

BABERGH DISTRICT COUNCIL

FROM: HEAD OF CORPORATE SERVICES

REPORT NUMBER **G157**

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

DATE OF MEETING 4 December 2007

WORK PLAN FOR 2007/08

DATE OF COMMITTEE – 11 DECEMBER 2007
JOINT MEETING WITH OVERVIEW AND SCRUTINY
(STEWARDSHIP) COMMITTEE

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Report of the Service and Financial Planning Group	To consider the Group's recommendations	To be determined	Helen Style
Corporate Plan Scrutiny	To scrutinise draft revised Corporate Plan for 2008/12	Progress report. No decision required.	Andrew Hunkin

DATE OF COMMITTEE – 5 FEBRUARY 2008

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Budget Scrutiny	To scrutinise draft budgets for 2008/09	Recommendation to Strategy	Barry Hunter
Quarterly Report – Finance and Performance Management	To note update on 2007/08 budget and performance, including monitoring Action Plans	Decision	Barry Hunter/ Janice Rees
National Performance Indicator Comparisons 2006/07	To note position	Decision	Janice Rees
Performance Management	To set Indicator Targets for 2008/09	Recommendation to Strategy	Janice Rees

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Business Process Re-engineering (BPR) – interim reports on void properties and enforcement	To note update.	Decision	Bob Southgate
Air Quality	Follow-up from Annual Air Quality Report – Cross Street and Ballingdon Bridge, Sudbury	To be determined	Malcolm Firth
Action Plan for improving satisfaction with street cleansing	To agree proposals for improvements	To be determined	Malcolm Firth

DATE OF COMMITTEE – 25 MARCH 2008

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Reports from representatives on the Babergh East LSP, the Western Suffolk LSP and the Haven Gateway Partnership	To receive six-monthly reports	Decision	Various Members
Business Process Re-engineering (BPR) – final report on void properties	To consider outcome of BPR exercise	To be determined	Bob Southgate
Annual Report	To consider draft Annual Report for 2007/08	Recommendation to Council	Steve Ellwood/ Linda Pattle

OTHER TOPICS IDENTIFIED FOR FUTURE MEETINGS

Topic	Lead Officer	Proposed Committee Date
Report on the possibility of Babergh becoming involved with community sentences, following seminars delivered by Suffolk Magistrates Association	Chris Foti	To be determined
Audit of Babergh's sustainability	Andrew Hunkin	To be determined.
Monitoring the Emergency Planning Action Plan	Janice Rees	To be determined
Progress report on free travel scheme for senior citizens	Bob Southgate	To be determined
Action Plan for improving satisfaction with sports and leisure	Chris Foti	To be determined
Final report on BPR exercise relating to enforcement	Bob Southgate	To be determined
Review of the effectiveness of new enforcement arrangements	Malcolm Firth	May 2008
Report on street trading hour restrictions on Sudbury Market Hill during daytime	Malcolm Firth	Late 2008

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**ITEMS IDENTIFIED ON WORK PLAN FOR STRATEGY COMMITTEE WHICH FALL
WITHIN TERMS OF REFERENCE OF OVERVIEW AND SCRUTINY (COMMUNITY
SERVICES) COMMITTEE**

DATE OF COMMITTEE – 10 JANUARY 2008

Topic	Purpose	Decision by Strategy or Recommendation to Council	Lead Officer
2008/12 Draft Corporate Plan	To consider draft Corporate Plan	Decision	Andrew Hunkin
Draft Budget proposals 2008/09	To approve the draft General Fund and HRA budgets and Council Tax	Decision	Barry Hunter
Finance and Performance Management	To consider any key variations	Decision	Barry Hunter/ Janice Rees
Suffolk Coast and Heaths Area of Outstanding Natural Beauty (AONB) Management Plan	To consider adoption of the final Management Plan	Decision	Peter Berry
Review on informing Members of issues arising in their Wards	To agree proposed procedure	To be determined	Andrew Hunkin
Process for setting performance targets	To agree proposed procedure	To be determined	Janice Rees
Babergh Design Guide Supplementary Planning Document (SPD)	To adopt	Decision	Malcolm Firth
Safeguarding Employment Land Supplementary Planning Document (SPD)	To adopt	Decision	Malcolm Firth

DATE OF COMMITTEE – 7 FEBRUARY 2008

Topic	Purpose	Decision by Strategy or Recommendation to Council	Lead Officer
2008/12 Final Corporate Plan	To approve the Corporate Plan	Recommendation	Andrew Hunkin
Final Budget Proposals 2008/09	To approve final proposals	Recommendation	Barry Hunter
Finance and Performance Management	To consider any key variations	Decision	Barry Hunter/ Janice Rees

DATE OF COMMITTEE – 6 MARCH 2008

Topic	Purpose	Decision by Strategy or Recommendation to Council	Lead Officer
Choice Based Lettings Scheme (CBL)	To consider the implementation plan for a CBL scheme in Babergh	Recommendation	David Clarke
CAST progress update	Report from CAST Board	To be determined	Bob Southgate
Conservation Area Appraisal – Stratford St Mary	To adopt as Supplementary Planning Guidance	Decision	Malcolm Firth
Conservation Area Appraisal – Glemsford	To adopt as Supplementary Planning Guidance	Decision	Malcolm Firth

TOPICS IDENTIFIED FOR FUTURE MEETINGS

TOPIC	LEAD OFFICER	PROPOSED COMMITTEE DATE
Waste Transfer Station – Feasibility Study	Malcolm Firth	To be determined
e-Government Policy including CAST	To be confirmed	As and when required
Reps on outside bodies LGARC & SPARSE; EERA	Relevant Member	Timely/annual
Re-organisation of local government	Pat Rockall	To be determined
Future of Pin Mill	Ryan Jones	To be determined
Evaluation of Strategic Partnerships	Mike Hammond/Tim Mutum	To be determined
Emergency Planning progress report	Janice Rees	To be determined
Feasibility Study into redevelopment and regeneration of sheltered housing scheme at Tenterprice, Lavenham	Chris Foti	2008