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Appendix A – Overview and Scrutiny Work Programme (2013/14)

- Strategic Leadership and Corporate Services Overview and Scrutiny Committee
- Community, Leisure Services and Environment Overview and Scrutiny Committee
- Planning, Transport and Development Overview and Scrutiny Committee
- Economic and Commercial Development Overview and Scrutiny Committee

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Strategic Leadership & Corporate Services Overview and Scrutiny Committee Work Programme 2013-14

Meeting Date	Agenda Items	Details and desired outcome
4 June 2013	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Work programming workshop • Leader & Cabinet Member Priorities for 2013/14 Municipal Year 	<ul style="list-style-type: none"> • Appoint Chairman and Vice-Chairman for 2013-14 • Ascertain work plan for the year and strategic direction for the Council & Select and develop review topics focusing on achievable outcomes
9 July 2013	<ul style="list-style-type: none"> • Proposals for use of 2012/13 Underspend • Annual Performance Plan • 4th Quarter Complaints Reports and End of Year Review 	<ul style="list-style-type: none"> • To consider the proposals and make recommendations as appropriate • To consider the reports and make recommendations as appropriate
6 August 2013	<ul style="list-style-type: none"> • Commissioning and Procurement Strategy • 4th Quarter Complaints Reports and End of Year Review • Proposals for use of 2012/13 Underspend 	<ul style="list-style-type: none"> • To consider the strategy and agree to going forward for decision • To consider the report and make recommendations as appropriate • To consider the proposals and make recommendations as appropriate
3 September 2013	<ul style="list-style-type: none"> • 1st quarter performance monitoring report • 1st quarter Complaints monitoring report • Overview and Scrutiny Annual Report 2012/13 • Mid Kent Improvement Partnership (MKIP) TBC 	<ul style="list-style-type: none"> • To consider the reports and make recommendations as appropriate • To consider the annual report making recommendations as appropriate for it to be seen by Council • POSTPONED
1 October 2013	<ul style="list-style-type: none"> • Budget Strategy 2014/15 Onwards – revenue • Budget Working Group Update • Budget Savings Workshop (to follow meeting) 	<ul style="list-style-type: none"> • To consider the reports and make recommendations as appropriate • Workshop/Discussion
5 November 2013	<ul style="list-style-type: none"> • Mid Kent Improvement Partnership (MKIP 	<ul style="list-style-type: none"> • Presentation followed by a question and answers session to enable the Committee to make a recommendation to include MKIP in its future

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		work programme
3 December 2013	<ul style="list-style-type: none"> • Budget Strategy • Recommendations from the Budget Savings Workshop • 2nd quarter performance monitoring report (Mid-year Strategic Plan Performance Report) • 2nd quarter complaints monitoring report • Policy for the use of Bankruptcy Proceedings • SCRAIP responses – mid year update 	<ul style="list-style-type: none"> • To consider the reports and make recommendations as appropriate
7 January 2014	<ul style="list-style-type: none"> • Strategic Plan • Community and Engagement Strategy • Budget Strategy • MKIP Operational Model (an extra meeting date TBC) 	
4 February 2014	<ul style="list-style-type: none"> • MKIP • Follow up on past reviews and recommendations 	
4 March 2014	<ul style="list-style-type: none"> • Equalities Objectives • 3rd quarter Complaints monitoring report • 3rd quarter performance monitoring report 	
1 April 2014	<ul style="list-style-type: none"> • Evaluations of Leader & Cabinet Member Priorities for 2013/14 Municipal Year 	

Community, Leisure Services & Environment Overview and Scrutiny Committee Work Programme 2013-14

