

## APPENDIX 2

### ADULT SOCIAL SERVICES POLICY OVERVIEW AND SCRUTINY COMMITTEE - 2010/11

*\* the Core Monitoring report will go 4 times a year (hence 4 out of the 5 meetings). It is currently entered for all meetings until its pattern becomes clear.*

**TUESDAY 16 NOVEMBER 2010 - 10.00 am, Council Chamber , Sessions House**

**Regular items for consideration:**

- **Presentation – see back page of list for possible subjects**
- **Financial Monitoring Report**
- **Autumn Budget Statement and Draft MTP**
- **KASS Half-Year Performance Report 2009/10**
- **Live it Well Annual report**
- **Update report on Whole System Demonstrator**
- **Annual Safeguarding Report**
- **Core Monitoring Report \***

**WEDNESDAY 12 JANUARY 2011 – BOOK AFTER-LUNCH SESSION and invite all CC Members (as we did in June)**

**Regular items for consideration:**

- **Presentation -**
- **Financial Monitoring Report**
- **Draft Revenue and Capital Budgets 2011/12**
- *(Half Yearly Business Plan Monitoring and Annual Performance Report – now in Core Mon Rep)*
- **Risk Register** (include targets for reducing risk!)
- **Outcome of OP Services review** *(Separate after-lunch session, to which all CC Members will be invited)*
- **Core Monitoring Report \***
- **Regular update on debt management – when?** *(currently listed for alternate mtgs)*

**THURSDAY 7 APRIL 2011 (moved from 24 MARCH 2011)**

**Regular items for consideration:**

- **Presentation –**
- **Financial Monitoring Report**
- **Carers Annual Update Report**
- **Annual report back on ASD issues** (when exactly will depend on timing of National Guidelines)
- **Core Monitoring Report \***

**THURSDAY 7 JULY 2011**

**Regular items for consideration:**

- **Presentation –**
- **Financial Monitoring Outturn Report, incl Exceptions report**
- **2010/11 Business Plan Outturn Report**

- Annual Business Plan 2011/12
- Climate Change – Annual Update
- Carers Annual Report
- KASS End of Year Performance Report 2009/10 (*incl data quality audit*)
- Core Monitoring Report \*
- Regular update on debt management – when? (*currently listed for alternate mtgs*)
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#### TUESDAY 20 SEPTEMBER 2011

##### Regular items for consideration:

- Presentation – *see back page of list for possible subjects*
- Live it Well Annual Report *Sept or November?*
- Financial Monitoring Report
- (Towards 2010 Annual Report (or whatever replaces Towards 2010))
- (Draft Annual Performance Report 2010/11 (*formerly called Annual Plan*))
- (combine these items into Core Monitoring Report \*)
- Annual Public Involvement/Consultation and Engagements Report 2010/11
- Annual Complaints and Compliments Report
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#### THURSDAY 10 NOVEMBER 2011

##### Regular items for consideration:

- Presentation – *see back page of list for possible subjects*
- Safeguarding Annual Report
- Financial Monitoring Report
- Autumn Budget Statement and Draft MTP
- KASS Half-Year Performance Report 2010/11
- Live it Well annual report *if not in September*
- Core Monitoring Report \*
- Regular update on debt management – when? (*currently listed for alternate mtgs*)

#### ITEMS SUGGESTED BUT NOT ALLOCATED A DATE

##### Item, and where/when did it arise?

##### Presentations:

- Voluntary Sector
- Update on PFI Projects (following the pres made on 1 04 09)
- Dementia (following the pres on NDS made on 1 04 09)
- Social Enterprise

##### Other Items:

- *Update on how EK informal MH day services will be delivered (from 181108 meeting (item B6))*
- *Outcome of staff survey (added at 9 10 08 briefing) does this relate to restructure?*
- *Update on National and Local Social care initiatives (from Debra's pres at 23 09 08 mtg) was this covered by Oliver's pres in July 09?*

Achieving more Member involvement in Social Services Conference in 2010

**Future Items for Learning and Development**  
**Policy Overview and Scrutiny Committee (Subject to change)**

**Items to be set in future agendas** *(Teacher reps to be invited to any visits to schools)(Meetings to be arranged when appropriate at other educational venues)*

