

**BUSINESS SUPPORT
OVERVIEW AND SCRUTINY COMMITTEE
2 FEBRUARY 2012
WORK PROGRAMME**

Report from: Neil Davies, Chief Executive

Author: Caroline Salisbury, Democratic Services Officer

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 January 2012.

3.2 There were no additional reports or amendments to the current work programme.

4. Future work programme

4.1 The Cabinet's latest Forward Plan was published on 17 January 2012 and there are no new items within the Committee's remit.

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.

6 Programme of in-depth reviews

- 6.1 At a meeting of the full Council on 12 January 2012 it was agreed to refer the issue of "legal loan sharking" to a cross-party Task Group of Overview and Scrutiny as a priority. The full text of the Council decision is as follows:

"This Council:

Welcomes the UK-wide cross party campaign to end 'legal loan sharking'.

Believes that the lack of access to affordable credit is socially and economically damaging. Unaffordable credit is causing a myriad of unwanted effects such as poorer diets, colder homes, rent, council tax and utility arrears, depression (which impacts on job seeking behaviour) and poor health.

Further notes that unaffordable credit is extracting wealth from most communities.

Believes it is the responsibility of central government through legislation to ensure access to affordable credit.

Agrees that the issue of debt and affordable credit is an important and complex issue and is causing stress and anxiety to many families in Medway.

This Council therefore:

Resolves for this issue to be referred to a cross-party task group of Overview and Scrutiny as a priority. This will enable the Council to consider all the implications, form a better understanding of the role the Council can play in supporting our residents and develop a clear policy.

In particular it recommends that the task group considers how the Council can lobby the government to strengthen the rules governing the issue of lending licences and address the lack of affordable credit and how the Council can promote financial literacy and affordable lending.

Pledges to promote credit unions in Medway, as community based organisations offering access to affordable credit and promoting saving.”

- 6.2 The current programme of in-depth scrutiny reviews was agreed in light of a Council decision last year to reduce the level of in-depth scrutiny review work across all Overview and Scrutiny Committees to three task groups and/or themed meetings in total per year. All four Overview and Scrutiny Committees submitted suggested topics for in-depth review and on 20 September 2011 this Committee prioritised the list and agreed the following topics for review which have been timetabled on an indicative basis as follows:

Children and Young People	Effective challenge to address under performance in Medway schools	November 2011 - March 2012
Business Support	Supported Accommodation	April - July 2012
Regeneration, Community and Culture	De-cluttering of town centres and main roads in Medway	August - November 2012
Health and Adult Social Care	Mental Health	December 2012 - March 2013

- 6.3 The Committee is asked to note the decision of the full Council to refer the issue of "legal loan sharking" to Overview and Scrutiny for in-depth review as a priority and to appoint a Task Group to undertake a review and report back to this Committee. The effect of the Council decision will be to delay the start of the other programmed in-depth reviews which will be rescheduled to commence sequentially at the conclusion of the review of "legal loan sharking".

6.4 The Committee is asked to agree recommendations (c) and (d) in paragraph 8 below.

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);
- (c) note the decision of the Council to refer the issue of "legal loan sharking" to a cross-party Task Group of Overview and Scrutiny as a priority and to set up a Task Group to undertake the review and report back to this Committee;
- (d) note that the programme of in-depth reviews will be revised accordingly and that the other reviews will proceed sequentially in the order listed in paragraph 6.2 above when the in-depth review of "legal loan sharking" has concluded.

