

**BABERGH DISTRICT COUNCIL**

**FROM:** Director of Corporate Services

**REPORT NUMBER:** **J95**

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

**DATE OF MEETING:** 22 September 2009

**WORK PLAN FOR 2009/10**

**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
Fairness and Equal Access	To review progress on the Action Plan	Decision	Mike Hammond
Performance Management Framework	To receive the Quarter 2 report on finance and performance monitoring	To be determined	Peter Quirk/ 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
Annual Report – Capital and Asset Management Strategy	To consider findings and future plans	Decision	Barry Hunter/ Ryan Jones

**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	Peter Quirk

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
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 2	To be determined	Peter Quirk/ Barry Hunter
Performance Management – Target Setting 2010/11	To consider proposed approach	Decision	Peter Quirk
Risk Management Quarterly Monitoring Report	To provide an update on the management of significant business risks	Decision	Barry Hunter
Corporate Improvement Plan	To consider a draft Improvement Plan	Recommendation	Barry Hunter/ Andrew Hunkin
Service Standards	To monitor performance	Decision	Bob Southgate
Report from Programme Board	Overview of progress on current major projects and programmes	To be determined	Ryan Jones

**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	Peter Quirk
Annual Report	To consider draft Annual Report for 2009/10	Recommendation to Council	Steve Ellwood/ Karen Sayer
Performance Management Framework	To receive Quarter 3 report on finance and performance monitoring	To be determined	Peter Quirk/ Barry Hunter
Procurement Strategy	To review progress	Decision	Ryan Jones

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Democratic Services Officer

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**COPY OF STRATEGY COMMITTEE WORK PLAN INDICATING THE OVERVIEW AND SCRUTINY COMMITTEE WITHIN WHOSE TERMS OF REFERENCE THE ITEM FALLS**

**DATE OF COMMITTEE – 8 OCTOBER 2009**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>	<b>O&amp;S Committee</b>
Capital Programme 2009/10	To commit uncommitted schemes	Decision	Ryan Jones	S
Affordable Warmth Strategy	To produce Strategy to address the problem of Fuel Poverty	Recommendation	John Kilgannon	CS
Interim Report on SFP Process	To consider interim report	Decision	Barry Hunter	SFP Task Group
LDF – Sudbury Town Centre/Bus Station Site	To agree options for formal consultation	Decision	Rich Cooke	CS

**DATE OF COMMITTEE – 5 NOVEMBER 2009**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>	<b>O&amp;S Committee</b>
Capital Programme 2009/10	To commit uncommitted schemes	Decision	Ryan Jones	S
Rate relief Rural Settlement List	To review and approve the rural settlement list for use in 2010/11	Decision	Andrew Wilcock	S
Hadleigh Community Facilities	Legal/other issues	To be determined	Mike Hammond	CS
Conservation Area Appraisal: Lavenham	To approve and adopt CAA	Decision	Patrick Taylor	CS
Regional Spatial Strategy The Regional Plan: Babergh Response	To agree formal response to current consultation	Decision	Rich Cooke	CS
Further Interim SFP Report	To consider further interim report	Decision	SFP Task Group	S
PPS15 Consultation	To consider recommendation of Development Cttee and agree Babergh response	Decision	Nick Ward	CS

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>	<b>O&amp;S Committee</b>
Babergh's Capital Programme and Corporate Projects	To review the programme and projects after the Secretary of State has made a decision on LGR	Decision	Mike Hammond	S

**DATE OF COMMITTEE – 14 JANUARY 2010**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>	<b>O&amp;S Committee</b>
Capital Programme 2009/10	To commit uncommitted schemes	Decision	Ryan Jones	S
Draft Budget proposals 2010/11	To approve the draft General Fund and HRA budgets and Council Tax	Decision	Barry Hunter	S and CS
Significant Business Risks Refresh	To consider the latest risks facing the Council	Recommendation to Council	Barry Hunter	S
Draft Strategic Plan/One Year Delivery Plan	To consider any amendments to the Strategic Plan Progress on the 2009/10 One Year Delivery Plan and the 2010/11 Delivery Plan	Decision	Andrew Hunkin/ Mike Hammond	S and CS
Rate relief 2010 Revaluation	To consider any amendments to discretionary rate relief policy in the light of 2010 revaluation	Decision	Bob Southgate	S
The Housing Panel's Housing Review	To consider revisions to Babergh's Housing and Homelessness Strategies, including the Stock Options Appraisal issue and revisiting the 'Babergh Standard'	Decision	Chris Foti	CS
Dedham Vale AONB and Stour Valley Management Strategy	To seek adoption of the Management Plan	Decision	Peter Berry	CS
Conservation Area Appraisal: Higham	To approve and adopt CAA	Decision	Patrick Taylor	CS

**DATE OF COMMITTEE – 11 FEBRUARY 2010**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>	<b>O&amp;S Committee</b>
Capital Programme 2009/10	To commit uncommitted schemes	Decision	Ryan Jones	S
Final Strategic Plan/One Year Delivery Plan	To approve any changes to the Strategic Plan and the One Year Delivery Plan for 2010/11	Recommendation	Andrew Hunkin/ Mike Hammond	S and CS
Final Budget proposals 2010/11	To approve final proposals, including the Treasury Management Strategy	Recommendation	Barry Hunter	S and CS
LDF – Sudbury Town Centre/Bus Station Site	To agree/adopt Final SPD	Decision	Rich Cooke	CS

**DATE OF COMMITTEE – 8 APRIL 2010**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>	<b>O&amp;S Committee</b>
Capital Programme 2010/11	To commit uncommitted schemes	Decision	Ryan Jones	S
2010/11 Performance Targets	To approve the targets for 2010/11	Decision	Peter Quirk	S and CS
Conservation Area Appraisal: Kersey	To approve and adopt CAA	Decision	Patrick Taylor	CS

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