performance Manager Adults	To consider the Council Plan – 3 rd quarter monitoring 2011/2012	27 March 2012
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 end of Year 2011/12	Scrutiny of performance /budget	Preeya Madhoo, Performance Manager Adults	To consider the end of year Council report 2011/12	Date to be determined
Report on sexual health		Alison Barnett	Requested at 23 June 2011 meeting.	To be agreed

Dates of future meetings:

2011: 18 August; 6 October; 15 December

2012: 26 January; 27 March

Work completed in 2011/2012:**23 June 2011:**

- Consultation on merger of Medway Maritime Hospital and Dartford and Gravesham NHS Trust/Monitor report of breach in conditions
- End of year performance report 2010/2011
- Phlebotomy update
- Variations to the Kent and Medway trauma services

* See work programme report

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

Item	Work type	Responsible officer	Objectives	Timescale
Council Plan – 1 st quarter monitoring 2011/2012	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the Council Plan – 1 st quarter monitoring 2011/2012	10 August 2011
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
Local Development Framework (LDF) – Core Strategy	Policy development	Brian McCutcheon, Regional and Local Planning Manager	This report will set out details of the LDF Core Strategy (publication version) and request comments from the committee as part of the consultation process.	4 October 2011
Council Plan – 2 nd quarter monitoring 2011/2012	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the Council Plan – 2 nd quarter monitoring 2011/2012	13 December 2011
Review of the waste contracts	Scrutiny of performance/budget	Sarah Dagwell, Head of waste services	To review the first year's performance for each of the waste contracts	13 December 2011
Kent Fire and Rescue Service – update	Service information	Steve Griffiths, Kent Fire and Rescue	Update on what has changed in the provision of services and the improvements achieved.	13 December/ 31 January 2012

Item	Work type	Responsible officer	Objectives	Timescale
Probation service – prevention of future generations offending	Service information	Maurice O'Reilly, Kent Probation	Report on the work undertaken with families to prevent future generations offending.	13 December/ 31 January 2012
Council Plan – 3 rd quarter monitoring 2011/2012	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the Council Plan – 3 rd quarter monitoring 2011/2012	3 April 2012
End of year performance report 2011/2012	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the Council Plan – 4 th quarter monitoring 2011/2012	To be confirmed
Increase in powers for Police Community Support Officers (PCSOs)	Service information	Chief Superintendent Corbishley, Kent Police	This report will detail an increase in powers for PCSOs.	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

Future meeting dates:

2011: 10 August; 4 October; 13 December

2012: 31 January; 3 April

Work completed in 2011/12:16 June 2011

- End of year performance report 2010/2011
- Petition referral
- Six month update on progress of the recommendations of the PACT review
- Community Safety Partnership (CSP) Plan
- Annual scrutiny of the Community Safety Partnership (CSP)
- Flood and Water Management Act 2010 and Water Regulations 2009

Your Council



Forward Plan of key decisions

1 August 2011 - 30 November 2011

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**Rodney Chambers
Leader of the Council**

Friday, 15 July 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), just click on Cabinet decisions in the menu. Use it to find the details about the decision you are interested in, including:

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

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

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

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

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

This edition of the Forward Plan comes into effect on 1 August 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

Appointment to the Bus Lane Adjudication Service Joint Committee	Key (Forward Plan)	2 Aug 2011	Cabinet
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Note: This is a matter for the Leader to decide.

This report seeks approval to join the Bus Lane Adjudication Service Committee and appoint a representative to the Committee to enable the Council to have arrangements in place to determine appeals against Penalty Charge Notices issued in respect of any unauthorised vehicles that are recorded in a bus lane.

Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture
 Phil Moore, Head of Highways and Parking Services, Tel: 01634 331146, Email: phil.moore@medway.gov.uk

None.

Portfolio Holder for Front Line Services: Filmer

Bradfields School, Chatham - Consultation on Prescribed Alterations	Key (Forward Plan)	2 Aug 2011	Cabinet
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Cabinet approval is sought to consult on the following proposals:

- The expansion of both the upper and lower age limits from 11-19 to 3-25.
- The increase in the categories of Special Educational Needs to include SLD (severe learning difficulties), in addition to the current categories – MLD (Mild learning difficulties) and ASD (autistic spectrum disorder).

