

OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS

Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
Scrutiny	MKIP Governance and Communications	4	Creation of Mid Kent Services Director post should be considered favourably.	Accepted	A.Kara	Ongoing	This has been agreed by the MKIP Board at the meeting of 17 December and now needs to be agreed formally by each council through the annual budget process for 2016/17. Work is currently taking place on the Job Description and Key Deliverables for the post.
Scrutiny	MKIP Governance and Communications	7	That a toolkit is created to assist managers in their role as internal clients of shared services.	Accepted	A.Kara	Ongoing	This is already happening through the maturing of the Shared Service Boards and the role of the Mid Kent Service Director. A review of clienting arrangements (including reviewing and updating the governance document and collaboration agreement template) is underway, to report by the end of the financial year.
Scrutiny	MKIP Governance and Communications	9	That a joint Communication Plan is developed.	Accepted	A. Kara	Ongoing	A plan has been developed and approved by the MKIP Board. The MKIP Support Officer is currently undertaking, and updating the progress on, the agreed actions. The Annual Report 2014/15, Who's Who and webpage have been completed with the SharePoint site nearing completion. A Swale member briefing is arranged for 24 March.
Scrutiny	MKIP Governance and Communications	10	That the MKIP Board has responsibility for the effective implementation of an agreed Communication Plan and ensures its delivery is resourced appropriately.	Accepted	A. Kara	Ongoing	The MKIP Support Officer updated the MKIP Board on the progress made at the meeting on 17 December 2015.
Scrutiny	MKIP Governance and Communications	13	That future MKIP Board meetings should be held and papers published in accordance with the appropriate local authority access to information regulations.	Rejected	A.Kara	N/A	MKIP papers will only be placed on the internal Intranet facility, not published via the Council's external website. An MKIP SharePoint site is being produced which will act as a repository of useful information, including MKIP Board agendas and minutes.

Key to status	
	Pending: Awaiting cabinet decision on whether to accept or reject.
	Rejected: Recommendation not accepted by cabinet.
	Accepted: Recommendation accepted, still within target date for implementation.
	Implemented: Recommendation accepted, implementation complete.
	Overdue: Recommendation accepted, target date for implementation exceeded.