

BABERGH DISTRICT COUNCIL

FROM: Head of Corporate Services

REPORT NUMBER

G49

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

DATE OF MEETING 17 July 2007

WORK PLAN FOR 2007/08

DATE OF COMMITTEE – 29 AUGUST 2007

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Revenue and Capital Budget Management	To consider this in more detail.	To be determined	Barry Hunter/ Ryan Jones
Finance, Risk and Performance Management – quarterly report	To note update on 2007/08 budget and performance	Key budget and performance variances to be reported to Strategy	Andrew Hunkin/ Barry Hunter
Managing Significant Business Risks	To monitor the current position	Recommendation to Strategy and Council	Barry Hunter
Annual Monitoring of Complaints	To monitor and review all formal complaints	Decision	Andrew Hunkin
Review on informing Members of issues arising in their Wards and dealing with Members' and residents' complaints	To agree proposed procedure	To be determined	Andrew Hunkin
User Satisfaction	To note outcome of 2006/07 User Satisfaction exercise and consider appropriate actions	To be determined	Andrew Hunkin
Monitoring the CPA Improvement Plan 2006/07	Final update on 2006/07 Plan	Decision	Andrew Hunkin

DATE OF COMMITTEE – 9 OCTOBER 2007

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Monitoring the CPA Improvement Plan 2007/08	To monitor the current position	Decision	Andrew Hunkin

DATE OF COMMITTEE – 27 NOVEMBER 2007

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Quarterly Report - Finance, Risk and Performance Management	To note update on 2007/08 budget and performance	Decision	Andrew Hunkin/ Barry Hunter
Use of Resources Assessment 2007	To note position and progress towards 2008 Assessment (plus consideration of Level 4 requirements)	To be determined	Barry Hunter

DATE OF COMMITTEE – 11 DECEMBER 2007
JOINT MEETING WITH OVERVIEW AND SCRUTINY
(COMMUNITY SERVICES) COMMITTEE (IF REQUIRED)

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

DATE OF COMMITTEE – 29 JANUARY 2008

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Budget Scrutiny	To scrutinise draft budgets for 2008/09	Recommendation to Strategy	Barry Hunter
Corporate Plan Scrutiny	To scrutinise draft revised Corporate Plan for 2008/12	Recommendation to Strategy	Andrew Hunkin
Quarterly Report - Finance, Risk and Performance Management	To note update on 2007/08 budget and performance	Decision	Andrew Hunkin/ Barry Hunter
National Performance Indicator Comparisons 2006/07	To note position	Decision	Andrew Hunkin
Review of Call-In Procedures	To review new Call-In procedures implemented 19/12/06	To be determined	Andrew Hunkin

DATE OF COMMITTEE – 18 MARCH 2008

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Internal Audit Work Programme 2008/09	To consider proposed internal audit work programme for the next financial year	Decision	Barry Hunter
Annual Report	To consider draft Annual Report for 2007/08	Recommendation to Council	Andrew Hunkin

OTHER TOPICS IDENTIFIED FOR FUTURE MEETINGS

Topic	Lead Officer	Proposed Committee Date
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
Local Government Finance Act 1988 Review of Council's Rate Relief Policy and the impact within communities	Bob Southgate	2007
Report listing topics outside the scope of the CAST Programme where it is felt business process engineering benefits/efficiency gains will result in better performance or improved service	Bob Southgate	To be determined
Review of Strategic Charging Policy (SFP Group)	Barry Hunter	To be determined
Annual Internal Audit Report 2007/08, including work on CAST	Barry Hunter	July 2008

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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 – 16 AUGUST 2007

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Capital Programme 2007/08	To commit uncommitted schemes	Decision	Ryan Jones

DATE OF COMMITTEE – 27 SEPTEMBER 2007

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Capital Programme 2007/08	To commit uncommitted schemes	Decision	Ryan Jones
CAST progress update	Report from CAST Board	To be determined	Bob Southgate
Asset Management Plan	To consider a new asset management plan	Decision	Ryan Jones/ Barry Hunter
Managing Significant Business Risks	To monitor the current position	Decision	Barry Hunter
Review on informing Members of issues arising in their Wards and dealing with Members' and residents' complaints	To agree proposed procedure	To be determined	Andrew Hunkin
Review of Service Standards	To approve the Council's service standards	Decision	Andrew Hunkin

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
User Satisfaction	To note outcome of 2006/07 user satisfaction exercise and to consider appropriate actions.	Decision	Andrew Hunkin
Report of Information Management Task Group	Report on progress on moving forward the information management agenda for Babergh	To be determined	Helen Style

DATE OF COMMITTEE – 15 NOVEMBER 2007

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Capital Programme 2007/08	To commit uncommitted schemes	Decision	Ryan Jones

DATE OF COMMITTEE – 10 JANUARY 2008

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
2008/12 draft Corporate Plan	To consider draft Corporate Plan	Decision	Andrew Hunkin
Draft Budget proposals 2008/09	To approve the draft General Fund and HRA budgets and Council Tax	Decision	Barry Hunter
Capital Programme 2007/08	To commit uncommitted schemes	Decision	Ryan Jones

DATE OF COMMITTEE – 7 FEBRUARY 2008

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
2008/12 Final Corporate Plan	To approve the Corporate Plan	Recommendation	Andrew Hunkin
Final Budget Proposals 2008/09	To approve final proposals	Recommendation	Helen Style
Capital Programme 2007/08	To commit uncommitted schemes	Decision	Ryan Jones

DATE OF COMMITTEE – 6 MARCH 2008

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Capital Programme 2007/08	To commit uncommitted schemes	Decision	Ryan Jones
CAST progress update	Report from CAST Board	To be determined	Bob Southgate
Report of Information Management Task Group	Report on progress on moving forward the information management agenda for Babergh	To be determined	Helen Style

TOPICS IDENTIFIED FOR FUTURE MEETINGS

TOPIC	LEAD OFFICER	PROPOSED COMMITTEE DATE
e-Government Policy including CAST		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
Business Rates Growth Incentive Scheme (LABGI)	Barry Hunter	To be determined
Evaluation of Strategic Partnerships	Andrew Hunkin	To be determined
Disposal of land at Sudbury	Steve Ellwood	To be determined