

BABERGH DISTRICT COUNCIL

FROM: : Head of Legal and Administrative Services

REPORT NUMBER **E53**

TO: OVERVIEW AND SCRUTINY (STEWARDSHIP) COMMITTEE

DATE OF MEETING 5 July 2005

WORK PLAN

DATE OF COMMITTEE – 16 AUGUST 2005
PERFORMANCE MANAGEMENT

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Revenue budget monitoring	To consider position and any necessary action.	To be determined	Barry Hunter
Capital programme monitoring	To consider position and any necessary action.	To be determined	Barry Hunter/Ryan Jones
Review of Performance Management system	To consider reviewed Performance Management system	Decision	Andrew Hunkin
Performance Management – quarterly report	Update on 2005/06 BV Performance Indicators and Service Plan targets	Decision	Andrew Hunkin
Benefits Service – Quarterly Report	Update on performance and development – including full service plan	To be determined	Bob Southgate
Audit and Inspection Plan 2005/06	Report on fee negotiations with Audit Commission	To be determined	Geoff Kistner

DATE OF COMMITTEE – 27 SEPTEMBER 2005

PERFORMANCE MANAGEMENT

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Annual Monitoring of Complaints	To monitor and review all formal complaints	Decision	Andrew Hunkin
Benefits Service - Quarterly Report	Update on performance and development	To be determined	Bob Southgate

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Land Charges – Quarterly Report	Update	To be determined	Head of Legal & Administrative Services

DATE OF COMMITTEE – 22 NOVEMBER 2005

PERFORMANCE MANAGEMENT

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Revenue budget monitoring	To consider position and any necessary action	To be determined	Barry Hunter
Capital Programme Monitoring	To consider position and any necessary action	To be determined	Barry Hunter/Ryan Jones
Monitoring the CPA Improvement Plan	To review progress and recommend any remedial action	Recommendation to Strategy	Andrew Hunkin
Service Standards	To consider the standards recommended for the Council's services	Recommendation to Strategy	Dawn Williams
Performance Management – Quarterly Report	Update on 2005/06 BV Performance Indicators and Service Plan targets	Decision	Andrew Hunkin
Benefits Service Quarterly Report	Update on performance and development	To be determined	Bob Southgate

DATE OF COMMITTEE –12 DECEMBER 2005

JOINT MEETING WITH OVERVIEW & SCRUTINY (COMMUNITY SERVICES) COMMITTEE

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Report of Service and Financial Planning Group	To consider the Group's recommendations	To be determined	Geoff Kistner

DATE OF COMMITTEE – 31 JANUARY 2006

BUDGET AND CORPORATE PLAN REVIEW

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Budget Scrutiny	To scrutinise draft budgets for 2006/07	Recommendation to Strategy	Geoff Kistner
Corporate Plan Scrutiny	To scrutinise draft revised Corporate Plan for 2006/07	Recommendation to Strategy	Andrew Hunkin

PERFORMANCE MANAGEMENT

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Revenue Budget Monitoring	To consider position and any necessary action	To be determined	Barry Hunter
Capital Programme Monitoring	To consider position and any necessary action	To be determined	Barry Hunter/Ryan Jones
Performance Management – Quarterly Report	Update on 2005/06 BV Performance Indicators and Service Plan targets	Decision	Andrew Hunkin
Benefits Service – Quarterly Report	Update on performance and development	To be determined	Bob Southgate
Land Charges – Quarterly Report	Update	To be determined	Head of Legal & Administrative Services

DATE OF COMMITTEE – 21 MARCH 2006

PERFORMANCE MANAGEMENT

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Partnership evaluation of CEP Area Forum	To consider an evaluation of the CEP Area Forum trial	Recommendation to Strategy	Andrew Hunkin
National Performance Indicator Comparisons	To note position	Decision	Andrew Hunkin
Internal Audit Work Programme 2006/07	To consider proposed internal audit work programme for the next financial year	Decision	Barry Hunter
Annual Audit and Inspection Letter 2004/05	To consider the Audit Commission's letter	To be determined	Geoff Kistner

OTHER TOPICS IDENTIFIED FOR FUTURE MEETINGS

SECURING EFFECTIVE DECISION-MAKING

Topic	Lead Officer	Proposed Committee Date
Review of revision to scheme of delegation	Head of Legal and Administrative Services	By December 2005

