

BABERGH DISTRICT COUNCIL

FROM: Director of Corporate Services

REPORT NUMBER: **K24**

TO: OVERVIEW AND SCRUTINY
(STEWARDSHIP) COMMITTEE

DATE OF MEETING: 18 May 2010

WORK PLAN FOR 2010/11

DATE OF COMMITTEE – 21 JUNE 2010

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Finance and Performance Management 2009/10 – Quarterly Monitoring Report (Quarter 4)	To monitor key budget and performance variations	To be determined	Homira Javadi (finance) Jonathan Seed (performance)
Data Quality	To consider progress	Decision	Peter Quirk
Annual Review of the 2009/10 Delivery Plan	To monitor progress on achieving outcomes set out in the 2009/10 Delivery Plan	Decision	Mike Hammond/ Jonathan Seed
Annual Governance Statement	To consider and review 2009/10 Statement	To be determined	John Snell
2009/10 Statement of Accounts	To consider the draft Statement of Accounts	Recommendation to Council	Homira Javadi
Significant Business Risks Refresh	To consider the latest risks facing the Council	Recommendation to Strategy	John Snell
External Audit and Inspection Reports	To receive any reports	To be determined	Barry Hunter

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Annual Progress Report from the Fairness and Equal Access Group (FEAG)	To consider progress	To be determined	Mike Hammond/ Jonathan Seed
Section 106 process	To review current arrangements	Decision	Tim Mutum/ Christine Thurlow

DATE OF COMMITTEE – 10 AUGUST 2010

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Finance and Performance Management 2010/11 – Quarterly Monitoring Report (Quarter 1)	To monitor key budget performance variations	To be determined	Homira Javadi (finance) Jonathan Seed (performance)
Annual Monitoring of Formal Complaints	To monitor and review all formal complaints	Decision	Andrew Hunkin
The Council's Annual Report for 2009/10	To consider draft Annual Report	Recommendation to Council	Andrew Hunkin/Barry Hunter

DATE OF COMMITTEE – 21 SEPTEMBER 2010

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Review of Significant Business and Operational Risks	To consider significant risks facing the Council	To be determined	John Snell
External Audit Annual Governance Report	To consider findings	To be determined	Barry Hunter
Treasury Management	Mid-year Review	To be determined	Homira Javadi

DATE OF COMMITTEE – 16 NOVEMBER 2010

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Finance and Performance Management 2010/11 – Quarterly Monitoring Report (Quarter 2)	To monitor key budget performance variations	To be determined	Homira Javadi (finance) Jonathan Seed (performance)
Mid-Term Review of the 2010/11 Delivery Plan	To monitor progress on achieving outcomes set out in the 2010/11 Delivery Plan	Decision	Mike Hammond/ Jonathan Seed
Internal Audit Plan and Mid-Year Review	To consider current position	Decision	John Snell

DATE OF COMMITTEE – 7 DECEMBER 2010
JOINT MEETING WITH OVERVIEW AND SCRUTINY
(COMMUNITY SERVICES) COMMITTEE (IF REQUIRED)

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Report of the Strategic and Financial Planning Task Group	To consider the Group's recommendations	To be determined	Barry Hunter

NOTE – this meeting may be re-scheduled to January subject to the position on the SFP process

DATE OF COMMITTEE – 25 JANUARY 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Review of Significant Business and Operational Risks	To consider significant risks facing the Council	To be determined	John Snell

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Budget Scrutiny	To scrutinise draft budgets for 2011/12	Recommendation to Strategy	Barry Hunter
Treasury Management Strategy 2010/11	To scrutinise this	Recommendation to Strategy	Homira Javadi

DATE OF COMMITTEE – 22 MARCH 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
O&S (S) Committee Annual Report	To consider draft Annual Report for 2010/11	Recommendation to Council	Steve Ellwood
Finance and Performance Management 2010/11 – Quarterly Monitoring Report (Quarter 3)	To monitor key budget performance variations	To be determined	Homira Javadi (finance) Jonathan Seed (performance)
Managing the risk of Fraud and Corruption	Annual report on the progress and actions taken	Decision	John Snell

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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 – 17 JUNE 2010