Meeting Date	Agenda Items	Details and desired outcome
11 June 2013	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Work programming workshop • Leader & Cabinet Member Priorities for 2013/14 Municipal Year 	<ul style="list-style-type: none"> • Appoint Chairman and Vice-Chairman for 2013-14 • Ascertain work plan for the year and strategic direction for the Council & Select and develop review topics focusing on achievable outcomes.
16 July 2013	<ul style="list-style-type: none"> • Cabinet Member Priorities for 2013/14 Municipal Year • Draft report: Approval of a new Play Area Strategic Standard 	<ul style="list-style-type: none"> • To consider the Cabinet Update and make recommendations as appropriate • To consider the report and make recommendations as appropriate
13 August 2013	<ul style="list-style-type: none"> • CCTV Protocol • Collective Switching of Energy Supplier Service for Householders • Eco Pilot • Draft Health Inequalities Action Plan 	<ul style="list-style-type: none"> • To consider the report and make recommendations as appropriate
10 September 2013	<ul style="list-style-type: none"> • Health Inequalities (Mental Health) Review 	<ul style="list-style-type: none"> • To interview the witness invited to the meeting and participate in a 'act finding' discussion as part of evidence gathering for the review topic.
8 October 2013	CANCELLED	CANCELLED
29 October 2013	<p><i>Acting as the Crime & Disorder Overview and Scrutiny Committee</i></p> <ul style="list-style-type: none"> • Mental Health and the Police and frontline services 	<ul style="list-style-type: none"> • The Committee will be acting as the Crime and Disorder Overview and Scrutiny Committee interviewing the witness invited to the meeting and participate in a 'fact finding' discussion as part of evidence gathering its review topic (Mental Health). Witnesses will include the Safer Maidstone Partnership.
12 November 2013	<ul style="list-style-type: none"> • Homelessness Strategy Review 	<ul style="list-style-type: none"> • The Committee to consider the findings of the Homelessness Strategy Review, interviewing witnesses from a national and local level to

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		establish the needs of Maidstone. The Committee will need to consider when the Homelessness Strategy will return to it, pre-decision, before its adoption.
10 December 2013	<ul style="list-style-type: none"> • Pilot Street Triage Scheme – Health Inequalities (Mental Health) Review 	<ul style="list-style-type: none"> • To interview the Mental Health nursing staff and Police Officers involved in the pilot scheme. To establish the positive outcomes of the scheme and any gaps that have been identified.
14 January 2014	<ul style="list-style-type: none"> • Air Quality Action Plan • Draft Homelessness Strategy • Health Inequalities (Mental Health) Review – follow up interviews with the Clinical Commissioning Group 	
11 February 2014	<p><i>Acting as the Crime & Disorder Overview and Scrutiny Committee</i></p> <p><i>(Possible topic: Road Safety)</i></p>	
11 March 2014	<ul style="list-style-type: none"> • Follow up on Scrutiny Waste Review and the new Waste Contract. 	
8 April 2014	<ul style="list-style-type: none"> • Evaluations of Cabinet Member Priorities for 2013/14 Municipal Year 	

Planning, Transport and Development Overview and Scrutiny Committee Work Programme 2013-14

Meeting Date	Agenda Items	Details and desired outcome
18 June 2013	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Leader & Cabinet Member Priorities for 2013/14 Municipal Year • Maidstone Landscape Character Assessment • Work Programming Workshop 2013-14 	<ul style="list-style-type: none"> • Appoint Chairman and Vice-Chairman for 2013-14 • Ascertain work plan for the year and strategic direction for the Council & Select and develop review topics focusing on achievable outcomes.
23 July 2013	CANCELLED	CANCELLED
20 August 2013	<ul style="list-style-type: none"> • Development Management Policies for Local Plan • Public Consultation Approach for the Maidstone Local Plan 	<ul style="list-style-type: none"> • To consider the reports and information presented and make recommendations as appropriate.
TRAINING 28 August 2013	<ul style="list-style-type: none"> • PowerPoint presentation to explain the methodologies behind the SHMA/SLAA/SEDLAA and how the Sustainability Appraisal fits into the process 	<ul style="list-style-type: none"> • Background and preparation for the September and October meetings
17 September 2013	SPECIAL MEETING to act on the instruction of the extraordinary Council meeting on 2 September 2013 to the Planning, Transport and Development Overview and Scrutiny Committee	<ul style="list-style-type: none"> • The Committee to update Council on 18 September
	EXTRAORDINARY MEETING. A second, follow up meeting to hear further evidence from Boughton Monchelsea Parish Council and Maidstone to enable the committee to make a recommendation in response to Council's instruction.	<ul style="list-style-type: none"> • To respond to Council's instruction.
15 October 2013	<ul style="list-style-type: none"> • Infrastructure Delivery Plan 	<ul style="list-style-type: none"> • To consider the reports and information presented and make recommendations as appropriate.
19 November 2013	<ul style="list-style-type: none"> • Green and Blue Infrastructure Strategy • Mid-Year Five Year Housing Land Supply • Maidstone Borough Local Plan Public Consultation Draft - Group 2 Policies 	<ul style="list-style-type: none"> • To consider the reports and information presented and make recommendations as appropriate.

