

**GROWTH SCRUTINY COMMITTEE
AGENDA**

Wednesday 2nd May 2018 at 1000 hours in the Council Chamber, The Arc, Clowne

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	To receive apologies for absence, if any.	
2.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
3.	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of: a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and, if appropriate, withdraw from the meeting at the relevant time.	
4.	To approve the minutes of a meeting held on 4 th April 2018.	3 to 5
5.	List of Key Decisions & Items to be Considered in Private. <i>(Members should contact the officer whose name appears on the List of Key Decisions for any further information).</i>	6 to 12
6.	Corporate Plan Targets Performance Update – January to March 2018 (Quarter 4 – 2017/18).	13 to 19
7.	Work Plan 2017/18.	20 to 22

PART B – INFORMAL

The formal meeting of the Growth Scrutiny Committee ends at this point. Members will meet informally as a working party to carry out their review work. This meeting is closed to the public, so members of the public should leave at this point.

8. Review of Income Generation.

GROWTH SCRUTINY COMMITTEE

Minutes of a meeting of the Growth Scrutiny Committee held in the Council Chamber, The Arc, Clowne on Wednesday 4th April 2018 at 1000 hours.

PRESENT:-

Members:-

Councillor J. Wilson in the Chair

Councillors T. Alexander, A. Anderson, P. Barnes, G. Buxton, J.A. Clifton, P. Smith and S. Statter

Officers:-

J. Wilson (Scrutiny and Elections Officer), T. Evans (Joint Empty Property Officer) (until Minute No. 0731) and A. Brownsword (Senior Governance Officer)

0725. APOLOGIES

Apologies for absence were received from Councillors T. Connerton and M. Dixey

0726. URGENT ITEMS OF BUSINESS

There were no urgent items of business.

0727. DECLARATIONS OF INTEREST

There were no declarations of interest.

0728. MINUTES – 28TH FEBRUARY 2018

Moved by Councillor S. Statter and seconded by Councillor A. Anderson
RESOLVED that the minutes of a meeting of the Growth Scrutiny Committee held on Wednesday 4th April 2018 be approved as a true and correct record.

0729. LIST OF KEY DECISIONS

Members considered the current List of Key Decisions and items to be considered in private document.

GROWTH SCRUTINY COMMITTEE

Moved by Councillor A. Anderson and seconded by Councillor G. Buxton
RESOLVED that the List of Key Decisions and Items to be Considered in Private be noted.

0730. DRAFT ENFORCED SALE PROCEDURE – PRIVATE EMPTY PROPERTIES

The Joint Empty Property Officer presented the Enforced Sale Procedure which was being put in place to enable the Council to consistently apply the current legislation when dealing with long term empty properties.

There were approximately 600 long term empty properties across the District. The Council had tried to engage with every owner and had received a 50% response rate. There had been some successes, most notably the Station Hotel in Creswell which was currently being converted into flats.

The Enforced Sale Procedure was designed to be an enforcement tool for those owners who would not engage with the Council. It was to be used in instances when the Council had carried out works in default and the owner had refused to pay the charges. It was a way to recover monies spent and bring an empty property back in to use. Every other option would be exhausted first and it could not be used to recover Council Tax debt.

In the first instance an external 'no win, no fee' company would be used to pursue cases through the court and they would provide training so that the in house legal department could pursue future cases.

Members noted that it was understood that the Council would use the procedure as a last resort, but from a resident's perspective, long term empty properties could become an eyesore. It was suggested that 'last resort' be changed to 'all reasonable measures'.

A question was asked regarding how the properties were prioritised and the Joint Empty Property Officer noted that a scoring matrix was used. A further question was asked regarding whether there were any patterns regarding ownership and response and it was noted that there were, but it was a wider issue and in order to enforce sale, there must be appropriate charges registered on the property.

Moved by Councillor J. Wilson and seconded by Councillor P. Smith
RESOLVED that the draft Enforced Sale Procedure and Members comments be noted.

GROWTH SCRUTINY COMMITTEE

0731. WORK PLAN 2017/18

The Scrutiny and Elections Officer noted that the draft report of the Review of Income Generation would be presented to the Informal Growth Scrutiny Committee on 2nd May 2018.