Topic	Purpose	Decision by Strategy or Recommendation to Council	Lead Officer	O&S Committee
Capital Programme 2010/11	To commit non-committed schemes	Decision	Ryan Jones	S
LGR / Integration and Merger, if required	Any necessary recommendations	To be determined	Pat Rockall	S and CS
Shared Revenues and Benefits Service	To consider recommendations of Procurement TGp	To be determined	Procurement Task Group	S
Conservation Area Appraisal – Kersey	To approve and adopt CAA	Decision	Patrick Taylor	CS
Conservation Area Appraisal – Chelsworth	To approve and adopt CAA	Decision	Patrick Taylor	CS
Service Standards	To approve Service Standards for 2011/12	Decision	Ryan Jones/ Andrew Hunkin	S and CS
Monitoring Charge for S106 Agreements	To approve monitoring charge	Decision	Tim Mutum/ Christine Thurlow	S

DATE OF COMMITTEE – 29 JULY 2010

Topic	Purpose	Decision by Strategy or Recommendation to Council	Lead Officer	O&S Committee
Capital Programme 2010/11	To commit non-committed schemes	Decision	Ryan Jones	S
LGR / Integration and Merger, if required	Any necessary recommendations	To be determined	Pat Rockall	S and CS
Significant Business Risks Refresh	To consider the latest risks facing the Council	Recommendation to Council	Barry Hunter	S and CS

DATE OF COMMITTEE – 16 SEPTEMBER 2010

Topic	Purpose	Decision by Strategy or Recommendation to Council	Lead Officer	O&S Committee
Capital Programme 2010/11	To commit non-committed schemes	Decision	Ryan Jones	S
Essex & South Suffolk Shoreline Management Plan	To agree Management Plan	Decision	Ryan Jones	CS
Dedham Vale AONB and Stour Valley Partnership	To endorse Memorandum of Understanding	Decision	Ryan Jones	CS
Suffolk Coasts and Heaths AONB Partnership	To endorse Memorandum of Understanding	Decision	Ryan Jones	CS
Housing Panel's 2010 Annual Housing Review	To consider key strategic housing issues including the HRA Business Plan and Babergh's Affordable Housing Programme	Recommendation	Chris Foti	CS
LGR / Integration and Merger, if required	Any necessary recommendations	To be determined	Pat Rockall	S and CS

DATE OF COMMITTEE – 4 NOVEMBER 2010

Topic	Purpose	Decision by Strategy or Recommendation to Council	Lead Officer	O&S Committee
Capital Programme 2010/11	To commit non-committed schemes	Decision	Ryan Jones	S
LDF Core Strategy	To consider 2 nd Draft Option 1	Recommendation	Rich Cooke	CS
Rate Relief Rural Settlement List	To review and approve the rural settlement list for use in 2011/12	Decision	Andrew Wilcock	S
Gypsy and Traveller Accommodation	Update on progress	To be determined	Ian Tippet	CS
LGR / Integration and Merger, if required	Any necessary recommendations	To be determined	Pat Rockall	S and CS

DATE OF COMMITTEE – 13 JANUARY 2011

Topic	Purpose	Decision by Strategy or Recommendation to Council	Lead Officer	O&S Committee
Capital Programme 2010/11	To commit non-committed schemes	Decision	Ryan Jones	S
LDF Core Strategy	To consider 2 nd Draft Option 2	Recommendation	Rich Cooke	CS
Draft Budget proposals 2011/12	To approve the draft General Fund and HRA budgets and Council Tax	Decision	Barry Hunter	S
One Year Delivery Plan	To approve the Delivery plan for 2011/12	Decision	Mike Hammond	S and CS
LGR / Integration and Merger, if required	Any necessary recommendations	To be determined	Pat Rockall	S and CS

DATE OF COMMITTEE – 10 FEBRUARY 2011

Topic	Purpose	Decision by Strategy or Recommendation to Council	Lead Officer	O&S Committee
Capital Programme 2010/11	To commit non-committed schemes	Decision	Ryan Jones	S
Final Budget proposals 2011/12	To approve final proposals	Recommendation	Barry Hunter	S
LGR / Integration and Merger, if required	Any necessary recommendations	To be determined	Pat Rockall	S and CS

DATE OF COMMITTEE – 7 APRIL 2011

Topic	Purpose	Decision by Strategy or Recommendation to Council	Lead Officer	O&S Committee
Capital Programme 2010/11	To commit non-committed schemes	Decision	Ryan Jones	S
Performance Management – 2011/12 PI targets	To approve the PI targets for 2011/12	Decision	Andrew Hunkin	S and CS
LGR / Integration and Merger, if required	Any necessary recommendations	To be determined	Pat Rockall	S and CS

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