

**Work Programme  
Business Support Overview and Scrutiny Committee**

**Policy framework documents: Performance Plan, Community Plan and  
Licensing Policy Statement**

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>	<b>Timescale</b>
Critical success factors	Performance management	Sally Chalmers	To review the first quarter critical success factors.	6 September 2007
Medium Term Financial Plan	Performance management	Mick Hayward	To consider the Medium Term Financial Plan	6 September 2007
Strood Riverside - land compensation claim	Business management	Deborah Upton	Review of lessons learnt.	6 September 2007
Capital and revenue budget monitoring	Budget	Kevin Woolmer/ Peter Bown	To monitor the July monitoring data.	16 October 2007
Licensing Policy Statement	Policy framework document	Chris Webb	To consider the Licensing Policy Statement	16 October 2007
Building repair and maintenance fund and rationalisation and disposal of properties	Performance management	Nick Anthony	To consider the building repair and maintenance fund.  Members requested to scrutinise the list of potential rationalisation or disposal of properties.	Autumn 2007
Capital and revenue budget monitoring	Budget	Kevin Woolmer/ Peter Bown	To monitor the capital and revenue budgets.	29 November 2007
Critical success factors	Performance management	Sally Chalmers	To review the second quarter critical success factors.	29 November 2007

Item	Work type	Responsible officer	Objectives	Timescale
Draft capital and revenue budgets 2008/2009	Budget scrutiny	Mick Hayward	To consider the draft budget proposals for 2008/2009 for onward submission to individual overview and scrutiny committees (Cabinet report of 27 November 2007).	29 November 2007
Capital and revenue budget monitoring	Budget	Kevin Woolmer/ Peter Bown	To monitor the capital and revenue budgets.	6 December 2007
Draft capital and revenue budgets 2008/2009	Budget scrutiny	Mick Hayward	To consider the draft budget proposals for 2008/2009 insofar as they affect the remit of this Committee.	3 January 2008
Critical success factors	Performance management	Sally Chalmers	To review the third quarter critical success factors.	7 February 2008
Draft capital and revenue budgets 2008/2009	Budget scrutiny	Mick Hayward	To receive the comments of all overview and scrutiny committees on the budget proposals and make recommendations to Cabinet for 19 February 2008.	7 February 2008
Developer contribution and strategy	Performance management	Stephen Gaimster	To consider annually where section 106 agreements have been spent, including details of deadlines and milestones. (Briefing note simultaneously to all Members of the Council – minute 895 refers).  (To include the developer contributions guide and related Member item. Deferred from 29 November 2006?)	To be agreed

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New Civic HQ Task Group	Scrutiny	Rosie Gunstone	To monitor progress and spend on the move to Gun Wharf.	To be agreed
Report of Energy Conservation Task Group	Scrutiny	Rosie Gunstone	To investigate practical ways to reduce the Council's energy consumption and report back.	To be agreed
Social housing - cross leasing	Policy development	Mick Hayward	Report requested at 4 June 2007 meeting to explore potential for cross leasing/transfer of assets to resolve the issue of appropriation of social housing.	To be agreed

**Forthcoming meetings:**

6 September, 16 October, 29 November, 3 January 2008, 7 February 2008, 27 March 2008

**Items considered at previous meetings:**4 June 2007

- Disposal of land and variation of release of restrictive covenant
- Performance plan
- Work programme review