<b>No.</b>	<b>Item</b>	<b>Who proposed item and when</b>	<b>Meeting discussed at</b>
1	Annual schools results monitoring with bench marking, the histogram shoulders of results, the difficult to reach and see results.	Mr K Smith 25 Sept 09	To be presented in line with Attainment cycle
2	School targets	Mr K Smith 25 Sept 09	ditto
3	14-19 innovation unit terms of reference, programme outcomes and progress Cross cutting issues at the top end of this POSCs activity is there debate and collaboration (evidence based).	Mr K Smith 25 Sept 09	February to May 2010
4	Update on new role post school provision FE, Apprenticeships, employment. Diplomas BTecs Skill Centres Academies. Children Centres final round, values the same as the first round?	Mr K Smith 25 Sept 09	
5	Extended Services Provision. <i>(Proposed Select Committee to POCC 16 Oct 2009)</i>	Mr K Smith 25 Sept 09	April 2010 ?
6	General Monitoring Programme	Mr K Smith 25 Sept 09	
7	Invitations to POSC Member to celebrate success	Mr K Smith 25 Sept 09	
8	Quality of Headteachers in schools	Mr K Smith 25 Sept 09	
9	Quality of Governors. (25% vacancy rate of Governors) - Capacity of school leadership to include Governors and governance	Mr K Smith 25 Sept 09	
10	Transition from Primary to Secondary	18 September Minute 6	
11	14-24 provision – Sue Dunn	18 September Minute 6	See no.3
12	Universal Coverage of Children’s Centres	18 September Minute 6	
13	Education Performance 2009 at Key stage 2 and GCSE Headline Results	18 September Minute 6	
14	Support from staff in Early Years settings	18 September Minute 6	
15	The Creative Curriculum	18 September Minute 6	

16	Safe and secure learning environment	18 September Minute 6	
17	Leadership in Schools	18 September Minute 6	
18	Extended Schools	18 September Minute 6	Select Committee see No 5
19	Mr Dan Walton Secondary Teacher at St John's Catholic School (Teacher of the Year Award) to speak to the POSC	Request from Mr Simmonds 10/29/09 email	
20	Revisit Select Committee Report on Autistic Spectrum Disorders	5 Nov POSC	May 2010
21	Level of feedback from schools within LCSP Review	Mr Sweetland, 06/11/09	
22	National Challenged Schools (Part II session requested)	Chairman	
23	School Games	Chairman at the Communities POSC 6/03/10	

<b>Standard Items required regularly, ½ yearly or annually</b>	<b>Due</b>
SACRE Annual Report	February 2010
Progress Against Public National Indicators -	Chairman requested this for each meeting (figures are produced annually)
Gifted and Talented	September 2010

**Future Items for Resources and Infrastructure  
Policy Overview and Scrutiny Committee (Subject to Change)**

**Items for each meeting**

- Service Director and Portfolio Holder's Update – Verbal report
- Financial report Monitoring report to the CFE: Resources and Infrastructure POSC web link to all Members
- Children's Champion Board Minutes\*
- \* = Standard items to all POSCs (*not VC&P or L&D POSCs*)

<i>An IMG to discuss the Medium Term Plan to be set up before November meeting</i>	
	•
	•
17 September 2010 Provisional meeting date for a joint meeting of all POSCs	<p><b>NB in 2009 there was a joint meeting to consider Towards 2010</b></p> <ul style="list-style-type: none"> <li>• Towards 2010 Annual Report* Annual Performance report APR*</li> <li>• Complaints*</li> </ul>
Wednesday, 24 November 2010	<ul style="list-style-type: none"> <li>• Medium Term Financial Plan *</li> </ul>
January 2011	<p><b>Joint meeting of Resources and Infrastructure, CFE POSC, Learning and Development CFE POSC, Vulnerable Children and Partnerships CFE POSC.</b></p> <ul style="list-style-type: none"> <li>• Draft Budget and Medium Term Financial Plan*</li> <li>• Half Year monitoring results for the Annual Business Unit Operation Plans and the KCC Annual Performance Report*</li> <li>• Risk Register*</li> </ul>

