

<b>AREA OF REVIEW</b>	<b>DETAILS/COMMENTS</b>
<b>Title of Study</b> (name of Working Group)	Maximising Income Generation
<b>Appointing Panel</b>	Overview and Scrutiny (Service Support)
<b>Members Assigned</b> (including date Working Group appointed)	Councillors P J Downes, L W McGuire and R J West. Appointed 9 <sup>th</sup> September 2008.
<b>Possible Co-Options to the Group</b>	N/A
<b>Interests Declared</b>	None declared.
<b>Rapporteur</b>	Councillor L W McGuire
<b>Officer Support</b>	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
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	To investigate ways in which the Council could maximise its income opportunities and grant availability.
<b>Rationale</b> (key issues and/or reason for conducting a study)	Study suggested by Councillor P J Downes.
<b>Terms of Reference</b>	
<b>Links to Council Policies/Strategies</b>	Links to Council Aim: To maintain sound finances To maximise external funding to support & promote our objectives.

<b>ACTION BY WORKING GROUP</b>	
<b>Methodology / Approach</b> (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.
<b>External/Specialist Support</b>	N/A
<b>Existing Documentation</b>	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.
<b>Evidence to be Obtained</b> (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)	
<b>Reference Sites</b>	N/A
<b>Investigations</b>	As outlined above.
<b>Witnesses</b>	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
<b>Site Visits (if necessary)</b> (where and when)	None currently identified.
<b>Meetings of the Working Group</b>	1 <sup>st</sup> December 2008 Further meeting to be held on 11 <sup>th</sup> March 2009.
<b>Costs</b> (resource requirements, additional expenditure, time)	Officer time – both to provide support and conduct research
<b>Possible Barriers to the Study</b> (potential weaknesses)	None currently identified
<b>Projected Timescale</b> (Start and end times)	Start: September 2008 End: TBC