

**BUSINESS SUPPORT
OVERVIEW AND SCRUTINY COMMITTEE
20 SEPTEMBER 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 8 September 2011.

3.2 The Chairman was informed that the Portfolio Holder for Corporate Services was now available in September to be held to account by the committee and the Chairman agreed that this item was added to the agenda for this meeting.

3.3 The Chairman was also advised that two reports, due to be considered at this meeting, would need to be deferred until the following meeting, as they required further work.

These reports were:

- Annual review of Risk Management Strategy and six monthly review of Corporate Risk Register
- Treasury Management Strategy mid-year review.

3.4 Officers highlighted that should the topic of Supported Accommodation be chosen as an in-depth review for the forthcoming year (agenda item 6 at this meeting) then two items could be removed from the work programme, as follows:

- Outcome of work on benefit payments for supported accommodation
- Supported accommodation for ex-offenders.

4. Future work programme

4.1 The Cabinet's latest Forward Plan is due to be published on 16 September 2011 and therefore Members will be updated verbally about any new items that are added to it within the Committee's remit.

4.2 At the last meeting, Members requested a copy of the Committee's terms of reference in order to assist with accurately identifying topics that may wish to be considered in the future work programme. This is attached at Appendix 4.

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 current Forward Plan indicating by asterisk items identified by the relevant Overview and Scrutiny Committee for pre-decision scrutiny.

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;
 - (b) note the work undertaken by all overview and scrutiny committees (set out in appendices 2 and 3 to this report).

Background papers.

None.

Lead officer contact

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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
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
Scrutiny reviews for 2011/2012	Work programming	Julie Keith, Head of Democratic Services	This report will request the committee to consider a variety of topics put forward by all O&S committees and select three for in-depth review during 2011/2012	20 September 2011
Tenant Incentive Scheme	Policy development	Deborah Upton, Assistant Director, Housing and Corporate Services	The committee requested officers to investigate the possibility of a Tenant Reward Scheme for keeping property in a good state of repair (27 January 2011)	20 September 2011
Succession Policy	Policy development	Deborah Upton, Assistant Director, Housing and Corporate Services	The committee is requested to consider the formalised policy which sets out the circumstances in which succession following death of a tenant may take place	20 September 2011

Item	Work type	Responsible officer	Objectives	Timescale
Portfolio Holder for Corporate Services – in attendance	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out in his portfolio, in the remit of this committee, and answer any questions	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
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
Portfolio Holder for Housing and Community Services – in attendance	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out in his portfolio, in the remit of this committee, and answer any questions	1 December 2011
Annual review of Risk Management Strategy and six monthly review of Corporate Risk Register	Pre-decision scrutiny	Joy Kirby, Business Quality Assurance Manager	To consider these topics in advance of Cabinet on 4 October 2011	1 December 2011
Treasury Management Strategy mid-year review	Pre-decision scrutiny	Mick Hayward, Chief Finance Officer	To consider the mid-year review of this strategy	1 December 2011

Item	Work type	Responsible officer	Objectives	Timescale
Portfolio Holder for Community Safety and Customer Contact – in attendance	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out in his portfolio, in the remit of this committee, and answer any questions	2 February 2012
The Leader, in his role as Portfolio Holder for Democracy and Governance – in attendance	Holding to account		The Leader will be invited to give a presentation on work carried out in his portfolio, in the remit of this committee, and answer any questions	2 February 2012
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
Portfolio Holder for Finance – in attendance	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out in his portfolio, in the remit of this committee, and answer any questions	21 March 2012
Annual review from Housing Improvement Board	Holding to account	Deborah Upton, Assistant Director, Housing and Corporate Services	The Chairman of the Board is invited to attend to provide a review of the board's work.	Early 2012