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
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
Proposed draft revenue and capital budgets 2012/2013 (including proposed changes to fees and charges)	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	To consider the draft budget proposals within the remit of this committee.	2 February 2012
Report back from other Overview and Scrutiny Committees on the draft revenue and capital budgets 2012/2013 within their remits	Scrutiny of performance/budget	Mick Hayward, Chief Finance Officer	To consider the comments/ recommendations from other O&S committees and refer these on to the Cabinet's budget meeting	2 February 2012

Item	Work type	Responsible officer	Objectives	Timescale
Empty properties – powers to bring them back into use and review of void properties	Service information	Matthew Gough, Head of Strategic Housing	Members requested this report at the meeting on 20 September 2011 during consideration of the Housing Strategy 2011-14	2 February 2012
Refresh of the Housing Revenue Account (HRA) 30 year Business Plan	Pre-decision scrutiny	Mick Hayward, Chief Finance Officer	A detailed report will be submitted for consideration, as set out in the draft capital and revenue budget 2012/13 report considered on 1/12/11	2 February 2012
Treasury Management Strategy 2012/2013	Pre-decision scrutiny	Andy Larkin, Finance Support Manager	To consider the Treasury Management Strategy for 2012/2013	2 February 2012
Draft Council Plan 2012-2015	Pre-decision scrutiny	Steph Goad, Assistant Director Communications, Performance and Partnerships	This report will submit the draft Council Plan 2012-2015	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

Item	Work type	Responsible officer	Objectives	Timescale
Six month review of Corporate Risk Register	Scrutiny of performance/budget	Joy Kirby, Business Quality Assurance Manager	To consider the six monthly update of the Corporate Risk Register	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	Marc Blowers, Head of Performance and Service Improvement	The Chairman of the Board is invited to attend to provide a review of the board's work.	21 March 2012
List of council-owned properties and backlog of maintenance repairs	Service information	Nick Anthony, Head of Property	This report was requested by the committee at its meeting on 4 August 2011	21 March 2012
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	Summer 2012
Community Involvement Strategy (Housing) 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
Business Plan and review of Housing Asset Management Strategy	Policy development	Matthew Gough, Head of Strategic Housing	To consider the Business Plan once finalised with the review of the Housing Asset Management Strategy.	To be agreed

Forthcoming meetings:

2 February and 21 March 2012

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

20 September 2011

- Housing Strategy (2011-2014)
- Medium Term Financial Plan
- Scrutiny reviews for 2011/2012
- Tenant Incentive Scheme
- Succession Policy
- Portfolio Holder for Corporate Services – in attendance

1 December 2011

- Council Plan – 2nd quarter monitoring 2011/2012
- Revenue budget monitoring 2011/2012
- Capital budget monitoring 2011/2012
- Portfolio Holder for Housing and Community Services – in attendance
- Annual review of Risk Management Strategy and six monthly review of Corporate Risk Register
- Treasury Management Strategy mid-year review
- Proposed draft revenue and capital budgets 2012/2013
- New customer contact team – January 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
Health Visitors - expansion of service	Service information	Sally Morris, Assistant Director of Commissioning and Strategy Liz Bailey, NHS Kent and Medway	To consider the proposed expansion of the health visitor service.	14 March 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 2012
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.	14 March 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	14 March 2012
Wainscott Primary School - outcomes of consultation on physical expansion and expansion of the age range	Pre-decision scrutiny	Sally Morris, Assistant Director of Commissioning and Strategy	To consider and scrutinise the outcome of consultation on proposals on the physical expansion and expansion of the age range at Wainscott Primary School	14 March 2012
Effective Challenge of under-performance in school (KS2 focus)	Policy Development	Juliet Sevier, Assistant Director, Inclusion and Performance	To consider and scrutinise the Effective Challenge of Underperformance in Schools Task Group’s report which focuses on improving outcomes at key stage 2.	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 determined
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.	To be determined

Item	Work Type	Responsible officer	Objectives	Timescale
Careers advice	Service information		To consider and scrutinise the level and quality of careers advice available following the Medway Youth Parliament's recent survey on this issue.	To be determined

Forthcoming meetings:

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

12 October 2011

- Member's Item: Statistics used to close and expand school provision
- School Organisation Plan
- Update on the Child Development Centre
- Council Plan – 1st quarter monitoring 2011/2012
- Provisional test and examination results and the changing composition of schools in Medway
- Statutory consultation on Luton Schools