Moved by Councillor J. Wilson and seconded by Councillor P. Smith
RESOLVED that the Work Plan be noted.

The formal part of the meeting concluded at 1043 hours and Members then met as a working party to continue their review work. The working party concluded at 1125 hours.



The Arc
High Street
Clowne
Derbyshire
S43 4JY

Key Decisions & Items to be Considered in Private

To be made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Published on: 20th April 2018

INTRODUCTION

The list attached sets out decisions that are termed as “Key Decisions” at least 28 calendar days before they are due to be taken by the Executive or an officer under delegated powers.

Preparation of the list helps Executive to programme its work. The purpose of the list is to give notice and provide an opportunity for consultation on the issues to be discussed. The list is updated each month with the period of the list being rolled forward by one month and republished. The list is available for public inspection at the The Arc, High Street, Clowne, S43 4JY. Copies of the list can be obtained from Sarah Sternberg, Assistant Director – Governance, Solicitor to the Council & Monitoring Officer at this address or by email to sarah.sternberg@bolsover.gov.uk. The list can also be accessed from the Council’s website at www.bolsover.gov.uk.

The Executive is allowed to make urgent decisions which do not appear in the list, however, a notice will be published at The Arc and on the Council’s website explaining the reasons for the urgent decisions. Please note that the decision dates are indicative and are subject to change.

The names of Executive members are as follows:

Councillor A.M. Syrett - Leader
Councillor M. Dooley – Deputy Leader
Councillor S.W. Fritchley
Councillor B.R. Murray-Carr
Councillor M.J. Ritchie
Councillor B. Watson

The Executive agenda and reports are available for inspection by the public five clear days prior to the meeting of the Executive. The papers can be seen at The Arc at the above address. The papers are also available on the Council’s website referred to above. Background papers are listed on each report submitted to the Executive and members of the public are entitled to see these documents unless they contain exempt or confidential information. The report also contains the name and telephone number of a contact officer.

Meetings of the Executive are open to the public and usually take place in the Council Chamber at The Arc. Occasionally there are items included on the agenda which are exempt and for those items the public will be asked to leave the meeting. This list shows where this is intended in Part 2 and the reason why the reports are exempt or confidential. Members of the public may make representations to the Assistant Director – Governance, Solicitor to the Council & Monitoring Officer about any particular item being considered in exempt.

The list does not detail all decisions which have to be taken by the Executive, only “Key Decisions. In these Rules a “Key Decision” means an Executive decision, which is likely:

(1) **REVENUE**

- (a) Results in the Council making Revenue Savings of £75,000 or more; or
- (b) Results in the Council incurring Revenue Expenditure of £75,000 or more

(2) **CAPITAL**

- (a) Results in the Council making Capital Income of £150,000 or more; or
- (b) Results in the Council incurring Capital Expenditure of £150,000 or more

(3) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

In determining the meaning of “significant” the Council must have regard to any guidance for the time being issued by the Secretary of State. The Council has decided that revenue income or expenditure of £75,000 or more and capital income or expenditure of £150,000 or more is significant.

The remaining dates for meetings of Executive in 2017/18 are as follows:

2018 - 23rd April
 21st May

The Council hereby gives notice of its intention to make the following Key Decisions and/or decisions to be considered in private:

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Medium Term Financial Plan	Executive	April 2018	Report of Councillor A Syrett - Leader of the Council, Portfolio Holder for Strategic Planning and Regeneration	Joint Head of Finance and Resources	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Exempt – Paragraph 3
Medium Term Financial Plan	Executive	April 2018	Report of Councillor A Syrett - Leader of the Council, Portfolio Holder for Strategic Planning and Regeneration	Joint Head of Finance and Resources	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
Invest to Save – LED Lighting	Executive	23 rd April 2018	Report of Councillor M. Dooley – Deputy Leader and Portfolio Holder for People and Places	Joint Head of Property and Commercial Services	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Contract for Framework Agreement for Minor Building Repairs and Maintenance works for all Council owned properties within Bolsover District Council	Executive	23 rd April 2018	Report of Councillor M. Dooley – Deputy Leader and Portfolio Holder for People and Places	Joint Head of Housing and Community Safety	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
Adaptations to Council Properties	Executive	23 rd April 2018	Report of Councillor M. Dooley – Deputy Leader and Portfolio Holder for People and Places	Joint Head of Housing and Community Safety	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
Appointment of Scaffolding Contractor for Council Properties	Executive	23 rd April 2018	Report of Councillor M. Dooley – Deputy Leader and Portfolio Holder for People and Places	Joint Head of Housing and Community Safety	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Fleet Vehicle Replacements	Executive	21 st May 2018	Report of Councillor B.R. Murray-Carr – Portfolio Holder for Community Safety and Street Services	Joint Head of Streetscene	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
Trade Union Negotiations – Update	Executive	21 st May 2018	Report of Councillor A Syrett - Leader of the Council, Portfolio Holder for Strategic Planning and Regeneration	Chief Executive Officer	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Exempt – Paragraph 3
Interim Support to the Community and Voluntary Sector in Bolsover District	Executive	23 rd April 2018	Report of Councillor M. Dooley – Deputy Leader and Portfolio Holder for People and Places	Chief Executive's and Partnership Manager	Yes – affects all wards in the District	Exempt Paragraph 3

SCHEDULE

SCHEDULE 12A

ACCESS TO INFORMATION: EXEMPT INFORMATION

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Bolsover District Council

Growth Scrutiny Committee

2nd May 2018

**Corporate Plan Targets Performance Update – January to March 2018
(Q4 – 2017/18)**

Report of the Information, Engagement & Performance Manager

This report is public

Purpose of the Report

- To report the quarter 4 outturns for the Corporate Plan 2015-2019 targets.

1 Report Details

1.1 The attached contains the performance outturn for targets which sit under the 'unlocking our growth potential' aim as of 31st March 2018. (Information compiled on 20/04/2018)

1.2 A summary is provided below:

1.3 Unlocking our Growth Potential

- 14 targets in total (3 targets achieved previously – G02, G04 and G14)
- 9 targets on track with **G08** and **G13** achieving their annual
- 2 targets are overdue:
 - G06 - *Undertake statutory public consultation on the Local Plan (Strategic Policies and Site Allocations) in line with the adopted Local Development Scheme timetable by July 2017.*
 - G07 - *Submit Local Plan (Strategic Policies and Site Allocations) for examination by the Planning Inspectorate by November 2017.*

A recommendation will be made to Executive on 21st May 2018 to extend these targets to 30/06/18 and 31/07/18 respectively to reflect the agreed timetable for the Local Development Scheme at Planning Committee.

2 Conclusions and Reasons for Recommendation

2.1 Out of the 14 targets 9 are on track, 2 are overdue and 3 have been achieved (previously).

2.2 This is an information report to keep Members informed of progress against the corporate plan targets noting achievements and any areas of concern.

3 Consultation and Equality Impact

3.1 Not applicable to this report as consultation was carried out on the original Corporate Plan.

4 Alternative Options and Reasons for Rejection

4.1 Not applicable to this report as providing an overview of performance against agreed targets.

5 Implications

5.1 Finance and Risk Implications

No finance or risk implications within this performance report.

5.2 Legal Implications including Data Protection

No legal implications within this performance report.

5.3 Human Resources Implications

No human resource implications within this performance report.

6 Recommendations

6.1 That progress against the Corporate Plan 2015-2019 targets be noted.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	Not applicable
Links to Corporate Plan priorities or Policy Framework	Links to all Corporate Plan 2015-2019 aims and priorities

8 Document Information

Appendix No	Title
1.	Corporate Plan Performance Update – Q4 Jan to Mar 2018
Background Papers	
All details on PERFORM system	
Report Author	Contact Number
Kath Drury, Information, Engagement and Performance Manager	01246 242280

Bolsover District Council
Corporate Plan Targets Update – Q4 January to March 2018

Status key

	On Track	The target is progressing well against the intended outcomes and intended date.
	Overdue	The target has passed its due date for completion.