Item	Work type	Responsible officer	Objectives	Timescale
List of council-owned properties and backlog of maintenance repairs	Service information	Deborah Upton, Assistant Director, Housing and Corporate Services	This report was requested by the committee at its meeting on 4 August 2011	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	Service information	Mick Hayward, Chief Finance Officer	To consider the outcome of this review.	To be confirmed
Council Plan – year end 2011/2012	Scrutiny of performance/budget	Abi Cooper, Research and Review Team Manager	To consider the year end Council Plan report for 2011/2012	To be confirmed
2012/2013 Capital and revenue budgets and business plans – initial proposals	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	This report presents Cabinet's initial proposals for the 2012/2013 revenue and capital budgets and business plans	To be confirmed
Supported accommodation for ex-offenders	Community issues	Deborah Upton, Assistant Director, Housing and Corporate Services	This report/themed meeting was requested by the committee at its meeting on 4 August 2011, if this matter is not chosen as an in-depth review on 20 September 2011	To be confirmed
Business Plan and review of Housing Asset Management Strategy	Policy development	Deborah Upton, Assistant Director, Housing and Corporate Services	To consider the Business Plan once finalised with the review of the Housing Asset Management Strategy.	To be agreed

Forthcoming meetings:

2011: 20 September; 1 December

2012: 2 February; 21 March

Work completed in 2011/12:

9 June 2011

- HRA Business Plan

4 August 2011

- End of year Council Plan monitoring report 2010/2011
- First quarter Council Plan monitoring 2011/2012
- First quarter revenue budget monitoring 2011/2012
- First quarter capital budget monitoring 2011/2012

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
Member’s Item: Statistics used to close and expand school provision	Community issues	Sally Morris, Assistant Director of Commissioning and Strategy	To consider the report which responds to a request from a Member.	12 October 2011
School Organisation Plan	Pre-decision scrutiny	Sally Morris, Assistant Director of Commissioning and Strategy	To consider and scrutinise the draft School Organisation Plan	12 October 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	12 October 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	12 October 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.	12 October 2011
Portfolio Holder for Corporate Services in attendance	Holding to account	N/a	To hold the Portfolio Holder for Corporate Services to account in relation to the Children’s Independent Safeguarding and Review Service, which falls within the remit of this committee.	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

Item	Work Type	Responsible officer	Objectives	Timescale
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
Portfolio Holder for Children's Services (lead member) in attendance	Holding to account	N/a	To hold the Portfolio Holder for Children's Services to account against the performance within his portfolio.	19 January 2012
School Admission Arrangements 2013	Pre-decision scrutiny	Sally Morris, Assistant Director of Commissioning and Strategy	To consider and scrutinise the draft school admission arrangements for 2013	19 January 2012
Portfolio Holder for Children's Social Care in attendance	Holding to account	N/a	To hold the Portfolio Holder for Children's Social Care to account against the performance within his portfolio.	14 March
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 – year end 2011/2012	Scrutiny of performance/ budget	Abi Cooper, Research and Review Team Manager	To consider the Council Plan monitoring for year end 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: 12 October 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
Changes in dementia support services	Holding to account	Wendy Alleway, NHS Medway	To consider proposed changes	6 October 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	6 October 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
Portfolio Holder for Adult Social Care – in attendance	Holding to account		The Portfolio Holder for Adult Social Care is invited to give a presentation on work carried out in his portfolio and answer any questions	15 December 2011
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
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

Item	Work type	Responsible officer	Objectives	Timescale
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
Progress of the Shadow Health and Wellbeing Board	Holding to account	Dr Alison Barnet, Director of Public Health	The Chairman of the Shadow Health and Wellbeing Board to be invited to report on progress made and answer questions	Date to be determined

Dates of future meetings:

2011: 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

18 August 2011:

- Establishment of a Shadow Health and Wellbeing Board in Medway
- Quarter 1 Council Plan monitoring report 2011/2012
- Adult Social Care Annual Complaints and Compliments report April 2010 – March 2011
- Review of Elm House and King's Road, Chatham
- Legacy document for Medway

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
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
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.	4 October 2011
Lodge Hill Development Brief	Policy development		To consider the proposed Lodge Hill Development Brief	4 October 2011
Members' Item: Pavement resurfacing – water meter replacement	Community issues	Ian Wilson, Head of Capital Projects, Road Safety and Networks	To consider an issue raised by a councillor on pavement resurfacing – water meter replacement	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 (to include any known problems in the future, such as the provision and cost of recycling bags)	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