ACTIVE CITIZENSHIP (CORPORATE PLAN)

Topic	Lead Officer	Proposed Committee Date
Voting by post in local elections	Ray Amesbury	To be determined

MODERNISING AND TRANSFORMING THE COUNCIL'S SERVICES

Topic	Lead Officer	Proposed Committee Date
Revenues Transformation – report from Member Working Group	Bob Southgate	To be determined

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APPENDIX

ITEMS IDENTIFIED ON WORK PLAN FOR STRATEGY COMMITTEE WHICH FALL WITHIN TERMS OF REFERENCE OF OVERVIEW AND SCRUTINY (STEWARDSHIP) COMMITTEE

DATE OF COMMITTEE – 4TH AUGUST 2005

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Revised Risk Management Strategy	To approve an updated Risk Management Strategy	Decision	Barry Hunter
Capital Programme 2005/06	To commit uncommitted schemes	Decision	Ryan Jones
Youth Strategy Action Plan	To approve the Action Plan for 2005/06	Decision	Tim Mutum
CAST	Outline business case	Recommendation	John Raine
Rate Relief	Review of policy following implementation of 2005 Rating List and associated changes	Decision	Bob Southgate
Corporate Plan and Financial Strategy	To determine priorities and financial strategy	Recommendation	Andrew Hunkin

DATE OF COMMITTEE – 15TH SEPTEMBER 2005

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Capital Programme 2005/06	To commit uncommitted schemes	Decision	Ryan Jones
Procurement Action Plan			Barry Hunter

DATE OF COMMITTEE – 10th NOVEMBER 2005

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Financial Statements 2004/05	To consider the District Auditor's Report on the 2004/05 Financial Statement	Decision	Barry Hunter
Capital Programme 2005/06	To commit uncommitted schemes	Decision	Ryan Jones
Efficiency position for first six months	To review progress	Decision	Geoff Kistner
Rate Relief Rural Settlements	Annual review of rural settlement list	Decision	Bob Southgate
IEG 5 Statement	To approve Statement	Recommendation	John Raine John Raine

DATE OF COMMITTEE – 12TH JANUARY 2006

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Draft 2006/07 Corporate Plan	To approve draft Plan	Decision	Andrew Hunkin
Monitoring the CPA Improvement Plan	To review progress and approve any remedial action	To be determined	Andrew Hunkin
Procurement Action Plan	Update on progress		Barry Hunter
Capital Programme 2005/06	To commit uncommitted schemes	Decision	Ryan Jones
Pension Fund Valuation	To consider 31 March 2005 valuation	Decision	Geoff Kistner
Draft budget proposals 2006/07	To approve the draft General Fund and HRA budgets and Council Tax	Decision	Geoff Kistner
Service and Financial Planning	To consider report from Service and Financial Planning Group	To be determined	Geoff Kistner
Review of Car Allowances	To consider review by HR Panel (may be included in the Service and Financial Planning Group)	To be determined	John Raine
CAST – final recommendations	To consider final proposals for the Customer Access and Service Transformation project	To be determined	John Raine

DATE OF COMMITTEE – 9TH FEBRUARY 2006

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
2006/07 Corporate Plan	Annual review	Recommendation	Andrew Hunkin
Capital Programme 2005/06	To commit uncommitted schemes	Decision	Ryan Jones
Final budget proposals 2006/07	To approve final proposals	Recommendation	Geoff Kistner

DATE OF COMMITTEE – 9TH MARCH 2006

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Treasury Management	To consider strategy for 2006/07	To be determined	Barry Hunter
Capital Programme 2005/06 and 2006/07	To commit uncommitted schemes	Decision	Ryan Jones

TOPICS IDENTIFIED FOR FUTURE MEETINGS

TOPIC	LEAD OFFICER	PROPOSED COMMITTEE DATE
Suffolk Development Agency – Proposed Service Level Agreement	Neil Greig	To be determined
e-Government Policy including CAST	John Raine	As and when required
Reps on outside bodies LGARC & SPARSE; EERA	Relevant Member	Timely/annual
Review of revision to scheme of delegation	Head of Legal and Administrative Services	To be determined
Review of the Constitution	Head of Legal and Administrative Services	To be determined

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