

## OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS

Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
Scrutiny	Environmental enforcement	1	Members shadowing service units	Accepted	E. Wiggins	Implemented	Policy to be reviewed annually by Asset Transfer Group.
Scrutiny	MKS Governance and Communications	4	Creation of Mid Kent Services Director post should be considered favourably.	Accepted	A.Kara	Ongoing	Steve McGinnes (the Head of Mid-Kent Revenues and Benefits), has been appointed until a permanent postholder is in place. The recruitment process is being run by Maidstone (who will be line managing the post).
Scrutiny	MKS 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 Services Director. A review of the overarching governance document (including moving to the Partnership existing in perpetuity with appropriate break clauses; changing the name of the Partnership from MKIP to MKS; and agreeing new the objectives and strategic priorities) and model collaboration agreement has taken place with those changes being formally approved at a co-located meeting on 4 July 2016.
Scrutiny	MKS Governance and Communications	9	That a joint Communication Plan is developed.	Implemented	A. Kara	Completed	A Communications Plan has been developed and approved by the MKS Board. The Support Officer is currently undertaking the agreed actions throughout the year with regular updates to Chief Executives and to the Board. There is a dedicated MKS webpage on the SBC website, the Annual Report 2015/16 has been completed and circulated, member briefings are being planned for next year, the MKS Newsletter is back in regular circulation and a member survey on MKS was distributed in September. The results of the staff/member surveys will be fed-back into the updating of the Communications Plan.
Scrutiny	MKS Governance and Communications	10	That the MKS Board has responsibility for the effective implementation of an agreed Communication Plan and ensures its delivery is resourced appropriately.	Implemented	A. Kara	Completed	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, 28 June 2016 (Away Day)).
Scrutiny	MKS Governance and Communications	13	That future MKS 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 (and new SharePoint site), not published via the Council's external website.

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