<b>Items required regularly, ½ yearly or Annually</b>	<b>Due</b>
Financial Monitoring Report*	At every meeting
Draft Budget*	(Annually) due in January 2010
Half Year monitoring results for the Annual Business Unit Operation Plans and the KCC Annual Performance Report*	(½ yearly) due in January and July 2010
Towards 2010 *	(Annually) (last report in Sept on 2010)
Equalities Update*	(½ yearly) due in January and July 2010
Risk Register*	(Annually) due in January
Climate Change*	Annual report to all POSC's in July 2010
Complaints*	(Annually) due in November <i>(or Sept 2010 if a meeting is arranged then)</i>
<b>Key Agenda items to this portfolio</b>	
SEN Transport	<ul style="list-style-type: none"> <li>• Historic issue for Kent</li> </ul>
Building Schools for the Future (BSF)	<ul style="list-style-type: none"> <li>• Update progress in Kent</li> </ul>
Primary Capital Programme	<ul style="list-style-type: none"> <li>• Update on Primary Capital Funding and identification of sites</li> </ul>
Investors in People and workforce development	<ul style="list-style-type: none"> <li>• IiP re-accreditation process 2009</li> <li>• Restructure</li> </ul>
CYPP Priorities	<ul style="list-style-type: none"> <li>• With particular ref to</li> <li>• Priority 4: To improve the quality and stability of housing for vulnerable children and young people through to early adulthood</li> <li>• Priority 6: To ensure more young people have things to do and safe places to go in the leisure time and</li> </ul>

	improve outcomes for adolescents at risk to themselves and potentially others through, for example, implementation of the Integrated Youth Support Services Strategy
School Admissions and place planning	<ul style="list-style-type: none"> <li>• Update and Review</li> </ul>

<b>Report type</b>	<b>What it feeds into</b>	<b>Outcomes/Monitoring</b>
For consultation	<ul style="list-style-type: none"> <li>• Which consultation</li> <li>• What is the timetable</li> <li>• What is the consultation contributing to</li> </ul>	<ul style="list-style-type: none"> <li>• What happened with the comments feed in by the committee</li> </ul>
For comments/suggestions	<ul style="list-style-type: none"> <li>• What are the comments/suggestions feeding into</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of how the comments were used</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>• Need a schedule for the monitoring is it annually, ½ yearly etc</li> </ul>	<ul style="list-style-type: none"> <li>• Members need to be aware of how their comments are contributing to the progress</li> </ul>

**Future Items for Vulnerable Children and Partnerships  
Policy Overview and Scrutiny Committee (Subject to change)**

<b>No</b>	<b>Item</b>	<b>Who proposed item and when</b>	<b>Meeting discussed at</b>
1.	Young fathers programmes / teenage parents (inc. The Pinnacle Project)	Chair's request at agenda planning meeting	
2.	Virtual Heads		
3.	Attainment of children and young people with SEN and LAC	Chairman	
4.	Report on Young people who have been excluded or are at risk of being excluded and an alternative curriculum	Chairman	September meeting
5.	Update on Young Carers Strategy	Chairman	September meeting
6.	Health Visitors	Chairman	
7.	Terms of Reference	Chair man and Vice chair	
8.	CAHMS	Chairman	

<b>Items required regularly, ½ yearly or Annually</b>	<b>Due</b>
Unannounced Inspections	Update at each meeting requested by Chairman
Children's Champion Board (CCB) Minutes	To next relevant meeting of the POSC after the CCB
Kent Children's Trust Review	Updates at each meeting
LCSP and Children's Centres Review	Regular updates

**Future Items for Communities Policy Overview  
Committee (subject to change)**

- Portfolio Holder and Managing Directors update – written report to each meeting.
- Financial Monitoring/Final Outturn report – written report to each meeting.

\* = Standard item for all POC's

**11 November 2010**

- Financial Monitoring report \*
- Medium Term Plan\*
- Turner Contemporary – 6 month update?
- Children and Young Peoples Plan?