6 December 2011

- Member Item: Medway test arrangements
- Strategic Planning for Special Educational Needs
- Outcome of consultation for the prescribed alterations at Bradfields Community Special School
- Quarter 2 Council Plan Monitoring 2011/12
- Proposed capital and revenue draft budgets 2012/13

19 January 2012

- Portfolio Holder for Children's Services (lead member) in attendance
- Medway Safeguarding Children Board (MSCB)
- Children's Services Assessment 2011:
 - Ofsted/CQC inspection of safeguarding and children in care across Medway partnership;
 - Children Services Assessment rating of Council services
- School Admission Arrangements 2013

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

Item	Work type	Responsible officer	Objectives	Timescale
Medway's vision for adult social care services in Medway	Pre-decision scrutiny		Outcome of consultation exercise	26 January 2012
Fairer contributions for fairer access to services	Pre-decision scrutiny		Outcome of consultation exercise	26 January 2012
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
Proposed merger of Medway NHS Foundation Trust with Dartford and Gravesham Trust	Community issue		To view the outcome of the public consultation	27 March 2012
Diabetes	Service information		To receive a report on services for diabetes patients	27 March 2012
Quality Assurance issues	Service information		Requested at 6 October 2011 meeting – details of how the PCT ensure that basic standards of care are met by providers	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
Adult social care mental health	Pre-decision scrutiny		To comment on proposals to determine the future delivery of mental health care management and services prior to June	Between April and end May 2012 (special meeting may be required)- see work programme report
Update on mortality figures	Community issue		To receive an update using benchmarking data from similar local authorities	Summer 2012
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	Summer 2012
Changes in dementia support services	Service information	Wendy Alleway	To consider an update report on the changes to dementia support services	Summer 2012
Carers' Support Task Group	Service information	Jane Love/ Rosie Gunstone	Report back on progress with carers' support.	October 2012

Item	Work type	Responsible officer	Objectives	Timescale
Kent and Medway Bi-annual adult safeguarding report	Service information	Sally Ann Baxter	To consider the Kent and Medway Bi-annual adult safeguarding report	October 2012
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
Future service provision at A Block at Medway Maritime Hospital	Holding to account		To consider the proposed future service provision at A Block, Medway Maritime Hospital	Likely to be joint HOSC with Kent County Council
Nursing care	Service information		To consider a report on basic nursing care and how it is quality controlled.	Date to be determined
Eating Disorder Services	Holding to account	Fiona Gaylor, NHS Medway	To consider whether this is a substantial variation or development.	Date to be determined – likely to be Joint HOSC with KCC

Dates of future meetings:

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

6 October 2011:

- Changes in dementia support services
- Carers Support
- Kent and Medway Bi-Annual Safeguarding Report

8 December 2011:

- Medway Council's vision for commissioning and providing adult social care services in Medway and 'Fairer contributions for fairer access to services'
- Chronic Pain Service (dealt with by briefing note)

15 December 2011:

- Proposed merger of Medway NHS Foundation Trust with Dartford and Gravesham Trust
- Council Plan – 2nd quarter monitoring 2011/2012
- Portfolio Holder for Adult Social Care – in attendance
- Proposed revenue and capital draft budget for 2012/13
- Mortality figures – Medway Maritime Hospital
- Shalder House
- Adult social care mental health

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
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.	31 January 2012
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.	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
Community Infrastructure Levy	Service information	Stephen Gaimster, Assistant Director Development, Economy and Transport	This report will update the committee about the power to raise funds from developers to fund infrastructure	31 January 2012
Increase in powers for Police Community Support Officers (PCSOs)	Service information	Kent Police	This report will detail an increase in powers for PCSOs.	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

Item	Work type	Responsible officer	Objectives	Timescale
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
Community Safety Plan 2012-2013 – annual refresh	Pre-decision scrutiny	Neil Howlett, Community Safety Partnership Manager and Tim England, Head of Safer Communities	This report will provide an update on the changes to the Community Safety Plan setting out the priorities for 2012-2013	3 April 2012
End of year performance report 2011/2012	Scrutiny of performance/budget	Anna-Marie Lawrence-Lovell, Performance Manager	To consider the end of year Council Plan monitoring for 2011/2012	Summer 2012
Using the River Medway to its full potential	Service information		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:

31 January and 3 April 2012

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

4 October 2011

- Local Development Framework (LDF) – Core Strategy
- Interim Medway Housing Design Standards
- Lodge Hill Development Brief
- Members' Item: Pavement resurfacing – water meter replacement

13 December 2011

- Council Plan – 2nd quarter monitoring 2011-2012
- Review of the waste contracts (to include any known problems in the future, such as the provision and cost of recycling bags)
- Portfolio Holder for Housing and Community Services – in attendance
- Portfolio Holder for Strategic Development and Economic Growth – in attendance
- Proposed draft revenue and capital budget 2012/2013
- Petitions

Forward Plan of key decisions

1 February 2012 - 31 May 2012

.....
Rodney Chambers
Leader of the Council

Tuesday, 17 January 2012

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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This edition of the Forward Plan comes into effect on 1 February 2012 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
Capital and Revenue Budgets 2012/2013	Key (Forward Plan)	14 Feb 2012	Council
* This report will present proposals for the capital and revenue budgets for 2012/2013.			
Relevant Overview and Scrutiny Committee: All Mick Hayward, Chief Finance Officer, Tel: 01634 332220, Email: mick.hayward@medway.gov.uk			
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
* Council Plan (Policy Framework)	Key (Forward Plan)	14 Feb 2012	Council
This report will presented the Council Plan 2012-2013 prior to consideration by Council on 23 February 2012.			
Relevant Overview and Scrutiny Committee: All Stephanie Goad, Assistant Director Communications, Performance and Partnerships, Tel: 01634 332737, Email: stephanie.goad@medway.gov.uk			
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
* Fairer Contribution for Fairer Access to Services (Outcome of Consultation)	Key (Forward Plan)	14 Feb 2012	Cabinet
This report will set out the outcome of consultation regarding the proposals in respect of proposed changes to the council's policies on charging for non-residential services and Disabled Facilities Grant.			
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			
	None.		Portfolio Holder for Adult Services: Brake

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
Gateway 4 Procurement Post Project Completion Review: SEN School Transport Contract Renewal	Key (Forward Plan)	14 Feb 2012	Cabinet
<p>This report will review the progress of the SEN School Transport Contracts that began in September 2010 contract awarded to various contractors, as agreed by Cabinet on 20 July 2010.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture and Children and Young People Gary Lindsey, Transport Procurement Unit Manager, Tel: (01634) 334316, Email: gary.lindsey@medway.gov.uk</p>			
	None.		Portfolio Holder for Children's Services, Portfolio Holder for Front Line Services: Wicks, Filmer
Gateway 4 Procurement Post Project Completion Review: Woodlands School - Improvements to Nursery, Reception and SEN Provision	Key (Forward Plan)	14 Feb 2012	Cabinet
<p>This report will present a Gateway 4 post procurement review of the contract completed at Woodlands School to deliver improvements to the nursery, reception and SEN provision as well as rectification works to bring the building up to required health & safety standards compliant with current building regulations.</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 Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Housing Revenue Account Business Plan	Key (Forward Plan)	14 Feb 2012	Cabinet
This report will set out the Housing Revenue Account Business Plan for Cabinet's consideration.			
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
* Medway Council's Vision for Commissioning and Providing Adult Social Care Social Services in Medway (Outcome of Consultation)	Key (Forward Plan)	14 Feb 2012	Cabinet
This report will set out the outcome of consultation in respect of the future of Balfour Day Centre, Robert Bean Lodge, Platters Farm Lodge and Nelson Court, as originally reported to Cabinet on 29 November 2011.			
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			
	None.		Portfolio Holder for Adult Services: Brake

