

**BABERGH DISTRICT COUNCIL**

**FROM:** : Head of Corporate Services

**REPORT NUMBER** **F75**

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

**DATE OF MEETING** 29 August 2006

**WORK PLAN FOR 2006/07**

**DATE OF COMMITTEE – 10 OCTOBER 2006**

*At this meeting members of the equivalent scrutiny committee of Forest Heath District Council will be in attendance as observers. At the beginning of the meeting they will speak briefly to outline the arrangements for scrutiny at Forest Heath and to explain what they are hoping to learn from their visit to Babergh.*

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Review of Call-In Procedures	To consider report from Working Group	Recommendation to Council	Helen Style
Evaluation of strategic partnerships	To consider an evaluation of the Council's strategic partnerships	Recommendation to Strategy	Andrew Hunkin
Annual Monitoring of Complaints (Ombudsman to be invited)	To monitor and review all formal complaints	Decision	Andrew Hunkin
Review on informing Members of issues arising in their wards and dealing with Member complaints	To agree proposed procedure	To be determined	Andrew Hunkin
Monitoring the CPA Improvement Plan 2006/07	To monitor the current position	Decision	Andrew Hunkin
Use of Resources Action Plan	To respond to Audit Commission Review	To be determined	Barry Hunter
Benefits Service – Quarterly Report	Update on performance and development	To be determined	Bob Southgate
Monitoring Strategic Risk Management Plans	To monitor the current position	To be determined	Barry Hunter/Andrew Hunkin
Procurement Task Group Report	Update	Recommendation	Barry Hunter

**DATE OF COMMITTEE – 28 NOVEMBER 2006**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Capital Programme Monitoring	To note position	To be determined	Barry Hunter/Ryan Jones
Revenue Budget Monitoring	To note position.	To be determined	Barry Hunter
Integrated Performance and Financial Management Report (including Quarterly Report)	Update on 2006/07 Performance Indicators	Decision	Andrew Hunkin/Helen Style
Land Charges – Quarterly Report	Update	To be determined	Head of Corporate Services
Report on Average Number of Days Sick per Member of Staff	To note the position, sickness mgt current practice, best practice and any amendments proposed to the Council's sickness mgt scheme.	Decision	Andrew Hunkin (with the HR panel)
Report on General Fund Savings through implementation of the Procurement Strategy and Action Plan	To note the position and the mechanism for identifying savings set up in conjunction with the Procurement Task Group.	Decision	Andrew Hunkin & Barry Hunter (with the Procurement Task Group)

**DATE OF COMMITTEE – 11 DECEMBER 2006**  
**JOINT MEETING WITH OVERVIEW AND SCRUTINY**  
**(COMMUNITY SERVICES) COMMITTEE (IF REQUIRED)**

<b>Topic</b>	<b>Overview of Decision</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

**DATE OF COMMITTEE – 30 JANUARY 2007**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Budget Scrutiny	To scrutinise draft budgets for 2007/08	Recommendation to Strategy	Barry Hunter
Capital Programme Monitoring	To note position	To be determined	Barry Hunter/Ryan Jones
Revenue Budget Monitoring	To note position	To be determined	Barry Hunter
Monitoring Strategic Risk Management Plans	To monitor the current position	To be determined	Andrew Hunkin
Corporate Plan Scrutiny	To scrutinise draft revised Corporate Plan for 2007/11	Recommendation to Strategy	Andrew Hunkin
National Performance Indicator Comparisons 2005/06	To note position	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 Corporate Services

**DATE OF COMMITTEE – 20 MARCH 2007**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Internal Audit Work Programme 2007/08	To consider proposed internal audit work programme for the next financial year	Decision	Barry Hunter
Monitoring Strategic Risk Management Plans	To monitor the current position	To be determined	Andrew Hunkin
Performance Management – Quarterly Report	Update on 2006/07 Performance Indicators	Decision	Andrew Hunkin
Benefits Service Quarterly Report	Update on performance and development	To be determined	Bob Southgate
Annual Report	To consider draft Annual Report for 2006/07	Recommendation to Council	Andrew Hunkin

## **OTHER TOPICS IDENTIFIED FOR FUTURE MEETINGS**

<b>Topic</b>	<b>Lead Officer</b>	<b>Proposed Committee Date</b>
Service cost comparisons with other local authorities	Barry Hunter	May or July 2006
Key operational risks	Barry Hunter	To be determined
Internal Audit – progress on outstanding actions in relation to key areas where weaknesses identified	Barry Hunter	To be determined
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

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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 – 28 SEPTEMBER 2006**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>
CAST	Update	Recommendation	John Raine
E-Government Steering Group Report	Update	Recommendation	John Raine
Review of Car Allowances	Report by the HR Panel	Decision	John Raine
Future of Pin Mill	To consider report by Task Group	To be determined	Kathryn Saward / Ryan Jones

**DATE OF COMMITTEE – 16 NOVEMBER 2006**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>
Procurement Task Group Report	Update	Decision	Barry Hunter
Review on informing Members of issues arising in their wards and dealing with Members' complaints	Results of review carried out by Overview and Scrutiny (Stewardship) Committee	To be determined	Andrew Hunkin
Evaluation of Strategic Partnerships	To consider an evaluation of the Council's strategic partnerships	Decision	Andrew Hunkin
Review of Call-In Procedures	Results of review by Overview and Scrutiny Committees	Recommendation	Helen Style
Mid-Year Efficiencies	Update	To be determined	Barry Hunter

**DATE OF COMMITTEE – 11 JANUARY 2007**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>
2007/11 Draft Corporate Plan	To consider draft Corporate Plan	Decision	Andrew Hunkin
Pension Fund	Interim Update	Decision	Barry Hunter

**DATE OF COMMITTEE – 8 FEBRUARY 2007**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>
2007/11 Final Corporate Plan	To approve the Corporate Plan	Recommendation	Andrew Hunkin
Final Budget Proposals 2007/08	To approve final proposals	Recommendation	Barry Hunter

**DATE OF COMMITTEE – 8 MARCH 2007**

<b>Topic</b>	<b>Overview of Decision</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>
CAST	Update	Recommendation	John Raine
E-Government Steering Group Report	Update	Recommendation	John Raine

**TOPICS IDENTIFIED FOR FUTURE MEETINGS**

<b>TOPIC</b>	<b>LEAD OFFICER</b>	<b>PROPOSED COMMITTEE DATE</b>
e-Government Policy including CAST	John Raine	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
CPA Improvement Plan	Andrew Hunkin	To be determined