

**BABERGH DISTRICT COUNCIL**

**FROM:** : Acting Head of Legal and  
Administrative Services

**REPORT NUMBER**    **E250**

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

**DATE OF MEETING** 31 January 2006

**WORK PLAN**

**DATE OF COMMITTEE – 21 MARCH 2006**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
National Performance Indicator Comparisons 2004/05	To note position	Decision	Andrew Hunkin
Performance Management – Quarterly Report	Update on 2005/06 BV Performance Indicators and Service Plan targets	Decision	Andrew Hunkin
Review of Complaints Procedure	To review procedures, including Member involvement and interaction with the Ombudsman	Recommendation to Strategy	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
E-Government update	To note	Decision	John Raine
Risk Management	To consider monitoring report	To be determined	Barry Hunter
Benefits Service – Quarterly Report	Update on performance and development	To be determined	Bob Southgate
District and Parish/Town Council elections in 2007 – postal voting	To note the steps required to permit an all postal election	Decision	Ray Amesbury

**DATE OF COMMITTEE – 23 MAY 2006**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Report from Procurement Task Group	Update on Action Plan and overall procurement strategy	To be determined	Barry Hunter
Evaluation of Strategic Partnerships	To consider an evaluation of the Council's strategic partnerships	Recommendation to Strategy	Andrew Hunkin
Monitoring the CPA Improvement Plan 2005/06	To review progress and recommend any remedial action	Recommendation to Strategy	Andrew Hunkin

**OTHER TOPICS IDENTIFIED FOR FUTURE MEETINGS**

<b>Topic</b>	<b>Lead Officer</b>	<b>Proposed Committee Date</b>
Overview and Scrutiny – findings of Review group	Acting Head of Legal and Administrative Services	To be determined
Revenues Transformation	Bob Southgate	To be determined
Internal Audit – recommendations not implemented	Barry Hunter	To be determined
Service cost comparisons with other authorities with a view to making suggestions on service provision and cost to 2006/07 service and financial planning process	Barry Hunter	To be determined
Statement of Internal Control - report from Member Group	Barry Hunter	To be determined
Monitoring the CPA Improvement Plan 2006/07	Andrew Hunkin	10 October 2006

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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 – 9 MARCH 2006**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>
CAST – final recommendations	To consider final proposals for the Customer Access and Service Transformation project	To be determined	John Raine
Treasury Management	To consider strategy for 2006/07	Decision	Barry Hunter
Capital Programme 2005/06 and 2006/07	To commit uncommitted schemes	Decision	Ryan Jones
2006/07 CPA Improvement Plan	To consider the 2006/07 CPA Improvement Plan	Recommendation	Andrew Hunkin
Service Standards	To consider the standards recommended for the Council's services	To be determined	Andrew Hunkin

**DATE OF COMMITTEE – 11 MAY 2006**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>
Review of Car Allowances	Report by HR Panel	To be determined	John Raine
Review of Complaints Procedure	To review procedures, including Member involvement and interaction with the Ombudsman	Decision	Andrew Hunkin

**DATE OF COMMITTEE – 6 JULY 2006**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>
Monitoring the CPA Improvement Plan 2005/06	To review progress and approve any remedial action	To be determined	Andrew Hunkin
Evaluation of Strategic Partnerships	To consider an evaluation of the Council's strategic partnerships	To be determined	Andrew Hunkin

**TOPICS IDENTIFIED FOR FUTURE MEETINGS**

<b>TOPIC</b>	<b>LEAD OFFICER</b>	<b>PROPOSED COMMITTEE DATE</b>
Suffolk Development Agency – Proposed Service Level Agreement	Acting Head of Planning Policy & Economic Development	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 Grants Provision	Tim Mutum	To be determined
Monitoring the CPA Improvement Plan 2006/07	Andrew Hunkin	16 November 2006

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