Relevant Overview and Scrutiny Committee: Children and Young People
 Paul Clarke, School Organisation Officer, Juliet Sevier, Assistant Director Inclusion, Tel: 01634 331031,, Email: paul.clarke@medway.gov.uk, juliet.sevier@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
* Child Development Centre (CDC)	Key (Forward Plan)	2 Aug 2011	Cabinet
This report will set out information regarding proposals for the Child Development Centre.			
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.		Portfolio Holder for Children's Services: Wicks
* Children and Young People Plan (Policy Framework)	Key (Forward Plan)	2 Aug 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.		Portfolio Holder for Children's Services, Portfolio Holder for Children's Social Care: Wicks, Wildey

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
<p>* First Quarter Capital Budget Monitoring 2011/2012</p> <p>To report on the latest monitoring position.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Peter Bown, Accounting Manager, Tel: 01634 332311, Email: peter.bown@medway.gov.uk</p>	Key (Forward Plan)	2 Aug 2011	Cabinet
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
<p>* First Quarter Council Plan Monitoring</p> <p>To report on performance for the first quarter of 2010/2011.</p> <p>Relevant Overview and Scrutiny Committee: All Kate Mummery, Senior Research and Review Officer, Tel: (01634) 332472, Email: kate.mummery@medway.gov.uk</p>	Key (Forward Plan)	2 Aug 2011	Cabinet
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* First Quarter Revenue Budget Monitoring 2011/2012 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)	2 Aug 2011	Cabinet
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
Gateway 1 Batched Procurement Commencement: Abbey Court School, Elaine Primary School, Twydall Primary School - Building Projects To seek approval to commence the procurement process for the following schools' building projects: Abbey Court School, Elaine Primary School and Twydall Primary School. Relevant Overview and Scrutiny Committee: Children and Young People Cathy Arnold, Capital Programme Manager, Tel: 01634 331046, Email: cathy.arnold@medway.gov.uk	Key (Forward Plan)	2 Aug 2011	Cabinet
	None.		Portfolio Holder for Children's Services: Wicks

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Local Development Framework - Core Strategy	Key (Forward Plan)	2 Aug 2011	Cabinet
This report will set out details of the Local Development Framework Core Strategy (publication version).			
Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Brian McCutcheon, Planning Policy and Design Manager, Tel: 01634 331149, Email: brian.mccutcheon@medway.gov.uk			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
Recruitment Freeze	Key (Forward Plan)	2 Aug 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.		Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Establishment of a Shadow Health and Wellbeing Board in Medway	Key (Forward Plan)	6 Sep 2011	Cabinet
<p>This report will seek approval to the establishment of a shadow Health and Wellbeing Board in Medway in response to the Health and Social Care Bill.</p> <p>Relevant Overview and Scrutiny Committee: Health and Adult Social Care Julie Keith, Head of Democratic Services, Alison Barnett, Director of Public Health, Tel: 01634 332760, Tel: 01634 334308, Email: democratic.services@medway.gov.uk, alison.barnett@medway.gov.uk</p>			
	None.		Portfolio Holder for Adult Services, Leader: Brake, Rodney Chambers
Gateway 1 Procurement Commencement: Connexions	Key (Forward Plan)	6 Sep 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.		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
Gateway 1 Procurement Commencement: Home Care Service	Key (Forward Plan)	6 Sep 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: Brake
* Housing Strategy 2011-2014	Key (Forward Plan)	6 Sep 2011	Cabinet
Following consideration by the Business Support Overview and Scrutiny Committee on 4 August 2011 this report will present the Housing Strategy 2011-2014.			
Relevant Overview and Scrutiny Committee: Business Support Matthew Gough, Head of Strategic Housing, Tel: 01634 333177, Email: matthew.gough@medway.gov.uk			
	None.		Portfolio Holder for Housing and Community Services: Doe

