

BABERGH DISTRICT COUNCIL

FROM: : Head of Corporate Services

REPORT NUMBER **F128**

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

DATE OF MEETING 28 November 2006

WORK PLAN FOR 2006/07

DATE OF COMMITTEE – 11 DECEMBER 2006
JOINT MEETING WITH OVERVIEW AND SCRUTINY
(COMMUNITY SERVICES) COMMITTEE

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Report of the Service and Financial Planning Group	To consider the Group's recommendations	To be determined	Helen Style/ Barry Hunter
Review of Call-In Procedures	Further consideration of issues relating to Process/Criteria/Constitution	Recommendation to Council	Helen Style

DATE OF COMMITTEE – 30 JANUARY 2007

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Budget Scrutiny	To scrutinise draft budgets for 2007/08	Recommendation to Strategy	Barry Hunter
Capital Programme Monitoring	To note position	To be determined	Barry Hunter/ Ryan Jones
Finance and Performance Management – Quarterly Monitoring	To note position	To be determined	Barry Hunter/ Andrew Hunkin
Risk Management Update	To monitor the current position	Recommendation to Strategy and Council	Barry Hunter
Document retention and disposal policy	To review the effectiveness and application of the policy	To be determined	Barry Hunter
Corporate Plan Scrutiny	To scrutinise draft revised Corporate Plan for 2007/11	Recommendation to Strategy	Andrew Hunkin

Evaluation of Strategic Partnerships	To consider an evaluation of the Council's strategic partnerships	Recommendation to Strategy	Andrew Hunkin
National Performance Indicator Comparisons 2005/06	To note position	Decision	Andrew Hunkin
Land Charges – Quarterly Report	Update	To be determined	Andrew Hunkin
Review on Informing Members of issues raised within their wards and dealing with Member complaints	To agree proposed procedure	To be determined	Andrew Hunkin
Benefits Service – Quarterly Report	Update on performance and development	To be determined	Bob Southgate

DATE OF COMMITTEE – 20 MARCH 2007

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Internal Audit Work Programme 2007/08	To consider proposed internal audit work programme for the next financial year	Decision	Barry Hunter
Improving Use of Resources	To consider the results of the 2006 Audit Commission assessment and any further strengthening of the Council's arrangements that are appropriate.	To be determined	Barry Hunter
Performance Management – Quarterly Report	Update on 2006/07 Performance Indicators	Decision	Andrew Hunkin
Benefits Service Quarterly Report	Update on performance and development	To be determined	Bob Southgate
Annual Report	To consider draft Annual Report for 2006/07	Recommendation to Council	Andrew Hunkin
Report on average number of days sick per member of staff	To note the position, sickness management current practice, best practice and any amendments proposed to the Council's sickness management scheme	To be determined	Andrew Hunkin (with the HR Panel)

OTHER TOPICS IDENTIFIED FOR FUTURE MEETINGS

Topic	Lead Officer	Proposed Committee Date
Risk Management Update	Barry Hunter	May or July 2007
Internal Audit – progress on outstanding actions in relation to key areas where weaknesses identified	Barry Hunter	To be determined
Follow-up actions arising from Council’s decisions on the items deferred from the Review of the Constitution (meeting held 23 February 2006)	Andrew Hunkin	To be determined

CONTACT: Linda Pattle

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ITEMS IDENTIFIED ON WORK PLAN FOR STRATEGY COMMITTEE WHICH FALL WITHIN TERMS OF REFERENCE OF OVERVIEW AND SCRUTINY (STEWARDSHIP) COMMITTEE**DATE OF COMMITTEE – 11 JANUARY 2007**

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
2007/11 Draft Corporate Plan	To consider draft Corporate Plan	Decision	Andrew Hunkin
Draft budget proposals 2007/08	To approve the draft General Fund and HRA budgets and Council Tax	Decision	Barry Hunter
Pension Fund	Interim Update	Decision	Barry Hunter
Procurement Plan	To consider a report by the Procurement Task Group	Decision	Barry Hunter
Capital Programme 2006/07	To commit uncommitted schemes	Decision	Ryan Jones
Review on informing Members of issues arising in their wards and dealing with Members' complaints	Results of review carried out by Overview and Scrutiny (Stewardship) Committee	To be determined	Andrew Hunkin
Risk Management Update	To monitor the current position	Recommendation	Barry Hunter

DATE OF COMMITTEE – 8 FEBRUARY 2007

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
2007/11 Final Corporate Plan	To approve the Corporate Plan	Recommendation	Andrew Hunkin
Final Budget Proposals 2007/08	To approve final proposals	Recommendation	Barry Hunter
Capital Programme 2006/07	To commit uncommitted schemes	Decision	Ryan Jones
Evaluation of Strategic Partnerships	To consider an evaluation of the Council's strategic partnerships	Decision	Andrew Hunkin

DATE OF COMMITTEE – 8 MARCH 2007

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
CAST	Update	Recommendation	John Raine
E-Government Steering Group Report	Update	Recommendation	John Raine
Capital Programme 2006/07	To commit uncommitted schemes	Decision	Ryan Jones

TOPICS IDENTIFIED FOR FUTURE MEETINGS

TOPIC	LEAD OFFICER	PROPOSED COMMITTEE DATE
e-Government Policy including CAST	John Raine	As and when required
Reps on outside bodies LGARC & SPARSE; EERA	Relevant Member	Timely/annual
Re-organisation of local government	Pat Rockall	To be determined
CPA Improvement Plan	Andrew Hunkin	To be determined