

Future Reviews and Report Tracker

March

- **S106 contributions and education provision**
- **Commercial property**

April – meeting cancelled

Next meeting June 2015

Commercial Property - deferred to March.

The original report on the purchase of International House went to Cabinet in February 2014. The report is available on the Council's website should Members wish to view it.

The Council commissioned detailed surveys of all of the buildings to be acquired (International House and the former Crouch's garage site) to determine the current condition, any repairs immediately necessary and long term maintenance costs. These very detailed, lengthy and comprehensive reports were available to Members on request.

They included the following:-

- I. Building Survey Report
- II. Mechanical and Electrical Report
- III. Curtain Wall and Cladding Report
- IV. Structural Survey Report
- V. Further reports such as Asbestos Survey Reports were produced by the HCA as part of the standard enquires to purchase.

At the time of the report to Cabinet in February the Council was nearing its completion of the due diligence and was awaiting the outcome of the Structural Survey report for International House. The findings of the reports received indicated the fabric of the building was sound, with no major issues of concern. There were a number of remedial issues which the HCA agreed to carry out before purchase was completed.

The Minutes of the Cabinet meeting were approved at the subsequent Council meeting and no questions were raised by Members at either meeting.

If Members have specific questions now, these can be sent to the relevant professionals for a written response which can be reported back to O&S at its March meeting.

New items:- no new items can be added to the agenda for the March meeting, which is the last O&S meeting of this Municipal Year; however, after the election, once the new O&S Committee has been established and has received some specific O&S training, members of the new Committee may wish to consider if there are any items they wish to suggest the Committee considers as part of its 2015/16 work programme, or if there are any items on the current list that they would prefer not to be carried forward. If there are any such items members of the Committee could advise the Chairman in advance of the first O&S meeting of the municipal year – and these items could be put on the agenda for discussion.

Year Plan 2014/15

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

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	Purchase of Commercial property	Strategic Housing and Property Manager	Feb 2015	Deferred to March	
247/11/14	S106 contributions and education provision	Area Education Officer – South Kent	Mar 2015		
301/12/14	Disabled Adaptations	TBA	TBA		