Item	Work type	Responsible officer	Objectives	Timescale
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
Portfolio Holder for Housing and Community Services – in attendance	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out in his portfolio, in the remit of this committee, and answer any questions	13 December 2011
Portfolio Holder for Strategic Development and Economic Growth – in attendance	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out in his portfolio, in the remit of this committee, and answer any questions	13 December 2011
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
Portfolio Holder for Community Safety and Customer Contact – in attendance	Holding to account		The Portfolio Holder will be invited to give a presentation on work carried out in his portfolio, in the remit of this committee, and answer any questions	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
The Leader, in his role as Portfolio Holder for Inward Investment and Strategic Tourism Promotion and Regeneration – in attendance	Holding to account		The Leader will be invited to give a presentation on work carried out in his role as Portfolio Holder for Inward Investment and Strategic Tourism Promotion and Regeneration, and answer any questions	3 April 2012

Item	Work type	Responsible officer	Objectives	Timescale
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	Neil Howlett, Community Safety Partnership Manager and Kent Police	This report will detail an increase in powers for PCSOs.	To be confirmed
Using the River Medway to its full potential	Service information	Richard Hicks, Assistant Director, Customer First, Leisure, Culture, Democracy and Governance	This report follows a referral from the Children and Young People Overview and Scrutiny Committee on 23 June 2011	To be confirmed

Future meeting dates:

2011: 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

10 August 2011

- Quarter 1 council Plan monitoring 2011/2012
- Highway Winter Services task group - update
- Attendance of Portfolio Holder for Front Line Services
- Flood and Water Management Act 2010 – preliminary flood risk assessment for Medway

Your Council



Forward Plan of key decisions

1 September 2011 - 31 December 2011

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

Tuesday, 16 August 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

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Democratic Services Officer
(01634) 332008
anthony.law@medway.gov.uk

Wayne Hemingway
Democratic Services Officer
(01634) 332509
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This edition of the Forward Plan comes into effect on 1 September 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
<p>Approval to Consult on the Revocation of the Decision to Amalgamate Luton Infant and Junior Schools</p> <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>	Key (Forward Plan)	6 Sep 2011	Cabinet
	None.		Portfolio Holder for Children's Services: Wicks
<p>* Children and Young People Plan 2011- 2014 (Policy Framework)</p> <p>To seek Cabinet's views on the draft Children and Young People Plan, which will be presented to Council for approval as part of the council's policy framework. The plan sets the strategic direction for partnership working in children's services and was considered by the Children and Young People Overview and Scrutiny Committee on 19 July 2011.</p> <p>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</p>	Key (Forward Plan)	6 Sep 2011	Cabinet
	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
Consultation Response - Revising the Charges at the Dartford-Thurrock River Crossing	Key (Forward Plan)	6 Sep 2011	Cabinet
<p>The Department for Transport is seeking views on new charges for vehicles using the existing Dartford crossing. The consultation period closes on 23 September 2011. This report will set out details of a proposed response.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Steve Hewlett, Integrated Transport Manager, Mark Johnson, Principal Transport Planner, Tel: (01634) 331103, Tel: 01634 331505, Email: steve.hewlett@medway.gov.uk, mark.johnson@medway.gov.uk</p>			
	None.		Portfolio Holder for Front Line Services: Filmer
* 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. The report will include the proposed composition, terms of reference and working arrangements for the Shadow Board. The Health and Adult Social Care Overview and Scrutiny Committee will initially consider this report on 18 August 2011.</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

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
Gateway 1 Procurement Commencement: Social Care Systems	Key (Forward Plan)	6 Sep 2011	Cabinet
Cabinet approval is sought to commence the procurement process for Children and Adult's Social Care Systems.			
Relevant Overview and Scrutiny Committee: Children and Young People and Health and Adult Social Care Sue Edmed, Contracts Officer, Tel: 01634 331082, Email: sue.edmed@medway.gov.uk			
	None.		Portfolio Holder for Adult Services, Portfolio Holder for Children's Social Care: Brake, Wildey

