

**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
Attendance of the Portfolio Holder for Customer First and Corporate Services	Executive accountability		To hold the Portfolio Holder for Customer First and Corporate Services to account.	16 October 2008
Capital budget monitoring	Budget scrutiny	Mick Hayward	This report presents the capital monitoring for the period to July 2008, with an outturn forecast for 2007/08.	16 October 2008
Revenue budget monitoring	Budget scrutiny	Mick Hayward	This report summarises the financial monitoring position for the current year to date.	16 October 2008
Six-monthly review of key business risks	Performance management	Joy Kirby	In accordance with paragraph 4.1 of the Council's Risk Management Strategy this report will present a six-monthly review of the key business risks.	16 October 2008
Attendance of the Portfolio Holder for Community Services	Executive accountability		To hold the Portfolio Holder for Community Services to account.	9 December 2008
Capital and Revenue Budget initial proposals	Budget scrutiny	Mick Hayward	To consider the initial budget proposals prior to consideration by the Overview and Scrutiny Committee.	9 December 2008

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English Heritage sites/castles	Performance management	Simon Curtis	<p>Requested on 16 October.</p> <p>Officers requested to investigate ways of funding the English Heritage sites including the castle setting out options and consequences.</p> <p>Item previously added to the Community Services work programme - addressing options for the long term conservation and management of Rochester Castle.</p>	9 December 2008
Operation of the Housing Maintenance Contract	Performance management	Deborah Upton	To investigate allegations made by whistleblowers into the Council's contract with Erinaceous Property Management.	9 December 2008
Prudential borrowing programme	Budget scrutiny	Andy Larkin	Report to inform the Committee of the outcome of the prudential borrowing.	9 December 2008
Revisions to the Corporate Enforcement Policy	Policy development	Peter Tonge	This report recommends revisions to the Corporate Enforcement Policy.	9 December 2008
Housing revenue account	Performance management	Mick Hayward	Quarterly reports.	Commencing December 2008
Attendance of the Portfolio Holder for Finance and Deputy Leader	Executive accountability		To hold the Portfolio Holder for Finance and Deputy Leader to account.	3 February 2009

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Six-monthly review of complaints	Performance management		Report on the six-monthly review of complaints received by the Local Government Ombudsman.	3 February 2008
Attendance of the Leader	Executive accountability	Martin Garlick	To hold the Leader to account	17 March 2009
LSP outcomes and targets	Policy development	Stephanie Goad	Report on future scrutiny of LSP outcomes and targets.	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

Forthcoming meetings:

16 October 2008, 9 December 2008, 3 February 2009, 17 March 2009

Items considered at previous meetings:

4 September 2008

- Member's Item: Local Government Ombudsman's Annual Letter 2008
- Resource Strategy
- Council Plan and Annual Report
- Critical success factors
- Housing Improvement Plan
- Housing Maintenance Contract

17 July 2008

- Audit Commission report on Strategic Housing
- Capital Budget Monitoring (2008/09)
- Housing Revenue Account Capital Programme
- Local Area Agreements update and next steps
- Performance Plan indicators (2007/08)
- Revenue Budget Monitoring (2008/09)

12 May 2008

- Local Area Agreements (LAA)