

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

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

Item	Work type	Responsible officer	Objectives	Timescale
Fourth quarter performance report 2009/10	Performance monitoring	Steve Long	To consider the final quarter performance for 2009/2010.	25 May 2010
Petitions and E-Petitions	Pre-decision scrutiny	Julie Keith	This report provides information about the new duty and proposes a new petitions scheme for inclusion in the Council's constitution.	25 May 2010
Six month review of supporting people in temporary accommodation in-depth task group	Scrutiny	Deborah Upton	To review the implementation of the recommendations.	25 May 2010
Petition referral	Petitions	Deborah Upton	The Committee requested a report in relation to the petition presented to the Council asking that the scheme manager at Longford Court, Rainham, is not replaced.	8 July 2010
Annual Report 2010/11	Performance monitoring	Steve Long	To scrutinise the Annual Report 2010/11.	8 July 2010
Electoral registration	Service information	Jane Ringham	Update on electoral registration.	8 July 2010
Capital budget monitoring 2010/2011	Budget scrutiny	Peter Bown	This report presents the capital budget monitoring to May 2010.	12 August 2010

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Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to May 2010.	12 August 2010
Council Plan monitoring – first quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	23 September 2010
Six-monthly review of complaints	Performance Management	Martin Garlick.	This report provides members with a six-monthly review of complaints against the Council.	23 September 2010
Annual review of Risk Management Strategy and six monthly review of the Risk Register	Performance monitoring	Joy Kirby	To review the Council's Risk Management Strategy and Risk Register.	4 November 2010
Capital budget monitoring 2010/2011	Budget scrutiny	Peter Bown	This report presents the capital budget monitoring to July 2010.	4 November 2010
Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to July 2010.	4 November 2010
Treasury Management Strategy mid-year report	Performance monitoring	Andy Larkin	This report presents the Treasury Management Strategy mid-year report.	4 November 2010
Capital and revenue budget initial proposals	Budget scrutiny	Mick Hayward	This report presents the capital and revenue budget initial proposals.	2 December 2010
Capital budget monitoring 2010/2011	Budget scrutiny	Peter Bown	This report presents the capital budget monitoring to September 2010.	2 December 2010
Council Plan monitoring – second quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	2 December 2010

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Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to September 2010.	2 December 2010
Capital budget monitoring 2010/2011	Budget scrutiny	Peter Bown	This report presents the capital budget monitoring to November 2010.	27 January 2011
Draft capital and revenue budgets (Business Support)	Budget scrutiny	Mick Hayward	This report presents draft capital and revenue budgets (Business Support).	27 January 2011
Draft capital and revenue budgets (report back from other O&S Committees)	Budget scrutiny	Mick Hayward	This report presents draft capital and revenue budgets (report back from other O&S Committees).	27 January 2011
Housing Revenue Account, revenue and capital budget report	Budget scrutiny	Andy McNally-Johnson/ Derrick Singleton	This report presents the Housing Revenue Account, revenue and capital budget report.	27 January 2010
Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to November 2010.	27 January 2011
Treasury Management Strategy Statement and Annual Investment Strategy 2010/11	Performance monitoring	Andy Larkin	This report presents the Treasury Management Strategy Statement and Annual Investment Strategy 2010/11.	27 January 2011
Council Plan monitoring – third quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	22 March 2011
Attendance of the Portfolio Holder for Community Services	Executive accountability	Richard Hicks and Deborah Upton	To hold the Portfolio Holder to account for executive decision making.	To be confirmed

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Attendance of the Portfolio Holder for Customer First and Corporate Services	Executive accountability	Richard Hicks and Deborah Upton	To hold the Portfolio Holder to account for executive decision making.	To be confirmed
Attendance of the Portfolio Holder for Finance and Deputy Leader	Executive accountability	Mick Hayward	To hold the Portfolio Holder to account for executive decision making.	To be confirmed
Attendance of the Leader	Executive accountability	Richard Hicks	To hold the Leader to account for executive decision making.	To be confirmed

Forthcoming meetings:

2010: 25 May, 8 July, 12 August, 23 September, 4 November and 2 December (budget)

2011: 27 January and 22 March