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)	14 Feb 2012	Cabinet
<p>This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003.</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 Admission Arrangements	Key (Forward Plan)	14 Feb 2012	Cabinet
<p>To report on the outcome of consultation on the proposed school admission arrangements for 2012/2013.</p> <p>Relevant Overview and Scrutiny Committee: Children and Young People Simon Harrington, Student Services Manager, Tel: (01634) 334014, Email: simon.harrington@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
<p>South Thames Gateway Building Control Business Plan 2011/2014 and Building Control Partnership Second Term</p> <p>This report will seek agreement to the draft South Thames Gateway Partnership Business Plan, following initial consideration by the South Thames Gateway Building Control Joint Committee. The Business Plan will also be considered by Gravesham and Swale Borough Councils prior to final approval at the Joint Committee's Annual General Meeting.</p> <p>The report will also consider proposals from the Joint Committee as to the second term of the partnership.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tony Van Veghel, Director, South Thames Gateway Building Control Partnership, Tel: 01634 331552, Email: tony.vanveghel@medway.gov.uk</p>	Key (Forward Plan)	14 Feb 2012	Cabinet
	None.		Portfolio Holder for Strategic Development and Economic Growth: Chitty
<p>* Third Quarter Capital Budget Monitoring</p> <p>To report on the latest monitoring position.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Phil Watts, Finance Manager, Children & Adult Services, Tel: 01634 331196, Email: phil.watts@medway.gov.uk</p>	Key (Forward Plan)	14 Feb 2012	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
<p>* Third Quarter Council Plan Monitoring</p> <p>To report on the latest monitoring position.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Kevin Woolmer, Finance Manager, Business Support & Regeneration, Community & Culture, Tel: 01634 332151, Email: kevin.woolmer@medway.gov.uk</p>	Key (Forward Plan)	14 Feb 2012	Cabinet
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
<p>* Third Quarter Revenue Budget Monitoring</p> <p>To report on the latest monitoring position.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Kevin Woolmer, Finance Manager, Business Support & Regeneration, Community & Culture, Tel: 01634 332151, Email: kevin.woolmer@medway.gov.uk</p>	Key (Forward Plan)	14 Feb 2012	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

* Treasury Management Strategy	Key (Forward Plan)	14 Feb 2012	Cabinet
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This report will present the Council's Treasury Management Strategy for 2012/2013. The strategy incorporates the Treasury Management Policy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy.

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
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Gateway 3 Procurement Tender Process Review and Contract Award: Connexions Services	Key (Forward Plan)	13 Mar 2012	Cabinet
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To consider and award contracts for the Connexions Services.

The Cabinet had considered a Gateway 1 report on 4 October 2011, which had sought permission to commence the procurement of the Connexions Services contract to begin in April 2012 for a five year term with an option to extend for a further two years. The contract would enable the Council to make available to young people below the age of 19 and relevant young adults (i.e. those aged 20 –25 with learning difficulties) support that would encourage, enable or assist them to participate in education and training.

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
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Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Outcome of Statutory Consultation for Prescribed Alterations at Bradfields Community Special School	Key (Forward Plan)	13 Mar 2012	Cabinet
<p>This report will set out the outcome of a six-week period of statutory representation for formal objection and comment on the proposals to make prescribed alterations to the school. Cabinet will only be required to consider this report should there be any formal objections made in respect of the proposals, otherwise, the matter is delegated to the Director of Children and Adults, in consultation with the Portfolio Holder for Children's Services, to determine.</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
Recruitment Freeze	Key (Forward Plan)	13 Mar 2012	Cabinet
<p>This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003.</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