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Medium Term Financial Plan	Key (Forward Plan)	6 Sep 2011	Cabinet
To consider the Medium Term Financial Plan. This will also be presented to the Business Support Overview and Scrutiny Committee on 20 September 2011.			
Relevant Overview and Scrutiny Committee: Business Support Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk			
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
Recruitment Freeze	Key (Forward Plan)	6 Sep 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
* 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 Youth Justice Plan to Council on 20 October 2011. The Youth Justice Plan is a policy framework document and its submission is a requirement of the Crime and Disorder Act 1998.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Keith Gulvin, Youth Offending Team Manager, Tel: 01634 336248, Email: keith.gulvin@medway.gov.uk</p>			
	None.		Portfolio Holder for Children's Services: Wicks
Building Control Customer Survey	Key (Forward Plan)	27 Sep 2011	South Thames Gateway Building Control Joint Committee
<p>To provide the Building Control Joint Committee with details of a customer survey.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tony VanVeghel, Director, South Thames Gateway Building Control Partnership, Tel: 01634 331552, Email: tony.vanveghel@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Draft South Thames Gateway Building Control Business Plan 2011/2014	Key (Forward Plan)	27 Sep 2011	South Thames Gateway Building Control Joint Committee
<p>This report will present the initial draft of the South Thames Gateway Building Control Business Plan 2011/2014 for consideration by the Building Control Joint Committee.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tony VanVeghel, Director, South Thames Gateway Building Control Partnership, Tel: 01634 331552, Email: tony.vanveghel@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
Performance and Budget Monitoring Report	Key (Forward Plan)	27 Sep 2011	South Thames Gateway Building Control Joint Committee
<p>To report to the Building Control Joint Committee on the latest performance and budget monitoring information.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tony VanVeghel, Director, South Thames Gateway Building Control Partnership, Tel: 01634 331552, Email: tony.vanveghel@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

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: Connexions	Key (Forward Plan)	4 Oct 2011	Cabinet
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.			
Relevant Overview and Scrutiny Committee: Children and Young People Donna Mills, Targeted Support Manager, Tel: 01634 338724, Email: donna.mills@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
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
* Housing Strategy 2011-2014	Key (Forward Plan)	4 Oct 2011	Cabinet
Following consideration by the Business Support Overview and Scrutiny Committee on 20 September 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
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

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Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Gateway 3 Procurement Tender Process Review and Contract Award: Abbey Court School, Elaine Primary School, Twydall Primary School - Building Projects	Key (Forward Plan)	1 Nov 2011	Cabinet
<p>To award contracts for the following schools' building projects: Abbey Court School, Elaine Primary School and Twydall Primary School.</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.		Portfolio Holder for Children's Services: Wicks
* Medway Housing Design Standards	Key (Forward Plan)	1 Nov 2011	Cabinet
<p>Following consideration by the Regeneration, Community and Culture Overview and Scrutiny Committee on 4 October 2011 this report will present the Medway Housing Design Standards for approval. The Standards are intended to provide a clear and consistent approach to design in the development management process.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Martin McKay, Design and Conservation Manager, Tel: 01634 331721, Email: martin.mckay@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

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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>The School Organisation Plan sets out Medway's plans for the development of schools in Medway over the next five years, including priorities for capital investment. 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 on 12 October 2011.</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

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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, Tel: 01634 332151, 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 Manager, 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

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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
Community Infrastructure Levy	Key (Forward Plan)	29 Nov 2011	Cabinet
<p>This report will set out details of the Community Infrastructure Levy which is a new levy that local authorities can choose to charge on new developments to support development by funding infrastructure.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Jill King, Section 106 Officer, , Email: jill.king@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

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)	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
Building Control: Public Protection Role	Key (Forward Plan)	8 Dec 2011	South Thames Gateway Building Control Joint Committee
<p>This report will provide details of the public protection role provided by the Building Control Partnership.</p> <p>Relevant Overview and Scrutiny Committee: Tony VanVeghel, Director, South Thames Gateway Building Control Partnership, Tel: 01634 331552, Email: tony.vanveghel@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

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Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Draft South Thames Gateway Building Control Business Plan 2011/2014	Key (Forward Plan)	8 Dec 2011	South Thames Gateway Building Control Joint Committee
<p>This report will provide details of the draft South Thames Gateway Building Control Partnership's Business Plan 2011/2014. The Business Plan outlines how the building control function would be delivered for the three partner Councils and the draft will be referred to partner authorities for their approval.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tony VanVeghel, Director, South Thames Gateway Building Control Partnership, Tel: 01634 331552, Email: tony.vanveghel@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
Performance and Budget Monitoring Report	Key (Forward Plan)	8 Dec 2011	South Thames Gateway Building Control Joint Committee
<p>To report to the Building Control Joint Committee on the latest performance and budget monitoring information.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tony VanVeghel, Director, South Thames Gateway Building Control Partnership, Tel: 01634 331552, Email: tony.vanveghel@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

