

**BABERGH DISTRICT COUNCIL**

**FROM:** Head of Corporate Services

**REPORT NUMBER**

**G153**

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

**DATE OF MEETING** 27 November 2007

**WORK PLAN FOR 2007/08**

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

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Report of the Service and Financial Planning Group	To consider the Group's recommendations	To be determined	Helen Style
Corporate Plan Scrutiny	To scrutinise draft revised Corporate Plan for 2008 onwards	Progress report. No decision required.	Andrew Hunkin

**DATE OF COMMITTEE – 29 JANUARY 2008**

<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 2008/09	Recommendation to Strategy	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
Quarterly Report – Finance, Risk and Performance Management	To scrutinise update on 2007/08 budget and performance, including the monitoring of Action Plans	Decision	Barry Hunter/ Janice Rees
National Performance Indicator Comparisons 2006/07	To scrutinise comparisons in order to inform Performance Indicator targets for 2008/09.	Decision	Janice Rees

Performance Management	To set Indicator Targets for 2008/09	Recommendation to Strategy	Janice Rees
Review of Call-In Procedures	To review new Call-In procedures implemented 19/12/06	To be determined	Ray Amesbury
Local Authority Modernisation Programme (LAMP)	To receive a progress report.	Decision	Helen Style/ Robert Lavell

**DATE OF COMMITTEE – 18 MARCH 2008**

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
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	Ray Amesbury

**OTHER TOPICS IDENTIFIED FOR FUTURE MEETINGS**

<b>Topic</b>	<b>Lead Officer</b>	<b>Proposed Committee Date</b>
Follow-up actions arising from Council's decisions on the items deferred from the Review of the Constitution (meeting held 23 February 2006)	Ray Amesbury	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
Annual Report on key issues relating to Capital and Asset Management Plan	Ryan Jones/Barry Hunter	To be determined
Information about unadopted areas.	Malcolm Firth	To be determined

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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 – 10 JANUARY 2008**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>
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
Finance and Performance Management	To consider any key variations	Decision	Barry Hunter/ Janice Rees
Review on informing Members of issues arising in their Wards	To agree proposed procedure	To be determined	Andrew Hunkin
Process for setting performance targets	To agree proposed process	Decision	Janice Rees

**DATE OF COMMITTEE – 7 FEBRUARY 2008**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>
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
Finance and Performance Management	To consider any key variations	Decision	Barry Hunter/ Andrew Hunkin

**DATE OF COMMITTEE – 6 MARCH 2008**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>
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
Information Strategy	To consider a strategy proposed by the Information Management Task Group	To be determined	Robert Lavell/ Carl Reeder

**TOPICS IDENTIFIED FOR FUTURE MEETINGS**

<b>TOPIC</b>	<b>LEAD OFFICER</b>	<b>PROPOSED COMMITTEE DATE</b>
e-Government Policy including CAST	To be confirmed	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	Mike Hammond/Tim Mutum	To be determined
Disposal of land at Sudbury	Steve Ellwood	To be determined