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17 December 2013	<ul style="list-style-type: none"> • No reports scheduled 	
21 January 2014	<ul style="list-style-type: none"> • Maidstone Borough Local Plan Draft Spatial Strategy • Integrated Transport Strategy Public Consultation Draft (or February) 	
18 February 2014	<ul style="list-style-type: none"> • Maidstone Borough Local Plan Public Consultation Draft (Regulation 18) • Infrastructure Delivery Plan • Community Infrastructure Levy Preliminary Draft Charging Schedule (<i>Training to be scheduled before the meeting</i>) • Planning Enforcement (TBC) 	
18 March 2014	<ul style="list-style-type: none"> • Key issues on the Local Plan arising from representations made during the public consultation. 	
15 April 2014	<ul style="list-style-type: none"> • Evaluations of Cabinet Member Priorities for 2013/14 Municipal Year 	

Economic & Commercial Development Overview and Scrutiny Committee Work Programme 2013-14

Meeting Date	Agenda Items	Details and desired outcome
25 June 2013	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Cabinet Member Priorities for 2013/14 Municipal Year • Work Programming Workshop 2013-14 	<ul style="list-style-type: none"> • Appoint Chairman and Vice-Chairman for 2013-14 • Ascertain work plan for the year and strategic direction for the Council & Select and develop review topics focusing on achievable outcomes.
30 July 2013	Cancelled	Cancelled
27 August 2013	<ul style="list-style-type: none"> • Market Update • VIC Update • Economic Development Staff Structure 	<ul style="list-style-type: none"> • To review outcomes from previous scrutiny reviews • To understand the new structure for Economic Development
24 September 2013	<ul style="list-style-type: none"> • The State of Maidstone Economy • Regeneration and Economic Development Plan Update • Maidstone Enterprise Hub • Skill and Employability Work Programme update 	<ul style="list-style-type: none"> • Contextual information to aid understanding • Update on Regeneration & Economic Development Plan • To provide the committee with an overview of the project and expected outcomes.
22 October 2013	<ul style="list-style-type: none"> • Interview with Cabinet member for Economic & Commercial development- Vision for visitor economy • Interview with Cabinet member for Corporate Services – leasing of Town Hall Foyer • Agree review Scope 	<ul style="list-style-type: none"> • Follow up from the ViC review 2012 and provide background to events review • Follow up from the ViC review 2012
26 November 2013	<ul style="list-style-type: none"> • Interview with Alan Reading – Maidstone Tourism Association • Interview with Cllr Moss & Zena Cooke – Town hall foyer lease 	<ul style="list-style-type: none"> • Provide background and information about events review • Follow up from the ViC review 2012
24 December 2013	Cancelled	Cancelled

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28 January 2014	<ul style="list-style-type: none"> • Events review – Interviews TBC • Interview with the new Head of Economic & Commercial Services 	<ul style="list-style-type: none"> • Provide background and information about events review • To inform the committee of strategic direction of the economic and commercial functions
25 February 2014	<ul style="list-style-type: none"> • Maidstone Enterprise Hub Update • Events review – Interviews TBC 	<ul style="list-style-type: none"> • Progress update –requested by cmt • Provide background and information about events review
25 March 2014	<ul style="list-style-type: none"> • Skill and Employability Work Programme Update • Events Review Draft Report 	<ul style="list-style-type: none"> • To provide the committee with an update on the project and outcomes to date. • Agree final amendment prior to submission to Cabinet
22 April 2014	<ul style="list-style-type: none"> • Evaluations of Cabinet Member Priorities for 2013/14 Municipal Year • Review of the year 	<ul style="list-style-type: none"> • Ascertain progress made on Cabinet member Priorities • Ascertain cmts contribution