Aim – Unlocking our Growth Potential

Key Corporate Target	Directorate	Status		Progress	Target Date
G 01 - Through the use of Key Account Management develop a relationship with a minimum of 50 local businesses by March 2019.	Growth	On track		Q4 - 121 Businesses engaged to date. The team has worked with a number of food & drink companies, a forest school, two education providers, a riding school, developers and a logistics company. We responded to 32 business enquiries, including 19 Business Growth Fund/LEADER grant enquiries.	Sun-31-Mar-19
G 03 - Optimise business growth (as measured by gross NNDR) by £2.5m by March 2019	Growth Operations	On track		No figure available yet as NNDR3 has not yet been prepared. Figure should be available by 30th April 2018. Due to business rate revaluation on 01/04/17 a new revised baseline for G03 has been agreed. ***Baseline: £23,476,638 Gross NNDR as at 31/03/15*** ***Baseline: £25,773,289 Gross NNDR as at 01/04/17.***	Sun-31-Mar-19
G 05 - Through the Bolsover North East Derbyshire LEADER Approach collectively support the creation of 65 sustainable jobs in the combined programme area by December 2020.	Growth	On track		Q4: BNED LEADER Approach: 7 projects have been approved, totalling £195,384.76, generating £404,543.45 match funding and creating 8 jobs. 5 of the 23 endorsed Expressions of Interest in development are from Bolsover District, totalling £285,235.60. Recently approved projects	Thu-31-Dec-20

Key Corporate Target	Directorate	Status	Progress	Target Date
			<p>include Eckington Civic Centre, P Coates Holiday Barn in Ashover and RM Wright Ltd, a farm in Upper Langwith. Two projects in Bolsover District have now been contracted to a total of £42,690.56. Flyers promoting the fund have been sent within Business Rates correspondence and drop in sessions held for interested applicants in both Districts. The Programme Team is back to full capacity following recent recruitment exercises and is working to meet the Rural Payment Agency (RPA) expectation of 50% of programme budget to be allocated by May 2018.</p>	
<p>G 06 - Undertake statutory public consultation on the Local Plan (Strategic Policies and Site Allocations) in line with the adopted Local Development Scheme timetable by July 2017.</p>	<p>Growth</p>	<p>Overdue</p>	<p>Q4 Draft Local Development Scheme (timetable) agreed for 2 week Consultation at 8th Feb Planning Committee Final timetable agreed and adopted at 14th March Planning Committee. Which is: Publication Local Plan Agreed - End of April 2018 Consultation Period - May - June 2018 Submission - 3rd week in July 2018 Hearings Commence - November 2018 Inspectors Report - July 2019 Adoption - September 2019 NB. After submission timetable is subject to the Planning Inspectorate not BDC.</p> <p>UPDATE Publication Local Plan is going to Planning Committee on 18th April to agree an extended 6 week Consultation from 2nd May to 15th June 2018</p> <p>Agreed at quarterly performance meeting to recommend to Executive an extension to 30/06/18.</p>	<p>Mon-31-Jul-17</p>

