

**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 Community Services	Executive accountability		To hold the Portfolio Holder for Community Services to account.	9 December 2008
Capital Programme 2009/2010 and beyond	Budget scrutiny	Mick Hayward	To consider the initial budget proposals prior to consideration by the individual Overview and Scrutiny Committees.	9 December 2008
Revenue Budget 2009/2010	Budget scrutiny	Mick Hayward	To consider the initial budget proposals prior to consideration by the individual Overview and Scrutiny Committees.	9 December 2008
Capital budget monitoring	Budget scrutiny	Mick Hayward	To present the capital monitoring for the period to September 2008, with an outturn forecast for 2008/09.	9 December 2008
Revenue budget monitoring	Budget scrutiny	Mick Hayward	To present the financial monitoring position for the current year to date.	9 December 2008
Six-monthly Performance report	Performance management	Sally Chalmers	Six-monthly Performance Plan update.	9 December 2008
Six month review of the Strategic Housing Improvement Plan	Performance management	Deborah Upton	To review the implementation of the improvement plan agreed by Cabinet on 15 July 2008.	9 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

Item	Work type	Responsible officer	Objectives	Timescale
Housing revenue account	Performance management	Mick Hayward	Quarterly reports.	3 February 2009
Six-monthly review of complaints	Performance management	Martin Garlick	Report on the six-monthly review of complaints received by the Local Government Ombudsman.	3 February 2008
Attendance of the Leader	Executive accountability	Richard Hicks	To hold the Leader to account	17 March 2009
Revisions to the Corporate Enforcement Policy	Policy development	Peter Tonge	This report recommends revisions to the Corporate Enforcement Policy.	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:

9 December 2008, 3 February 2009, 17 March 2009

Items considered at previous meetings:

16 October 2008

- Attendance of the Portfolio Holder for Customer First and Corporate Services
- Capital budget monitoring
- Revenue budget monitoring
- Six-monthly review of key business risks

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)