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Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Annual Performance Assessment of Adult Social Care	Key (Forward Plan)	20 Dec 2011	Cabinet
<p>To provide details of the Annual Performance Review undertaken by the Care Quality Commission on the Council's performance of its Adult Social Services functions.</p> <p>Relevant Overview and Scrutiny Committee: Health and Adult Social Care David Quirke-Thornton, Assistant Director, Adult Social Care, Tel: (01634) 331212, Email: david.quirkethornton@medway.gov.uk</p>			
	None.		Portfolio Holder for Adult Services: Brake
Children's Services Assessment 2011	Key (Forward Plan)	20 Dec 2011	Cabinet
<p>To present the children's services annual performance assessment.</p> <p>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</p>			
	None.		Portfolio Holder for Children's Social Care: Wildey

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Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Local Development Framework Annual Monitoring Report	Key (Forward Plan)	20 Dec 2011	Cabinet
<p>The Annual Monitoring Report analyses progress against a number of indicators associated with the adopted development plan and the emerging Local Development Framework.</p> <p>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</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
* Local Development Framework:Core Strategy (Publication Version)	Key (Forward Plan)	20 Dec 2011	Cabinet
<p>On 2 August 2011 the Cabinet approved for public consultation purposes the Publication Draft Core Strategy and associated documents relating to the Local Development Framework. This report will report back on the 6 week public consultation process.</p> <p>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</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty

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Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Lodge Hill Development Brief	Key (Forward Plan)	20 Dec 2011	Cabinet
<p>This report will provided details of the outcome of consultation, agreed by Cabinet on 4 August 2011, on a Development Brief for development at the site at Lodge Hill, Chattenden.</p>			
<p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Caroline Allen, Senior Planner, Tel: 01634 331446, Email: caroline.allen@medway.gov.uk</p>			
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
Prescribed Alterations at Bradfields Community Special School - Outcome of Consultation	Key (Forward Plan)	20 Dec 2011	Cabinet
<p>On 4 August 2011 the Cabinet agreed to proceed to a period of public consultation on the proposal to make prescribed alterations to Bradfields Community Special School, which would result in an alteration to the upper and lower age range limits from 11-19 currently, to 3-25 for children and young people with Moderate Learning Difficulties (MLD), Severe Learning Difficulties (SLD) and Autistic Spectrum Disorder (ASD), and an increase in the number of pupils provided for. It is proposed to implement the alterations on or before 1 September 2012.</p>			
<p>This report will detail the outcome of the consultation process.</p>			
<p>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</p>			
	None.		Portfolio Holder for Children's Services: Wicks

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Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Gateway 3 Procurement Tender Process Review and Contract Award: Medway Council Highways and Engineering Works Framework	Key (Forward Plan)	20 Dec 2011	Cabinet
This report will seek approval of the Medway Council Highways and Engineering Works Framework.			
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
Provisional Local Government Finance Settlement	Key (Forward Plan)	20 Dec 2011	Cabinet
This report provides Cabinet with details of the provisional local government settlement.			
Relevant Overview and Scrutiny Committee: Business Support Andy Larkin, Finance Support Manager, Tel: 01634 332317, Email: andrew.larkin@medway.gov.uk			
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
Recruitment Freeze	Key (Forward Plan)	20 Dec 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

22. Terms of reference of Overview and Scrutiny Committees

22.1 General Terms of reference

Each Overview and Scrutiny Committee shall have the following general terms of reference in relation to their specific areas of responsibility:

- (i) To consider any matter affecting the area or its inhabitants;
- (ii) To exercise the right to call-in, for consideration, decisions made but not yet implemented by the executive and other statutory functions including, but not limited to, pre-decision scrutiny and holding the executive to account;
- (iii) To exercise overall responsibility for the finances made available to them;
- (iv) To report annually to the Full Council on their workings;
- (v) To exercise overall responsibility for the work programme of the employees employed to support their work;
- (vi) To submit a work programme on an annual basis, including recommendations on amended working methods and taking account of the concerns of the church and parent governor representatives where applicable;
- (vii) To consider any petitions within their remit received by Full Council which do not relate to a matter falling within the remit of an executive Committee, and report as appropriate;
- (viii) To put in place and maintain a system to ensure that referrals from overview and scrutiny to the Cabinet either by way of report or for reconsideration are managed efficiently;
- (ix) In agreement with other relevant overview and scrutiny to appoint time limited overview and scrutiny panels to consider specific matters which cut across the terms of reference of two or more Overview and Scrutiny Committees and to determine their terms of reference;
- (x) At the request of the Cabinet, to make decisions about the priority of referrals made by that Overview and Scrutiny Committee to the Cabinet if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council business;
- (xi) To conduct service reviews;

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- (xii) To scrutinise and review partnership working including the performance of partners;
- (xiii) To scrutinise and review the operation of risk management in the Council.
- (xiv) To deal with any local government matter referred to the Committee under the provisions for raising a Councillor Call for Action subject to the guidance and procedures set out in section 23 of the Overview and Scrutiny rules.
- (xv) To deal with petitions referred to the Committee under and in accordance with the Council's petition scheme.

22.2 Specific terms of reference

(a) Business Support Overview and Scrutiny Committee

To fulfil all the functions of an Overview and Scrutiny Committee in relation to support services, and in particular (but not limited to):

- (i) matters concerning the employment of staff, terms and conditions of employment and staff development;
- (ii) equalities in the community and the workplace;
- (iii) monitoring and assessing access to Council services including being the scrutiny Committee with responsibility for the Customer First initiative;
- (iv) the management of all matters in connection with the media, public relations and communications and the consultation process;
- (v) the management and provision of legal contract/strategic procurement and property services (including licensing, strategic enforcement and local land charges);
- (vi) the management and provision of building maintenance and the design and surveying services;
- (vii) corporate sponsorship and bidding;
- (viii) the provision of ICT;
- (ix) the planning and co-ordination of service delivery;
- (x) the function and duties of the Council in relation to the conduct of elections;

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- (xi) the provision of members' support;
- (xii) to fulfil the overview and scrutiny role in relation to the Council's Council Plan and Sustainable Community Plan;
- (xiii) all matters pertaining to the governance of the Council including the review of the constitution, executive arrangements, Council rules and members' allowances;
- (xiv) to consider the effectiveness of partnership working, including the Local Strategic Partnership;
- (xv) to assist the Cabinet in the development of the Council's annual budget and to review and scrutinise the Council's performance in relation to budgetary management;
- (xvi) to assist the Council in the development of a three-year budget strategy;
- (xvii) to review the management of resources made available to the Council and to scrutinise its financial management, property and asset acquisition and disposal and capital programme;
- (xviii) to assist the Cabinet in the development of a Council wide property and asset strategy;
- (xix) to scrutinise the Council's treasury management, investment strategy, minimum revenue provision policy statement along with treasury management practices and associated schedules;
- (xx) to promote procedures which ensure proper custodianship of Council finances, making recommendations to the Cabinet for best financial practice across the Council;
- (xxi) to review the operation of the Council's financial regulations making proposals to the Cabinet and/or Council for their development;
- (xxii) to receive reports from the Council's internal and external auditors and the Council's internal auditor making suggestions for improvement in practice to the Council and/or Cabinet as required, as a result of those reports;
- (xxiii) in particular to fulfil the overview and scrutiny role in relation to the development of the Council's budget, capital strategy, corporate (strategic) plan, corporate asset management plan, e-government strategy and equal opportunities statement;

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- (xxiv) 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 activity;
- (xxv) the operational management of the Council's housing stock;
- (xxvi) the development of partnerships with external organisations to meet housing need and regenerate unsatisfactory housing;
- (xxvii) the improvement of private sector housing;
- (xxviii) grants and loans to owner occupiers, tenants, landlords and/or developers;
- (xxix) homelessness and re-housing;
- (xxx) special needs housing;
- (xxxi) housing strategy;
- (xxxii) Registrars and Bereavement Services;
- (xxxiii) scrutiny of work areas within the remit of the Chief Executive;
- (xxxiv) the provision and management of libraries;
- (xxxv) adult learning.