

BABERGH DISTRICT COUNCIL

FROM: HEAD OF CORPORATE SERVICES

REPORT NUMBER **G118**

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

DATE OF MEETING 16 October 2007

WORK PLAN FOR 2007/08

DATE OF COMMITTEE – 4 DECEMBER 2007

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Quarterly Report - Finance and Performance Management	To note update on 2007/08 budget and performance, including monitoring Action Plans	Key budget and performance variances to be reported to Strategy	Andrew Hunkin/Barry Hunter
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
Terms of Reference for Evaluation of Strategic Partnerships	To agree process and timetable	Decision	Andrew Hunkin/ Tim Mutum
Overview and Scrutiny Handbook	To received and agree the Handbook	Decision	Steve Ellwood/Ray Amesbury

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

Topic	Overview of Decision	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	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Budget Scrutiny	To scrutinise draft budgets for 2008/09	Recommendation to Strategy	Helen Style
Corporate Plan Scrutiny	To scrutinise draft revised Corporate Plan for 2008/12	Recommendation to Strategy	Andrew Hunkin
Quarterly Report – Finance and Performance Management	To note update on 2007/08 budget and performance, including monitoring Action Plans	Decision	Andrew Hunkin/Barry Hunter
National Performance Indicator Comparisons 2006/07	To note position	Decision	Andrew Hunkin
Performance Management	To set Indicator Targets for 2008/09	Recommendation to Strategy	Janice Rees
Air Quality	Follow-up from Annual Air Quality Report – Cross Street and Ballingdon Bridge, Sudbury	To be determined	Malcolm Firth

DATE OF COMMITTEE – 25 MARCH 2008

Topic	Overview of Decision	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
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
Review of Process for Managing Void Properties	Chris Foti/Ryan Jones	To be undertaken when Council agrees to a full Business Process Re-engineering exercise.
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	Andrew Hunkin	To be determined
Progress report on free travel scheme for senior citizens	Bob Southgate	To be determined

CONTACT: Linda Pattle

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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 – 15 NOVEMBER 2007

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Conservation Area Appraisal – Little Waldingfield	To adopt as Supplementary Planning Guidance (involving amendment to boundaries)	Decision	Malcolm Firth
Conservation Area Appraisal – Bures St Mary	To adopt as Supplementary Planning Guidance (involving amendment to boundaries)	Decision	Malcolm Firth
Conservation Area Appraisal – Pin Mill, Chelmondiston	To adopt as Supplementary Planning Guidance (involving amendment to boundaries)	Decision	Malcolm Firth
Business Process Re-engineering	Report by CAST Group, including topics outside the scope of the CAST programme	To be determined	Bob Southgate
Review on informing Members of Issues arising in their Wards	To agree proposed procedure	To be determined	Andrew Hunkin
Review of Service Standards	To approve the Council's service standards	Decision	Andrew Hunkin/ Bob Southgate

DATE OF COMMITTEE – 10 JANUARY 2008

Topic	Overview of Decision	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/ Andrew Hunkin

DATE OF COMMITTEE – 7 FEBRUARY 2008

Topic	Overview of Decision	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	Helen Style
Finance and Performance Management	To consider any key variations	Decision	Barry Hunter/ Andrew Hunkin

DATE OF COMMITTEE – 6 MARCH 2008

Topic	Overview of Decision	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
Performance Management	To set Indicator Targets for 2008/09	Decision	Janice Rees

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	Andrew Hunkin/Tim Mutum	To be determined
Emergency Planning progress report	Andrew Hunkin	To be determined

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