

BABERGH DISTRICT COUNCIL

FROM: : Head of Legal and Administrative Services

REPORT NUMBER **E30**

TO: **OVERVIEW AND SCRUTINY
(COMMUNITY SERVICES) COMMITTEE**

DATE OF MEETING 24 May 2005

WORK PLAN

DATE OF COMMITTEE – 12 JULY 2005

YOUTH STRATEGY

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Youth Strategy Action Plan	To consider the Action Plan for 2005/06	Recommendation to Strategy	Tim Mutum

PERFORMANCE MANAGEMENT

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Final Performance on Service Plans 2004/05	To note the final position.	Decision	Andrew Hunkin
2004/05 Capital programme Outcomes	To note position	Decision	Barry Hunter/Ryan Jones

OTHER ITEMS

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Annual Report of Development Committee	To consider report	Decision	Richard Watson

DATE OF COMMITTEE – 23 AUGUST 2005

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Babergh's Housing Strategy and HRA Business Plan	To consider the Housing Panel's review.	Recommendation to Strategy	Chris Foti
Homelessness Strategy	To consider the Housing Panel's review.	Recommendation to Strategy	Chris Foti
Estate Maintenance Work	To consider report from Member Group	To be determined	Ryan Jones

PERFORMANCE MANAGEMENT

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Performance Management - Quarterly Report	Update on 2005/06 BV performance Indicators and Service Plan targets.	Decision	Andrew Hunkin

DATE OF COMMITTEE – 4 OCTOBER 2005

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Review of Council's Lettings Policy	To consider amendments to the policy	Recommendation to Strategy	Chris Foti
Reports from representatives on outside bodies	To receive six-monthly reports	Decision	Various Members

DATE OF COMMITTEE – 29 NOVEMBER 2005

PERFORMANCE MANAGEMENT

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Service Standards	To consider the service standards recommended for the Council's services	Recommendation to Strategy	Dawn Williams
Performance Management – Quarterly Report	Update on 2005/06 BV Performance Indicators and Service Plan targets	Decision	Andrew Hunkin
Capital Programme Monitoring	To note position	To be determined	Barry Hunter/Ryan Jones

DATE OF COMMITTEE – 7 FEBRUARY 2006

BUDGET REVIEW

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Budget Scrutiny	To scrutinise draft budgets	Recommendation to Strategy	Geoff Kistner
Corporate Plan Scrutiny	To scrutinise draft revised Corporate Plan	Recommendation to Strategy	Andrew Hunkin

PERFORMANCE MANAGEMENT

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Progress Report on Quay Theatre	To receive update.	To be determined	Tim Mutum
Performance Management – Quarterly Report	Update on 2005/06 BV performance Indicators and Service Plan targets.	To be determined	Andrew Hunkin

DATE OF COMMITTEE – 28 MARCH 2006

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Anti-Social Behaviour initiatives	Annual monitoring	To be determined	Tim Mutum
Reports from representatives on outside bodies	To receive six-monthly reports	Decision	Various Members

PERFORMANCE MANAGEMENT

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
National Performance Indicator Comparisons	To note position	Decision	Andrew Hunkin

OTHER TOPICS IDENTIFIED FOR FUTURE MEETINGS

Topic	Lead Officer	Proposed Committee Date
Review of Grants	Tim Mutum	To be determined
Atkins Fulford Planning Appeal	Richard Watson	To be determined.

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APPENDIX 1**ITEMS IDENTIFIED ON WORK PLAN FOR STRATEGY COMMITTEE WHICH FALL WITHIN TERMS OF REFERENCE OF OVERVIEW AND SCRUTINY (COMMUNITY SERVICES) COMMITTEE****DATE OF COMMITTEE – 23RD JUNE 2005**

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
2004/05 Best Value Performance Plan	To consider the plan.	Decision	Andrew Hunkin
Revised Corporate Plan 2005/06	To determine the Council's priorities and financial strategy	Recommendation	Andrew Hunkin
Race Equality Scheme and Action Plan 2005/08	To approve updated Scheme and Action Plan	Decision	Andrew Hunkin
Capital Programme 2005/06	To commit uncommitted schemes	Decision	Ryan Jones
Improvements to Sandringham Court	Consideration following receipt of tenders	Decision	Ryan Jones
CAST	Update including HR issues	Recommendation	John Raine
Planning Delivery Grant	To confirm receipt of grant for 2005/06	Decision	Richard Watson/Neil Greig
Concessionary Fares Scheme – Free Travel from 01.04.06	Information on statutory changes to concessionary travel: free travel for senior citizens	Decision	Dawn Williams
Customer Access Strategy	To consider the direction of future work on the Customer Access Strategy	Decision	Dawn Williams