Key Corporate Target	Directorate	Status	Progress	Target Date
G 07 - Submit Local Plan (Strategic Policies and Site Allocations) for examination by the Planning Inspectorate by November 2017.	Growth	Overdue	<p>Q4 Draft Local Development Scheme (timetable) agreed for 2 week Consultation at 8th Feb Planning Committee Final timetable agreed and adopted at 14th March Planning Committee. Which is: Publication Local Plan Agreed - End of April 2018 Consultation Period - May - June 2018 Submission - 3rd week in July 2018 Hearings Commence - November 2018 Inspectors Report - July 2019 Adoption - September 2019 NB. After submission timetable is subject to the Planning Inspectorate not BDC.</p> <p>UPDATE Publication Local Plan is going to Planning Committee on 18th April to agree an extended 6 week Consultation from 2nd May to 15th June 2018 Agreed at quarterly performance meeting to recommend to Executive an extension to 31/07/18.</p>	Thu-30-Nov-17
G 08 - Process all major planning applications 10% better than the minimum for special measures per annum.	Growth	On track	<p>Q4 100% - 8 out of 8 applications for major development determined within statutory deadline or agreed extension of time</p> <p>2017/18 - 100% (32 out of 32 applications for major development determined within statutory deadline or agreed extension of time)</p>	Sun-31-Mar-19
G 09 - Deliver a minimum of 100 new Council properties by March 2019.	Operations	On track	<p>Q4: Fir Close Shirebrook (8 units) work completed. Derwent Drive, Tibshelf work completed (12 units) and Hilltop Avenue Shirebrook (37 units) work started. Phase 2 properties, mainly new sites around Pinxton and South Normanton started March 2018. Agreed to purchase 13 properties in</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status	Progress	Target Date
			<p>Bolsover from a developer.</p> <p>Blackwell Hotel site (6 units) and Rogers Avenue (7 units) completed previously.</p> <p>Total B @ Home properties in progress is 92 plus purchased one former RTB property. Also considering purchasing S.106 Units from developer.</p> <p>Outline plans for Stage 2 have been reported to Members.</p> <p>To date – 33 units completed</p>	
G 10 - Enable the development of at least 1,000 new residential properties within the district by March 2019.	Growth	On track	<p>Q4 - This is an annual figure and has not yet been collated however we are on track to exceed the target of 1000 homes by 2019. Data expected Q1 2018/19.</p>	Sun-31-Mar-19
G 11 - Through a programme of targeted refurbishment bring 15 empty private sector properties back into use per annum.	Growth	On track	<p>Q4 - Action Housing have completed work at The Station Hotel (Creswell) and are in the process of advertising the 15 flats through the Council's waiting list. They are also in the process of purchasing The Miners Welfare in Creswell, which will be converted into 11 flats by the end of this year.</p> <p>An Enforced Sale procedure has been drafted and is awaiting approval, once approved, the Council will use this as a guide when taking action against properties where a debt is owed and the property is causing a nuisance.</p> <p>A Landlord event is being held on 16 May 2018, there will be a number of organisations present to offer guidance and support to private landlords and empty property owners. There will also be a number of presentations to offer owners of empty properties, advice and options on how they can</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status	Progress	Target Date
			<p>bring their property back into use.</p> <p>Empty property owners now have the option of advertising their property on the Council website for sale or for rent, this is a free service to encourage owners to bring their properties back into use. The service has been promoted through the website and 'In Touch' and there have been a number of enquiries in relation to the scheme.</p> <p>2017/18 - 6 empty properties have been converted to 28 habitable dwellings.</p>	
G 12 - Achieve an increase of £850,000 in additional New Homes Bonus from the government by March 2019.	Growth	On track	<p>Q4 - £191,202 is the additional amount of NHB being received in 2017/18</p> <p>Actuals 2015/16 = £285,730 2016/17= £257,091 2017/18 = £191,202 Total for corporate plan period to date = £734,023</p> <p>The predicted NHB for 2018/19 is £246,690 making a cumulative figure of £980,713</p>	Sun-31-Mar-19
G 13 - Work with partners to deliver an average of 20 units of affordable homes each year.	Growth	On track	<p>Q4 The target of 20 properties has been exceeded and we have delivered 54 affordable properties within the district. 26 properties through the B@Homes programme and 28 through Action Housing and its empty property programme</p> <p>2017/18 – 54 Units completed - Achieved</p>	Sun-31-Mar-19

Growth Scrutiny Committee

Work Programme 2017/18

Vision: To enhance and improve the wealth profile, well-being and quality of life for the communities of Bolsover District

Corporate Aim: Unlocking our Growth Potential

Date of Meeting	Items		Lead Officer	Notes
14 th June 2017	Part A - Formal	<ul style="list-style-type: none"> Setting the work plan 	Scrutiny Officer	
26 th July 2017	Part A - Formal	<ul style="list-style-type: none"> Quarter 1 – Performance Update 	Kath Drury, Information, Engagement and Performance Manager	
		<ul style="list-style-type: none"> Planning for the future – growth in Bolsover District 	Portfolio Holder – Efficiency & Business Development	
		<ul style="list-style-type: none"> Website Demonstration 	Scott Chambers, Communications and Marketing Manager	
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny Officer	
20 th September 2017	Part A - Formal	<ul style="list-style-type: none"> BDC Website – to receive an explanation for the delay in data being available for the new website, resulting in delays to the launch. 	James Arnold – Assistant Director, Planning and Environmental Health	
		<ul style="list-style-type: none"> Concerns regarding an extension to the target date for the Local Plan submission and the consequences to the authority of an extension 	James Arnold – Assistant Director, Planning and Environmental Health	
		<ul style="list-style-type: none"> Agreement of Review Scope 	Scrutiny Officer (Acting)	
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny Officer (Acting)	

