

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Section 106 Working Group
Appointing Panel	Overview and Scrutiny (Service Support) Panel
Members Assigned (including date Working Group appointed)	Councillors P J Downes, D Harty, M F Newman and R G Tuplin Appointed by Panel on 12 th February 2008.
Possible Co-Options to the Group	N/A
Interests Declared	None received.
Rapporteur	To be established at the first meeting of the Group
Officer Support	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
Purpose of Study / Objective (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.
Rationale (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.
Terms of Reference	Section 106 Agreements monitoring reports Other sources to be agreed at the first meeting of the Group.
Links to Council Policies/Strategies	Links to the Council aims of Improving our Systems and Practices and Maintaining Sound Finances.

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	To be established at the first meeting of the Group
External/Specialist Support	N/A
Existing Documentation	Current monitoring reports Report of the Cycling Working Group ~ Feb 2008
Evidence to be Obtained (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.
Reference Sites	To be established
Investigations	To be agreed at the first meeting of the Working Group
Witnesses	To be agreed at the first meeting of the Working Group

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