

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

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

Item	Work type	Responsible officer	Objectives	Timescale
Capital budget monitoring	Budget scrutiny	Mick Hayward	To consider the capital monitoring report for the year based on actual income and expenditure to November 2007.	7 February 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
Local Area Agreements/Local Strategic Partnership	Performance management	Yvonne Wilson	Report on the role of Overview and Scrutiny re LSP matters.	7 February 2008
Portfolio Holder in attendance (Councillor Janice Bamber)	Executive accountability	Rosie Gunstone, Overview and Scrutiny Co-ordinator	To hold the relevant portfolio holder to account for executive decision-making within the remit of this Committee.	7 February 2008
Revenue budget monitoring	Budget scrutiny	Mick Hayward	To consider the revenue monitoring report for the year based on actual income and expenditure to November 2007.	7 February 2008

Item	Work type	Responsible officer	Objectives	Timescale
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?)	27 March 2007
Portfolio Holder in attendance (The Leader - Councillor Rodney Chambers)	Executive accountability	Rosie Gunstone, Overview and Scrutiny Co-ordinator	To question the Leader on performance in his portfolio.	27 March 2008
Police report on Licensing Statement	Performance management	Pete Tonge		At the time of producing the Licensing Manager's reports.
English Heritage sites/castles	Performance management	Kathy Wadsworth	Requested on 16 October. Officers requested to investigate ways of funding the English Heritage sites including the castle setting out options and consequences.	To be agreed
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

Item	Work type	Responsible officer	Objectives	Timescale
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:

7 February 2008, 27 March 2008

Items considered at previous meetings:3 January 2008

- Portfolio Holder in attendance (Councillor Jarrett)
- Draft capital and revenue budgets 2008/2009

29 November 2007

- Budget issues – Tour de France
- Capital and revenue budget monitoring
- Draft capital and revenue budgets 2008/2009

16 October 2007

- Building repair and maintenance fund and rationalisation and disposal of properties
- Call-in - Civic HQ furniture
- Capital and revenue budget monitoring
- Licensing Policy Statement

*

-

6 September 2007

- Critical success factors
- Medium Term Financial Plan
- Strood Riverside - land compensation claim

4 June 2007

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