DATE OF COMMITTEE – 4TH AUGUST 2005

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Capital Programme 2005/06	To commit uncommitted schemes	Decision	Ryan Jones
Youth Strategy Action Plan	To approve the Action Plan for 2005/06	Decision	Tim Mutum
CAST	Outline business case	Recommendation	John Raine

DATE OF COMMITTEE – 15th SEPTEMBER 2005

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Nuisance Vehicles	Approval of policy	Decision	Malcolm Firth
Review of Housing Strategy, HRA Business Plan and Homelessness Strategy	To consider the Housing Panel's Review	Decision	Chris Foti
Capital Programme 2005/06	To commit uncommitted schemes	Decision	Ryan Jones
Procurement Action Plan	To approve the plan	Decision	Barry Hunter
Hadleigh Swimming Pool	To consider future	To be determined	Tim Mutum

DATE OF COMMITTEE – 10th NOVEMBER 2005

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Review of Council's Lettings Policy	To consider amendments to the policy	Decision	Chris Foti
Capital Programme 2005/06	To commit uncommitted schemes	Decision	Ryan Jones
Review of Grants Provision	To consider the outcome of the Review	Decision	Bob Southgate

DATE OF COMMITTEE – 12th JANUARY 2006

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Draft 2006/07 Corporate Plan	To approve draft Plan	Decision	Andrew Hunkin
Monitoring the CPA Improvement Plan	To review progress and approve any remedial action	To be determined	Andrew Hunkin
Procurement Action Plan	Update on progress	Decision	Barry Hunter
Capital Programme 2005/06	To commit uncommitted schemes	Decision	Ryan Jones
Draft budget proposals 2006/07	To approve the draft General Fund and HRA budgets and Council Tax	Decision	Geoff Kistner
Service and Financial Planning	To consider report from Service and Financial Planning Group	To be determined	Geoff Kistner
CAST – final recommendations	To consider final proposals for the Customer Access and Service Transformation project	To be determined	John Raine
Service Standards	To consider standards for the Council's services	To be determined	Dawn Williams

DATE OF COMMITTEE – 9TH FEBRUARY 2006

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
2006/07 Corporate Plan	Annual review	Recommendation	Andrew Hunkin
Capital Programme 2005/06	To commit uncommitted schemes	Decision	Ryan Jones
Painting Tenders	To approve acceptance	Decision subject to budget	Ryan Jones
Final budget proposals 2006/07	To approve final proposals	Recommendation	Geoff Kistner

DATE OF COMMITTEE – 9TH MARCH 2006

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Capital Programme 2005/06 and 2006/07	To commit uncommitted schemes	Decision	Ryan Jones

TOPICS IDENTIFIED FOR FUTURE MEETINGS

TOPIC	LEAD OFFICER	PROPOSED COMMITTEE DATE
Waste Transfer Station – Feasibility Study	Malcolm Firth	To be determined
Housing Stock Options Appraisal	Chris Foti	April 2006
Suffolk Development Agency – Proposed Service Level Agreement	Neil Greig	To be determined
Economic Development Strategy Review	Neil Greig	To be determined
e-Government Policy including CAST	John Raine	As and when required
Dual Use Sports Centres – Management Arrangements	Tim Mutum	To be determined
Reps on outside bodies LGARC & SPARSE; EERA	Relevant Member	Timely/annual

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OVERVIEW AND SCRUTINY (COMMUNITY SERVICES) COMMITTEE

PLANNING ASSESSMENT SHEET FOR REVIEWS

What is to be reviewed?	Future use and occupation of East House
Why?	Concern over accommodation for voluntary organisations as lease expires at end of 2005. Asset of the Council with rental income.
What benefits are expected?	The continuation of services provided by various voluntary organisations in the community.
What needs to be examined and asked?	
Documents/evidence/research	Questions to be asked
<i>What?</i> Existing Lease, List of Current Users, Alternative Accommodation	Could existing lease be extended? Is there suitable alternative accommodation for the Groups?
<i>Why?</i> Lease expires end of 2005. Annual rental income received.	
Site visits	Questions to be asked
<i>Where?</i> Not applicable	Not applicable
<i>Why?</i> Not applicable	
Consultation	Questions to be asked
<i>Who/what?</i> Suffolk County Council, East House User Group Hadleigh Town Council	Flexible determined by event and situation
<i>Why?</i> Existing lease with Suffolk County Council. Agreements with various User Groups.	
Witnesses	Questions to be asked
<i>Who?</i> Suffolk County Council, East House User Group Hadleigh Town Council	Flexible determined by events and situation
<i>Why?</i> Existing lease with Suffolk County Council. Agreements with various User Groups.	
What resources will be needed for the review?	Officer and Member time
Over what period should it be carried out?	Start: Now Complete: December 2005
Who will be the lead officer?	Steve Ellwood Tim Mutum