**January 2011**

- Draft budget and Medium term financial plan\*
- Financial Monitoring report \*
- Performance Monitoring 2010/11\*
- Equalities – update\*
- Risk Register\*

**March/April 2011**

- Financial Monitoring report \*

**July 2011**

- Final Outturn report\*
- Business outturn report
- Medium Term Financial Plan\*

**September 2011**

- Financial Monitoring Report \*
- Bold Steps - Annual report \*
- Annual Performance report (APR)\*
- Consultation and Engagement\*
- Complaints\*

**Items forming Policy Framework which must be considered by POSC prior to approval by County Council**

- Youth Justice Plan
  - Children and Young Peoples plan
  - Community Safety Framework
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**Item agreed at the agenda meeting on 18 February 09 for a future meeting**

- HOUSE project – feedback

**Items agreed at the POC on 7 July 2009– for a future meeting**

- Report on how 'Kent's policy Framework for later life' has impacted on Communities Directorate

**Items agreed at the POSC on 12 January 2010 – for a future meeting**

- Possible changes to funding for youth custody
- Courts service and its relationship to the Youth Service – update

**Items agreed at the POSC on 6 April 2010**

It was noted that there would be papers to future meetings on:-

- the Learning and Skills Board
- innovative ideas for delivering the library service.
- Additional funding for apprenticeships especially for vulnerable young people

**Items agreed at the POSC on 9 July 2010 – for future meetings**

- Updates on the Hidden Harm Strategy

### Corporate POC – agenda items

Meeting	Item
12 November 2010	Financial Monitoring Report - for the Chief Executives Department*
	Medium Term Financial Plan – 2011 -14 for the CED*
	Welfare Pathway - update
January 2011	Financial Monitoring Report - for the Chief Executives Department*
	Draft Budget *
	'Half Year Monitoring 2009/10 *
	Equalities – update *
	Risk Register for CED*
April 2011	Financial Quarterly monitoring report *
	International Activities – 6 month update
July 2011	Final Outturn report*
	Climate Change –annual update*
September 2011	Financial Quarterly monitoring report and Outturn report*
	Bold Steps – annual report ?*
	Risk Register for CED – 6 month update
	KCC International Activities Annual Report

## Items for Future meetings

Items agreed at POC (08/07/09)

- Kent's Policy Framework for Later Life – update report to a future meeting

Items agreed at Agenda meeting (23/11/09) for future meetings

- Office accommodation savings from Total Place
- Contact Centre and Consumer Direct SE (Consumer Direct considered at POSC - .1.07.2010)

Items agreed at POSC (14/01/10)

- Workforce Strategy Update – it was agreed that the Committee would regularly monitor progress against the targets set

Items agreed at POSC (April 2010)

- Shared Services work in Kent – item 2 or 3 times a year,
- It was agreed that when the report on the Kent re-commitment, being produced by a group of Members, had been agreed by Local Authority Leaders across Kent, it be discussed at this Committee.

Items agreed at POSC (1 July 2010)

- Internal Audit programme and impact on CED (item for Sept 2010 meeting)
- Workplace Transformation update – to be a regular item for POSC

NB need to add Core Monitoring report – quarterly

## **Environment, Highways and Waste POSC**

### **Agenda items list**

In addition to the standards items:-

#### **September -**

MWDF

Data Quality Audit – deferred from, July POSC

Intelligent Transport Systems Marine Act –

Marine Conservation Zones

Road Classifications Disabled Person Parking Bays

#### **January 2011 –**

S278 Agreement

**REGENERATION AND ECONOMIC DEVELOPMENT POSC  
WORK PLANNING – 2010/11**

**REGULAR AND SCHEDULED ITEMS**

*\* the Core Monitoring report will go 4 times a year (hence 4 out of the 5 meetings). It is currently entered for all meetings until its pattern becomes clear.*

**THURSDAY 17 NOVEMBER 2010 – 10.00 am, Darent Room, Session House**

**Regular Items:** *put 'corporate bits' at the end*

- Presentation –
- Regen and Economy – A District Perspective: Report back from last visits
- Budget Monitoring Report
- Update on Major Projects
- Autumn Budget Statement and Draft Medium Term Plan
- Core Monitoring Report \*
- Select Committee Update