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Luton Infant and Junior Schools	Key (Forward Plan)	6 Sep 2011	Cabinet
<p>This report will set out the reasons why the Council is requesting a revocation of the decision made by the Office of the Schools Adjudicator (OSA) on 8 June 2010 to close Luton Infant and Junior Schools, and the related proposal to open a new 3-11 primary school, in new buildings, in their place. The original decision was made upon the condition that planning permission for the new school buildings was obtained by 31 December 2011. This will not be possible due to the significant reduction in capital funding available to the Council.</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
* Medium Term Financial Plan	Key (Forward Plan)	6 Sep 2011	Cabinet
<p>To consider the Medium Term Financial Plan. This will also be presented to the Business Support Overview and Scrutiny Committee on 20 September 2011.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Overview and Scrutiny Committee Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk</p>			
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Recruitment Freeze	Key (Forward Plan)	6 Sep 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.		Deputy Leader and Portfolio Holder for Finance: Jarrett
* Youth Justice Plan (Policy Framework)	Key (Forward Plan)	6 Sep 2011	Cabinet
<p>To consider the views of the Children and Young People Overview and Scrutiny Committee and recommend approval of the Plan to Council on 20 October 2011.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Keith Gulvin, Youth Offending Team Manager, Tel: 01634 336248, Email: keith.gulvin</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
Annual Review of Risk Management Strategy and Six Monthly Review of Corporate Risk Register	Key (Forward Plan)	4 Oct 2011	Cabinet
This report will set out the Annual Review of Risk Management Strategy and Six Monthly Review of Corporate 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			
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
Gateway 1 Procurement Commencement: Support People Services	Key (Forward Plan)	4 Oct 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.		Portfolio Holder for Adult Services: Brake
Recruitment Freeze	Key (Forward Plan)	4 Oct 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.		Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Recruitment Freeze	Key (Forward Plan)	1 Nov 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.		Deputy Leader and Portfolio Holder for Finance: Jarrett
* School Organisation Plan 2011/2016	Key (Forward Plan)	1 Nov 2011	Cabinet
<p>This report will seek approval to the School Organisation Plan 2011/2016 following consultation and consideration by the Children and Young People Overview and Scrutiny Committee.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Chris McKenzie, Head of School Organisation and Student Services, Tel: 01634 334013, Email: chris.mckenzie@medway.gov.uk</p>			
	None.		Portfolio Holder for Children's Services: Wicks
* Second Quarter Capital Budget Monitoring	Key (Forward Plan)	1 Nov 2011	Cabinet
<p>To report on the latest monitoring position.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Phil Watts, Finance Manager, Tel: 01634 331196, Email: phil.watts@medway.gov.uk</p>			
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Second Quarter Council Plan Monitoring To report on the latest monitoring position. Relevant Overview and Scrutiny Committee: All Abigail Cooper, Research and Review Team Manager, Tel: 01634 332256, Email: abigail.cooper@medway.gov.uk	Key (Forward Plan)	1 Nov 2011	Cabinet
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
* Second Quarter Revenue Budget Monitoring To report on the latest monitoring position. Relevant Overview and Scrutiny Committee: Business Support Kevin Woolmer, Corporate Accountant, , Email: kevin.woolmer@medway.gov.uk	Key (Forward Plan)	1 Nov 2011	Cabinet
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
Treasury Management Strategy Mid-Year Review To report on the latest monitoring position and refer to Council for consideration and approval. Relevant Overview and Scrutiny Committee: Business Support Andy Larkin, Finance Support Officer, Tel: 01634 332317, Email: andrew.larkin@medway.gov.uk	Key (Forward Plan)	1 Nov 2011	Cabinet
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
2012/2013 Capital and Revenue Budgets and Business Plans - Initial Proposals	Key (Forward Plan)	29 Nov 2011	Cabinet
<p>To report on the initial proposals for the 2012/2013 Capital and Revenue Budgets and Business Plans and refer to the Overview and Scrutiny Committees for consideration.</p> <p>Relevant Overview and Scrutiny Committee: Business Support/All Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk</p>			
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
Recruitment Freeze	Key (Forward Plan)	29 Nov 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.		Deputy Leader and Portfolio Holder for Finance: Jarrett