Date of Meeting	Items		Lead Officer	Notes
18th October 2017	Part A - Formal	<ul style="list-style-type: none"> • Planning for the future – Growth in Bolsover District. Discussion with the Leader 	Leader – Strategic Planning and Regeneration	
		<ul style="list-style-type: none"> • Business Growth update 		
	Part B - Informal	<ul style="list-style-type: none"> • Review work 	Scrutiny Officer (Acting)	Tourism – what BDC is doing?
15th November 2017	Part A - Formal	<ul style="list-style-type: none"> • Quarter 2 – Performance Update 	Kath Drury, Information, Engagement and Performance Manager	
		<ul style="list-style-type: none"> • Growth Performance Indicators 	Kath Drury, Information, Engagement and Performance Manager	
		<ul style="list-style-type: none"> • Quarterly Growth Update 	Dan Swaine, CEO	
		<ul style="list-style-type: none"> • High Street Regeneration update 	Cllr Fritchley	
	Part B – Informal	<ul style="list-style-type: none"> • Review Work 	Scrutiny Officer (Acting)	
13th December 2017	Part B – Informal	<ul style="list-style-type: none"> • Review Work 	Scrutiny Officer (Acting)	
3rd January 2018	Part A - Formal	<ul style="list-style-type: none"> • Update on BDC Business Website 	Scott Chambers, Communications Manager	
	Part B - Informal	<ul style="list-style-type: none"> • Review work 	Scrutiny Officer (Acting)	
31st January 2018	Part A - Formal	<ul style="list-style-type: none"> • Update on mapping of garage and industrial sites 	Grant Galloway, JAD Property & Estates	
	Part B - Informal	<ul style="list-style-type: none"> • Review work 	Scrutiny & Elections Officer	
28th February 2018	Part A - Formal	<ul style="list-style-type: none"> • Quarter 3 – Performance Update 	Kath Drury, Information, Engagement and Performance Manager	
		<ul style="list-style-type: none"> • Committee Work Programme 	Scrutiny & Elections Officer	
	Part B – Informal	<ul style="list-style-type: none"> • Review Work 	Scrutiny & Elections Officer	

Date of Meeting	Items		Lead Officer	Notes
4 th April 2018	Part A - Formal	• Draft Enforced Sale Procedure	Thomas Evans, Joint Empty Property Officer	
		• Committee Work Programme	Scrutiny & Elections Officer	
	Part B - Informal	• Review Work – Analysis of evidence to date; EM Network Information Request; Draft Report	Scrutiny & Elections Officer	
2 nd May 2018	Part A - Formal	• Quarter 4 – Performance Update	Kath Drury, Information, Engagement and Performance Manager	
		• Committee Work Programme	Scrutiny & Elections Officer	
	Part B – Informal	• Conference Feedback (verbal) • Review of Income Generation (Draft report)	Scrutiny & Elections Officer	

Growth Scrutiny Committee Membership (10 Members)	Document Status
Councillors: T. Alexander, A. Anderson, P. Barnes, G. Buxton, J. Clifton, T Connerton, M. Dixey, P Smith, S. Statter, & J Wilson	v2. 11.10.17 LC v.3 15.12.17 LC v.4 12.01.18 LC v190218 v230318 v020518

Future items for 2018/19:

- Review of Income Generation – Final Report
- Quarterly Performance Reports
- Growth Strategy Update (Q3 and Q4 2017/18)
- Growth Strategy Update (Q1 and Q2 2018/19)
- Growth Strategy Update (Q3 and Q4 2018/19)
- Growth Performance Indicators (Q3 and Q4 2017/18)
- Growth Performance Indicators (Q1 and Q2 2018/19)
- Growth Performance Indicators (Q3 and Q4 2018/19)