

SERVICES SELECT COMMITTEE – WORK PLAN 2011/12

Topic	8 November 2011	31 January 2012	3 April 2012	June 2012	September 2012
In-Depth Scrutiny	<i>(Under-occupation of Social Housing – Working Group to carry out Stages 1 to 3 during Oct-Aprl)</i>	Working Group to identify panel	Under-occupation of Social Housing – Stages 4 to 5 <i>(to provide/agree recommendations and options)</i>		Under-occupation of Social Housing – final strategy and action plan
		Universal Credits – Stages 1 and 2 <i>(Working Group to carry out Stage 3 in Jan/Feb)</i>	Universal Credits – Stages 4 and 5(a)	Universal Credits – Stage 5(b)	Universal Credits – Stage 6

Services Select Committee – 8 November 2011

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Housing (Pat Smith)		Completion of works at Hever Road Gypsy and Traveller site – Verbal Update Sevenoaks District Housing Action Plan Affordable Housing Position Report (information only)	SDHR amended Allocation Policy		
Licensing (Richard Wilson)	Licensing Update Report (information only)				
Payments & Benefits (Tricia Marshall)	Revenues and Benefits Partnership Update including an introduction to 'Single Benefit' Payment System				
Human Resources (Tricia Marshall)			Human Resources Update (information only)		

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Information Technology (Jim Carrington-West)		IT Strategy		Annual IT Update (information only)	
Waste and Recycling (Richard Wilson)		Waste Recycling Report (January or April 2012)			
Communications & Customer Service		Customer Services Report (information only)			
Budget (Tricia Marshall)	Review of Service Plans Review of Budget Proposals for 2012/13				
Referral of Performance Issues from P&G Committee					
Other		Gatwick – Consultation Response			

*Items to be confirmed by the Head of Housing.

Kent and Medway Forum strategy*

Key Stages of In-Depth Scrutiny Review

- Stage 1 – Scoping and identifying key lines of inquiry
- Stage 2 – Familiarisation with subject area
- Stage 3 – Submission of evidence
- Stage 4 – Deliberation/Consideration of Options
- Stage 5(a) – Formulation of recommendations and reporting
- Stage 5(b) – Outcomes
- Stage 6 – Review and Monitoring

Working Group Membership

Members IT Working Group

Cllrs. Abraham, Dibsdall, Edwards-Winser, Pett (Chairman) and Scholey.

Members' Under-occupation of Social Housing Working Group

Cllrs. Mrs Ayres, Mrs George, Horwood, Mrs Parkin and Piper.