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Strategic Planning for Special Educational Needs	Key (Forward Plan)	13 Mar 2012	Cabinet
<p>This report will set out proposals for the development of additional Medway based Special Educational Needs (SEN) provision, based on an analysis of need, including actual and forecast pupil numbers.</p> <p>The Children and Young People Overview and Scrutiny Committee considered the report on 6 December prior to consideration by Cabinet.</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
Annual Audit and Inspection Letter	Key (Forward Plan)	22 Mar 2012	South Thames Gateway Building Control Joint Committee
<p>This report will present the Annual Audit and Inspection Letter (2010/2011) as submitted by the appointed auditor to the Joint Committee.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tony Van Veghel, 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
Building Control: Public Protection Role	Key (Forward Plan)	22 Mar 2012	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: Regeneration, Community and Culture Tony Van Veghel, 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
Gateway 3 Procurement Tender Process Review and Contract Award: Software Provision	Key (Forward Plan)	22 Mar 2012	South Thames Gateway Building Control Joint Committee
<p>This report will seek approval of Software Provision for the South Thames Gateway Building Control Partnership.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tony Van Veghel, 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
Monitoring Report (Quarter 3)	Key (Forward Plan)	22 Mar 2012	South Thames Gateway Building Control Joint Committee
<p>This report updates the Joint Committee on the current forecast for the 2011/12 financial year and gives details against the progress of the objectives of the Business Plan 2011/2014.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Tony Van Veghel, 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
* Community Safety Partnership Plan (policy framework)	Key (Forward Plan)	17 Apr 2012	Cabinet
<p>This report will set out the annual refresh of the Community Safety Partnership Plan following initial consideration at the Regeneration, Community and Culture Overview and Scrutiny Committee on 3 April and subsequently, final consideration and approval at Council on 26 April, in accordance with the Council's policy framework rules.</p> <p>Relevant Overview and Scrutiny Committee: Regeneration, Community and Culture Neil Howlett, Community Safety Partnership Manager, Tel: 01634 331183, Email: neil.howlett@medway.gov.uk</p>			
	None.		Portfolio Holder for Community Safety and Customer Contact: O'Brien

Medway Council Forward Plan

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: Improvements to Medway Crematorium Stage 2	Key (Forward Plan)	17 Apr 2012	Cabinet
<p>This report sets out the second stage in procuring the works to improve chapel and parking facilities at Medway Crematorium along with enabling works for the provision of new cremators and equipment to remove pollutants including mercury.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Paul Edwards, Bereavement and Registration Services Manager, Tel: 01634 337744, Email: paul.edwards@medway.gov.uk</p>			
	None.		Portfolio Holder for Corporate Services: Mason
Recruitment Freeze	Key (Forward Plan)	17 Apr 2012	Cabinet
<p>This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003.</p> <p>Relevant Overview and Scrutiny Committee: Business Support Department 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

Medway Council Forward Plan

Issue Title / Issue Summary / contact Details	Type	Anticipated Decision Date	Decision Maker
Consultation	Supporting Documents		Portfolio
* Six Month Review of the Risk Register	Key (Forward Plan)	17 Apr 2012	Cabinet
This report seeks approval to the 6 monthly review of the Council's Corporate Business Risk Register.			
Relevant Overview and Scrutiny Committee: Business Support Joy Kirby, Quality Assurance and Client Manager, Tel: 01634 331422, Email: joy.kirby@medway.gov.uk			
	None.		Deputy Leader and Portfolio Holder for Finance: Jarrett
* Wainscott Primary School: Outcome of Consultation on Physical Expansion of Age Range	Key (Forward Plan)	17 Apr 2012	Cabinet
The Cabinet on 1 November 2011 had approved the commencement of a feasibility study, and to undertake statutory consultation in relation to the physical expansion, and the expansion of the lower age limit of Wainscott Primary School from 1FE (form of entry) to 1.5FE.			
This report will report to Cabinet with outcomes of consultation on physical expansion and expansion of the age range. The Children and Young People Overview and Scrutiny Committee will initially consider this report on 14 March 2012.			
Relevant Overview and Scrutiny Committee: Children and Young People Paul Clarke, School Organisation Officer, Tel: 01634 331031, Email: paul.clarke@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
Recruitment Freeze	Key (Forward Plan)	May 2012	Cabinet
This report will bring forward vacant posts for Members' approval in accordance with the process approved by the Cabinet on 7 January 2003.			
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