

BABERGH DISTRICT COUNCIL

FROM: : Head of Corporate Services

REPORT NUMBER **F50**

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

DATE OF MEETING 18 July 2006

WORK PLAN FOR 2006/07

DATE OF COMMITTEE – 29 AUGUST 2006

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Review of Call-In Procedures	To consider report from Working Group	Recommendation to Council	Helen Style
Review on informing Members of issues arising in their wards and dealing with Member complaints	To agree proposed procedure	To be determined	Andrew Hunkin
Revenue budget monitoring	To note position.	To be determined	Barry Hunter
Capital programme monitoring	To note position.	To be determined	Barry Hunter/Ryan Jones
Report from Procurement Task Group	To receive an update on Action Plan and overall procurement strategy (unless a decision is required)	To be determined	Barry Hunter
Performance Management – quarterly report	Update on 2006/07 BV Performance Indicators and Service Plan targets	Decision	Andrew Hunkin
Land Charges – Quarterly Report	Update	To be determined	Ray Amesbury
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 – 10 OCTOBER 2006

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
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
Monitoring the CPA Improvement Plan 2006/07	To monitor the current position	Decision	Andrew Hunkin
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

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
Capital Programme Monitoring	To note position	To be determined	Barry Hunter/Ryan Jones
Revenue Budget Monitoring	To note position.	To be determined	Barry Hunter
Performance Management Quarterly Report	Update on 2006/07 Performance Indicators	Decision	Andrew Hunkin
Land Charges – Quarterly Report	Update	To be determined	Head of Corporate Services

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

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
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

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
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

Topic	Overview of Decision	Decision or Recommendation to Strategy/Council	Lead Officer
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

Topic	Lead Officer	Proposed Committee Date
Service cost comparisons with other local authorities	Barry Hunter	May or July 2006
Key operational risks	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

CONTACT: Linda Pattle

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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 – 17 AUGUST 2006**

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
2006/07 CPA Improvement Plan	To approve the 2006/07 CPA Improvement Plan	Decision	Andrew Hunkin
Review of car allowances	Report by the HR Panel	Decision	John Raine
LAMP – Land and Property Modernisation	To consider the provision of fully integrated Corporate Land and Information Systems including the enabling of automatic electronic Local Land Charge Searches	To be determined	Robert Lavell
Interim update on Pension Fund position	To note current position	Decision	Barry Hunter
Report from Procurement Task Group	To receive an update on Action Plan and overall strategy (if a decision required)	Decision	Barry Hunter
Capital Programme 2006/07	To commit uncommitted schemes	Decision	Ryan Jones

DATE OF COMMITTEE – 28 SEPTEMBER 2006

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Review of Call-In Procedures	Results of review by Overview and Scrutiny Committees	Recommendation	Helen Style
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
CAST	Update	Recommendation	John Raine
E-Government Steering Group Report	Update	Recommendation	John Raine

DATE OF COMMITTEE – 16 NOVEMBER 2006

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
Procurement Task Group Report	Update	Decision	Barry Hunter
Evaluation of Strategic Partnerships	To consider an evaluation of the Council's strategic partnerships	To be determined	Andrew Hunkin

DATE OF COMMITTEE – 11 JANUARY 2007

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
2007/11 Draft Corporate Plan	To consider draft Corporate Plan	Decision	Andrew Hunkin

DATE OF COMMITTEE – 8 FEBRUARY 2007

Topic	Overview of Decision	Decision by Strategy or Recommendation to Council	Lead Officer
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

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

TOPICS IDENTIFIED FOR FUTURE MEETINGS

TOPIC	LEAD OFFICER	PROPOSED COMMITTEE DATE
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

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