

**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
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 for executive decision-making.	2 December 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
Contract Register and the Forward Procurement Plan	Service information	Deborah Upton	To update members on the Contract Register and the Forward Procurement Plan.	2 December 2010
Council Plan monitoring – second quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	2 December 2010
Revenue budget monitoring 2010/2011	Budget scrutiny	Kevin Woolmer	This report presents the revenue budget monitoring to September 2010.	2 December 2010
Overview of Adult Learning Services	Service information	Tricia Palmer	This report will give Members an overview of the Adult Learning Service after it has been added to the Business Support Terms of Reference.	2 December 2010

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Review of Licensing Policy	Policy development	Alison Poulson	To present the outcome of the consultation into the council's Licensing Policy.	2 December 2010
Attendance of the Portfolio Holder for Finance and Deputy Leader	Executive accountability		To hold the Portfolio Holder for Finance and Deputy Leader to account for executive decision-making.	27 January 2011
Attendance of the Portfolio Holder for Housing and Community Services	Executive accountability		To hold the Portfolio Holder for Housing and Community Services to account for executive decision-making for <ul style="list-style-type: none"> • housing and homelessness • housing revenue account • libraries and resource centres. • adult learning 	27 January 2011
Council Plan	Performance Monitoring	Steve Long	This report sets out the Council Plan	27 January 2011
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

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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
Attendance of the Leader	Executive accountability		To hold the Leader to account for executive decision-making.	22 March 2011
Council Plan monitoring – third quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	22 March 2011
Council Plan monitoring – fourth quarter	Performance monitoring	Steve Long	To scrutinise performance against targets in the Council Plan.	To be confirmed

Forthcoming meetings:

2010: 2 December (budget)

2011: 27 January and 22 March

Outstanding issues:

Temporary Accommodation Task Group to oversee procurement process in relation to proposals for a new Assessment Centre,

Work completed in 2010/11:

4 November 2010

- Annual review of Risk Management Strategy and six monthly review of the Risk Register
- Capital budget monitoring 2010/2011
- Revenue budget monitoring 2010/2011
- Treasury Management Strategy mid-year report

23 September 2010

- Quarter 1 Council Plan monitoring report 2010/2011 including feedback from other O&S committees on targets referred to them
- Petitions referral – rotation of sheltered housing scheme managers
- Support for people in temporary accommodation – assessment centre

8 July 2010

- Electoral registration
- Petition referral
- Stage one (benchmarking) – assessment centre for people requiring temporary accommodation
- In-depth report on NI156, H5 and H8 performance indicators

25 May 2010

- New petition procedures including e-petitions
- End of year performance report 2009/10
- Review of support for people in temporary accommodation – update on assessment centre