

**SERVICES SELECT COMMITTEE – WORK PLAN 2010/11**

<b>Topic</b>	<b>20 September 2011</b>	<b>8 November 2011</b>	<b>31 January 2012</b>	<b>3 April 2012</b>	<b>June 2012</b>	<b>September 2012</b>
<b>In-Depth Scrutiny</b>	Under-occupation of Social Housing – Stages 1 and 2 <i>(Working Group to carry out Stage 3 in Sept/Oct)</i>	Under-occupation of Social Housing – Stages 4 and 5(a)	Under-occupation of Social Housing – Stage 5(b) Universal Credits – Stages 1 and 2 <i>(Working Group to carry out Stage 3 in Jan/Feb)</i>	Under-occupation of Social Housing – Stage 6 Universal Credits – Stages 4 and 5(a)	Universal Credits – Stage 5(b)	Universal Credits – Stage 6
<b>Housing (Pat Smith)</b>	Annual Housing Report (verbal presentation)  Update on Empty Homes Target (information only)	“Single conversation” with HCA and TMBC, TWBC, Maidstone and SDC (info report)*  Sevenoaks District Housing Action Plan	Representative from West Kent Housing – Q&A Session  Completion of works at Hever Road Gypsy and Traveller site - Update Report	SDHR amended Allocation Policy		

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<b>Licensing</b> (Richard Wilson)		Licensing Update Report (information only)				
<b>Payments &amp; Benefits</b> (Tricia Marshall)		Revenues and Benefits Partnership Update including an introduction to 'Single Benefit' Payment System				
<b>Human Resources</b> (Tricia Marshall)				Human Resources Update (information only)		
<b>Information Technology</b> (Jim Carrington-West)			IT Strategy		Annual IT Update (information only)	
<b>Waste and Recycling</b> (Richard Wilson)			Waste Recycling Report (January or April 2012)			

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<b>Communications &amp; Customer Service</b>			Customer Services Report (information only)			
<b>Budget (Tricia Marshall)</b>		Review of Budget Proposals for 2012/13 (subject to timetable as advised by Cabinet)				
<b>Referral of Performance Issues from P&amp;G Committee</b>						
<b>Other</b>						

\*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.