

TIMETABLE FOR POLICY AND RESOURCES SCRUTINY REPORTS

Deadline for Reports to be included in SMT Agenda	Reports to be presented to SMT for Approval	Chair & Vice Chair Meeting	Deadline (12noon) Reports to Cttee Services	Scrutiny Meeting	TOPIC	RESPONSIBILITY	CMT Requirement/ Date (prior to Scrutiny date)	MIG Requirement/ Date	CABINET/ COUNCIL Requirement/ Date (after Scrutiny date)
2013									
	10/12		06/01	21/01	Notice of Motion – Helium Balloons	Colin Jones	09/01		Council 28/01
	10/12		06/01	21/01	Notice of Motion – Payday Loans	Stephen Harris	09/01		Council 28/01
	10/12		06/01	21/01	Outline of a Model for Increasing Affordable Housing Provision	Tim Broadhurst	09/01		Cabinet 22/01
			06/01	21/01	Housing Revenue Account Charges - 2014/15	Shaun Couzens	09/01		Cabinet 05/02
			06/01	21/01	Treasury Management Annual Strategy, Capital Finance Prudential Indicators and Minimum Revenue Provision Policy for 2014/15	Stephen Harris	09/01		Cabinet 05/02 and Council 26/02
					Whole-Authority Revenue Budget Monitoring Report 2013/14	Stephen Harris	09/01		Cabinet 29/01
	n/a		06/01	21/01	Improvement Objective (IO2) - Quarter 1 & Quarter 2 Update <i>Improve job opportunities by implementing the Council's Passport Scheme</i>	Elizabeth Rogers			

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2013									
	n/a		06/01	21/01	Improvement Objective (IO5) - Quarter 1 and Quarter 2 Update <i>Investment in Council homes to transform lives and communities (WHQS)</i>	Phil Davy			
	n/a		06/01	21/01	Improvement Objective (IO6) - Quarter 1 and Quarter 2 Update <i>Improve the availability of private and public sector housing to reduce the number of residents who may become homeless.</i>	Shaun Couzens			
	n/a		06/01	21/01	For information Corporate Services and Misc Finance 2013/14 Revenue Budget Monitoring Report (Period 7) Discretionary Rate Relief Applications 2013/14 Capital Budget Monitoring Report (Period 7) Whole-Authority Mileage and Expenses Expenditure 2012-13 Forward Work Programme Minutes: Caerphilly Homes Task Group (WHQS) Corporate Health and Safety Committee	Stephen Harris John Carpenter Stephen Harris Gareth Hardacre Jonathan Jones Jonathan Jones			
	n/a		17/02	04/03	For information Treasury Management and Prudential Indicator Monitoring Report – Quarter 3	Stephen R Harris			

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2013									
					Minutes: Caerphilly Local Service Board				
			31/03	15/04	Progress Update – Information Governance	Joanne Jones			
			31/03	15/04	Private Sector Housing Renewal Strategy	Shaun Couzens			
			31/03	15/04	For information Write Off of Debts	Stephen R Harris			