

## Future Reviews and Report Tracker

### February

- **ABC Business plan performance report Q3 2014-15**
- **Purchase of Commercial Property**
- **Annual review of Community Safety Partnership**

### March

- **S106 contributions and education provision**

New items:-

Apart from items such as scrutinising the Council's draft budget, which the Constitution requires the O&S Committee to do every year; the O&S Committee sets its own work programme for the year. Some items recur on a regular basis e.g. the yearly update from the Community Safety Partnership and the quarterly Business Plan performance report; others are of a 'one-off' nature.

With the agreement of the Chairman, items can be put on the O&S agenda following a request from Cabinet or another Committee (e.g. Audit). Members of the O&S Committee are also able to suggest items that the Chairman may wish to put on the Committee's agenda (**by putting their proposal in writing to him**) – such items must represent a Borough wide perspective and provide the opportunity to influence, to improve services or contribute to policy development.

The Chairman will then decide if the item is appropriate for O&S to consider and, if so, is there room on the work programme.

Any such item will be put to the Committee for Members to decide if they wish to add it to the work programme.

Year Plan 2014/15

Month	items	Task Group
May	<ul style="list-style-type: none"> <li>• ABC Business Plan quarterly performance report (Q4)</li> <li>• Fly tipping</li> </ul>	
June	<ul style="list-style-type: none"> <li>• Call-in meeting re Cabinet Minute No. 397</li> </ul>	
July	<ul style="list-style-type: none"> <li>• Sickness &amp; Absenteeism annual report.</li> <li>• Housing Strategy Action Plan Monitoring Report and annual review of Homelessness strategy</li> </ul>	<b>Budget Scrutiny TG meeting</b>
August	<b>No meeting</b>	
September	<ul style="list-style-type: none"> <li>• ABC Business Plan quarterly performance report Q1</li> <li>• BSTG Report back on 'Informing the next 5 Years'</li> </ul>	
October	<ul style="list-style-type: none"> <li>• BSTG – Information report</li> <li>• Update on new waste and recycling scheme.</li> </ul>	
November	<ul style="list-style-type: none"> <li>• ABC Business Plan quarterly performance report Q2</li> <li>• Update on Conningbrook</li> <li>• S106 agreements</li> </ul>	
December	<ul style="list-style-type: none"> <li>• Update on Portas Pilot project</li> <li>• Progress on Focus 2013/15</li> </ul>	<b>Council's draft 2015/16 budget - Budget Scrutiny TG meetings</b>
January	<ul style="list-style-type: none"> <li>• Report of Budget Scrutiny Task Group</li> <li>• Update and progress report on ABC Commercial Companies and the O&amp;S Call-in recommendations</li> </ul>	<b>Budget Scrutiny TG meetings</b>
February	<ul style="list-style-type: none"> <li>• ABC Business Plan quarterly performance report(Q3)</li> <li>• Purchase of Commercial property</li> <li>• Annual review of Community Safety Partnership</li> </ul>	
March	<ul style="list-style-type: none"> <li>• S106 contributions and education provision</li> </ul>	
April	<b>Meeting cancelled</b>	

## O&S Committee – Report Tracker – Current position

Minute No.	Report Title	Officer	Date due	Current position	Recommended action
13/05/13	Overview and Scrutiny Annual Report	Senior Scrutiny Officer	May/June 2015		Timetable for May/June each year
142/09/12	3 year review of Mayoralty		Sept 2015		
431/04/12	ABC Business Plan performance reports – 2013/14	Policy & Performance Officer	May/Sept/ Nov/Feb		
62/06/12	Sports & Leisure		TBA		
398/03/13	Refurbishment of the Stour Centre	TBA	TBA	Final Report from Task Group to be presented to O&S	
335/02/14	Community Safety Partnership – annual update	Assistant Health, Parking & Community Safety Manager	February 2015		
216/11/13	Council play parks	TBA	TBA	Awaiting confirmation of date of report	
102/07/14	Annual report on Housing framework	Housing Strategy Manager/Head of Housing	July 2015		

103/07/14	Sickness and Absenteeism – annual report	Head of Personnel & development	June/July 2015		
104/07/14	ABC commercial companies	Principal Solicitor Property and Projects	Jan 2015		
104/07/14	Purchase of Commercial property	Strategic Housing and Property Manager	Feb 2015		
247/11/14	S106 contributions and education provision	Area Education Officer – South Kent	Mar 2015		
301/12/14	Disabled Adaptations	TBA	TBA		