

**BABERGH DISTRICT COUNCIL**

**FROM:** Director of Corporate Services

**REPORT NUMBER:** **J46**

**TO:** **OVERVIEW AND SCRUTINY  
(STEWARDSHIP) COMMITTEE**

**DATE OF MEETING:** 23 June 2009

**WORK PLAN FOR 2009/10**

**DATE OF COMMITTEE – 11 AUGUST 2009**

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Annual Monitoring of Formal Complaints	To monitor and review all formal complaints	Decision	Andrew Hunkin
Service Standards	To monitor performance against these	Decision	Bob Southgate
Performance Management Framework	(a) To receive the 2009/10 Quarter 1 report on finance and performance monitoring (b) Quarterly monitoring of Significant Business Risks	To be determined	Andrew Hunkin/ Barry Hunter
Business Continuity Action Plan	To receive an update on progress	Decision	Andrew Hunkin
Staffing Levels and Salary Costs	To consider report of the HR Panel	Decision	HR Panel
The Council's process for dealing with petitions	To review process	To be determined	Ray Amesbury
The Council's Annual Report for 2008/09	To consider draft Annual Report	Decision	Andrew Hunkin/ Barry Hunter
Corporate Improvement Plan (Use of Resources, Governance, etc)	To consider a draft Improvement Plan	Recommendation	Barry Huner/ Andrew Hunkin

**DATE OF COMMITTEE – 22 SEPTEMBER 2009**

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
External Audit Annual Governance Report	To consider findings	To be determined	Barry Hunter

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Annual Report – Capital and Asset Management Strategy	To consider findings and future plans	Decision	Barry Hunter/ Ryan Jones
Performance Management Framework	To receive reports on finance and performance variances identified in Quarter 2	To be determined	Andrew Hunkin/ Barry Hunter
Report from Programme Board	Overview of progress on current major projects and programmes	To be determined	Ryan Jones

**DATE OF COMMITTEE – 17 NOVEMBER 2009**

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Significant Business Risks Refresh	To consider the latest risks facing the Council	Recommendation to Strategy	Barry Hunter
Diversity and Equalities	To review progress on the Action Plan	Decision	Mike Hammond/ Andrew Hunkin
Performance Management Framework	(a) To receive the Quarter 3 report on finance and performance monitoring (b) Quarterly monitoring of Significant Business Risks	To be determined	Andrew Hunkin/ Barry Hunter
One Year Delivery Plan 2009/10	To review progress on actions	To be determined	Mike Hammond/ Andrew Hunkin
Interim Internal Audit Report	To consider current position	Decision	Barry Hunter

**DATE OF COMMITTEE – 8 DECEMBER 2009**  
**JOINT MEETING WITH OVERVIEW AND SCRUTINY**  
**(COMMUNITY SERVICES) COMMITTEE (IF REQUIRED)**

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Report of the Strategic Financial Planning Task Group	To consider the Group's recommendations	To be determined	Barry Hunter

**DATE OF COMMITTEE – 26 JANUARY 2010**

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Budget Scrutiny	To scrutinise draft budgets for 2010/11	Recommendation to Strategy	Barry Hunter
Statutory National Indicators	To note position	Decision	Andrew Hunkin
Use of Resources Assessment	To consider report from external auditors	Decision	Barry Hunter
Performance Management Framework	To receive reports on finance and performance variances identified in Quarter 3	To be determined	Andrew Hunkin/ Barry Hunter
Performance Management – Target Setting 2010/11	To consider proposed approach	Decision	Andrew Hunkin

**DATE OF COMMITTEE – 23 MARCH 2010**

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Internal Audit Work Programme 2010/11	To consider proposed work programme	Decision	Barry Hunter
2010/11 Targets	To set PI targets	Recommendation to Strategy	Andrew Hunkin
Annual Report	To consider draft Annual Report for 2009/10	Recommendation to Council	Steve Ellwood/ Karen Sayer
Performance Management Framework	(a) To receive the Quarter 4 report on finance and performance monitoring (b) Quarterly monitoring of Significant Business Risks	To be determined	Andrew Hunkin/ Barry Hunter

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