

<b>AREA OF REVIEW</b>	<b>DETAILS/COMMENTS</b>
<b>Title of Study</b> (name of Working Group)	Section 106 Working Group
<b>Appointing Panel</b>	Overview and Scrutiny (Service Support) Panel
<b>Members Assigned</b> (including date Working Group appointed)	Councillors P J Downes, D Harty, M F Newman and R G Tuplin  Appointed by Panel on 12 <sup>th</sup> February 2008.
<b>Possible Co-Options to the Group</b>	N/A
<b>Interests Declared</b>	None received.
<b>Rapporteur</b>	To be established at the first meeting of the Group
<b>Officer Support</b>	Mr Roy Reeves – Head of Administration, HDC Miss Natalie Giles – Trainee Democratic Services, HDC Mr Andy Moffat – Development Control Manager, HDC Mr Colin Meadowcroft – Head of Legal and Estates Legal, HDC
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	To investigate the current Section 106 Agreement mechanism for the negotiation of agreements and distribution of money received.
<b>Rationale</b> (key issues and/or reason for conducting a study)	Arising from Cycling Working Group study – hard to trace audit of money spent by different authorities.
<b>Terms of Reference</b>	Section 106 Agreements monitoring reports Other sources to be agreed at the first meeting of the Group.
<b>Links to Council Policies/Strategies</b>	Links to the Council aims of Improving our Systems and Practices and Maintaining Sound Finances.

<b>ACTION BY WORKING GROUP</b>	
<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	To be established at the first meeting of the Group
<b>External/Specialist Support</b>	N/A
<b>Existing Documentation</b>	Current monitoring reports Report of the Cycling Working Group ~ Feb 2008
<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research, etc)	Most of the evidence will be obtained by the Democratic Services Team together with information from Operational Services Directorate.
<b>Reference Sites</b>	To be established
<b>Investigations</b>	To be agreed at the first meeting of the Working Group
<b>Witnesses</b>	To be agreed at the first meeting of the Working Group

<b>Site Visits (if necessary)</b> (where and when)	N/A
<b>Meetings of the Working Group</b>	To be confirmed ~ March / April 2008
<b>Costs</b> (resource requirements, additional expenditure, time)	Officer time ~ both to provide support and to conduct research.  No other external costs identified to date.
<b>Possible Barriers to the Study</b> (potential weaknesses)	None identified.
<b>Projected Timescale</b> (Start and end times)	Start ~ 12 <sup>th</sup> February 2008