**Other Scheduled Items:**

**Where/when did it arise?**

Item bringing together all strategies – eg transport, ED, housing	<i>At 24 March 2010 mtg under 21<sup>st</sup> Century Kent</i>
Discussion of the info coming from visits, and where KCC/DC priorities align/don't align. <b>FIRST ITEM ON NOVEMBER AGENDA</b>	
Update on Environmental Technology – whenever something new to say	keep on the list for future
What price Growth 2 – <i>November or later on??</i>	
Kit's item about Train Services – <i>decide best time to do – 6m or a year?</i>	Originally placed by Kit on July agenda
Update on KEB	Rolling forward from Jan 2010
Update from Charlie Hendry on 'designing out risk' and what he wants POSC to do to help. – <i>if not covered at September meeting</i>	Approx 6 months on from March 2010

**TUESDAY 18 JANUARY 2011**

**Regular Items:** *put 'corporate bits' at the end*

- Presentation -
- Regen and Economy – assessment of outcomes from visits? How ongoing will this be?
- Budget Monitoring Report
- Draft Revenue and Capital Budgets 2011/12
- *Half Yearly Business Plan Monitoring and Annual Performance Report – now in Core Mon Rept*
- Annual Safeguarding Report
- *Equalities Strategy – Scrutiny Board has decide to cover this, so POSCs no longer need to*
- Risk Register (include targets for reducing risk!) *this goes to other POSCs in Jan or March, but it has slipped for REDPOSC in 2010. Need to get back into pattern.*
- Core Monitoring Report \*
- Select Committee Update

## FRIDAY 1 APRIL 2011

### Regular Items: *put 'corporate bits' at the end*

- Presentation –
- Budget Monitoring Report
- Update on Major Projects
- Regen and ED Performance Management Report – half-yearly? (annual report falls in Sept)
- Core Monitoring Report \*
- Select Committee Update

## FRIDAY 24 JUNE 2011

### Regular Items: *put 'corporate bits' at the end*

- Presentation –
- Update on Major Projects
- End of Year Budget Outturn Report 2010/11 (incl Exceptions report)
- *Business Plan Outturn Report 2010/11 – now in Core Monitoring Report*
- Select Committee Update
- Climate Change – *the June/July meetings of all POSCs will be the new annual reporting slot for Climate Change.*
- Core Monitoring Report \*

## FRIDAY 23 SEPTEMBER 2011

### Regular Items: *put 'corporate bits' at the end*

- Presentation –
- Budget Monitoring Report
- Regen and ED Annual Performance Report 09/10
- *((Towards 2010 Annual Report will be obsolete by now?))*
- *(Draft Annual Performance report 09/10 (replaces the Annual Plan))*
- *(combine these items with Core Monitoring Report \*?)*
- Update on Major Projects
- Outcomes of Planned Consultations/Engagements 10/11
- Annual Complaints and Compliments report
- Select Committee Update
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## WEDNESDAY 16 NOVEMBER 2011

### Regular Items: *put 'corporate bits' at the end*

- Presentation –
- Budget Monitoring Report
- Update on Major Projects
- Autumn Budget Statement and Draft Medium Term Plan
- Core Monitoring Report \*
- Select Committee Update

ITEMS SUGGESTED BUT NOT ALLOCATED A DATE	
Item	where/when did it arise?
<ul style="list-style-type: none"> <li>• Folkestone Creative Quarter</li> <li>• Maidstone regeneration, since acceptance of Growth status</li> <li>• Locate in Kent and tourism update</li> </ul> <p><b>Presentation at the start of every meeting</b> – cover a different thread of work, or a geog area each time? (5 meetings a year could relate to the 5 single consultation areas). At each pres, the sub-group can give some related feedback from its findings on the subject or area. <i>(Nigel offered to draw up list of possible topics)</i></p>	<p><i>)these 3 items were )copied from the old )E&amp;RPOC planning list</i></p> <p>At 11 08 09 briefing</p>