

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	The creation of a permanent, full-time MKSD position was recommended by the MKIP Board at the meeting of 17 December and has now been 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 as well as drawing up a collaboration agreement 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 the overarching governance document and collaboration agreement has taken place with those changes to be approved at a co-located meeting anticipated to take place before the summer recess.
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 MKS Board. The Support Officer is currently undertaking, and updating the progress on, the agreed actions. The Annual Report 2014/15, Who's Who (2016) and partnership webpage on the SBC website have been completed with the SharePoint site nearing completion. Work on the Annual Report 2015/16 is ongoing. A Swale member briefing took place on 24 March in Swale. A Q+A document, following all three sets of briefings, is to be distributed to members.
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 Support Officer continues to provide updates on progress against actions as a standing item at Chief Executives' meetings and at MKS Board meetings (17 December 2015, 24 March 2016).
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	MKS papers will only be placed on the internal Intranet facility, not published via the Council's external website. An MKS SharePoint site has been produced which will act as a repository of useful information, including MKS Board agendas and minutes. Members will be briefed on this upon completion.

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.