PROPOSED TOPICS FOR IN-DEPTH REVIEW AND THEMED MEETING

<p>Supported accommodation (cross cutting task group review)</p>	<p>Reason for Review</p> <p>Concern has been raised by several Councillors and also by the Audit Committee regarding the provision of adequate and appropriate supported accommodation (housing) in Medway.</p> <p>National/local context</p> <p>The committee previously requested a report into the outcome of work on benefit payments for people in supported accommodation and this is on the work programme with a future meeting date to be confirmed, once the work has been completed. This matter is a specific local issue.</p> <p>Performance indicators (where relevant)</p> <p>These performance indicators may be relevant to this review:</p> <p>NI21L Dealing with local concerns about anti-social behaviour and crime issues by the local council and police (proxy measure) NI141 - Number of service users who have moved on in a planned way from temporary living arrangements NI142 - Number of services users who are supported to establish and maintain independent living</p> <p>This also affects the number of vulnerable people leading independent lives, anti-social behaviour, the number of people in temporary accommodation and the Council giving value for money</p> <p>Public feedback/interest in issue (where known)</p> <p>The Citizen’s Panel identified that suitable and affordable housing is a priority for Medway Council.</p> <p>The Audit Committee has been advised that the Chief Finance Officer has commissioned a report on supported accommodation and also that this committee had identified it as a possible matter for in-depth review. Members</p>
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	<p>of the Audit Committee agreed that the outcome of the review is reported to them or, if this review is not taken forward by this committee, that a report is submitted to the Audit Committee for consideration.</p> <p>This topic was also endorsed as suitable for an in-depth review by the Regeneration, Community & Culture O&S Committee Chairman and Spokespersons particularly with regard to aspects for ex-offenders and drug takers.</p>
<p>Review of Fairness (cross cutting task group review)</p>	<p>Reason for Review</p> <p>At a time when families and individuals are under increasing pressure and public services are being cut, it is suggested that the committee should scrutinise the extent to which the Council with its partners are taking action to narrow the gaps in outcomes and opportunities for Medway residents.</p> <p>National/ local context</p> <p>In 2010 the Coalition Government in its publication "Our programme for Government" included the following commitment and a range of specific actions to tackle inequalities:</p> <p>"The Government believes that there are many barriers to social mobility and equal opportunities in Britain today, with too many children held back because of their social background, and too many people of all ages held back because of their gender, race, religion or sexuality. We need concerted government action to tear down these barriers and help to build a fairer society".</p> <p>In Medway, two of the four principles underpinning the six overarching ambitions in the Sustainable Community Strategy for 2010-2026 are particularly relevant:</p> <p>Fairness: do our actions take account of all the sections of society ensuring that everyone benefits from the regeneration of Medway and</p> <p>Narrowing the gap: will our actions contribute to improving the lives of everyone so reducing the gap between deprived and more affluent areas.</p>

<p>Review of Fairness (continued)</p>	<p>In addition the Council Plan for Medway includes a commitment to support the building of strong communities where people feel they belong.</p> <p>Performance indicators (where relevant)</p> <p>The scoping of this review would include identifying the relevant performance indicators. For example, the recent Fairness Commission in Islington covered seven priority areas; Income ,Work ,Families ,Community, Safety, Housing and Health .</p> <p>NI1 in the Council Plan for Medway will also be relevant: % of people that think that people from different backgrounds get on well together.</p> <p>Public feedback/interest in issue (where known)</p> <p>In a recent Citizens Panel Survey about what influences feelings of community 88% agreed/strongly agreed that people trusting one another and trusting local institutions to act fairly helps to bring the community together.</p>
<p>Universal Credit (themed meeting to be held in 2012/13 once legislation is implemented)</p>	<p>Reason for Review</p> <p>The Government is proposing to unify out of work benefits, housing benefit and tax credits into a simplified single universal credit. It is suggested that the Committee should review the impact of this on Medway residents; with particular reference to vulnerable people and those unable to work.</p> <p>National/ local context</p> <p>Following publication of the White Paper, "Universal Credit: Welfare that works" the Government has introduced a Welfare Reform Bill setting out plans to reform the welfare system by creating a new Universal Credit.</p>

<p>Universal Credit (continued)</p>	<p>The Department of Work and Pensions states that the main elements of the Bill include:-</p> <ul style="list-style-type: none"> • the introduction of Universal Credit to provide a single streamlined benefit that will ensure work always pays • a stronger approach to reducing fraud and error with tougher penalties for the most serious offences • a new claimant commitment showing clearly what is expected of claimants while giving protection to those with the greatest needs <p>According to the latest data, there are currently 20,000 Medway residents on out of work benefits or 12.0% of Medway's workforce.</p> <p>Performance indicators (where relevant)</p> <p>Potentially the following indicators would be relevant to this review:</p> <p>NI146 Adults with learning disabilities in employment ECD48c REGEN1c Employment that has lasted 26 weeks ECD7b REGEN1a New registrations by local people accessing employment support services ECD8b(ii) REGEN1b Number of jobs taken up in the period LRCC3 REGEN2a The number of intensive assists to local businesses LRCC4 REGEN2b Number of jobs created and safeguarded NI117 REGEN3a 16-18 year olds who are not in education, employment or training (NEET) NI148 REGEN3b Care Leavers in education, employment or training.</p>
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