

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Maximising Income Generation
Appointing Panel	Overview and Scrutiny (Service Support)
Members Assigned (including date Working Group appointed)	Councillors P J Downes, L W McGuire and R J West. Appointed 9 th September 2008.
Possible Co-Options to the Group	N/A
Interests Declared	None declared.
Rapporteur	Councillor L W McGuire
Officer Support	Mr Roy Reeves, Head of Administration Mrs Claire Bulman, Democratic Services Officer Mr S Couper, Head of Financial Services Mr D Harwood, Audit & Risk Manager Mr H Thackray, Policy & Strategic Services Manager Ms K Shaw, External Funding Officer
Purpose of Study / Objective (specify exactly what the study should achieve)	To investigate ways in which the Council could maximise its income opportunities and grant availability.
Rationale (key issues and/or reason for conducting a study)	Study suggested by Councillor P J Downes.
Terms of Reference	
Links to Council Policies/Strategies	Links to Council Aim: To maintain sound finances To maximise external funding to support & promote our objectives.

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	Information from Head of Financial Services Information from Internal Audit Service Information from Policy & Strategic Services Manager & External Funding Officer.
External/Specialist Support	N/A
Existing Documentation	Charging for Council Services – Draft Report by the Internal Audit Service Income Generation – External Grant Funding – Draft Report by the Internal Audit Service External Funding Prospects – Report by the External Funding Officer Maximising External Funding – Report by the Head of Policy & Strategic Services.
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research,	Further discussion with Head of Financial Services Further discussion with External Funding Officer. Progress on actions within Internal Audit reports.

etc)	
Reference Sites	N/A
Investigations	As outlined above.
Witnesses	Mr S Couper, Head of Financial Services Mr D Harwood, Audit & Risk Manager Mr H Thackray, Policy & Strategic Services Manager Ms K Shaw, External Funding Officer
Site Visits (if necessary) (where and when)	None currently identified.
Meetings of the Working Group	1 st December 2008 Further meeting to be held in March 2009. Date to be confirmed.
Costs (resource requirements, additional expenditure, time)	Officer time – both to provide support and conduct research
Possible Barriers to the Study (potential weaknesses)	None currently identified
Projected Timescale (Start and end times)	Start: September 2008 End: TBC