

**Sue Smith BABERGH DISTRICT COUNCIL**

**FROM:** Director of Corporate Services

**REPORT NUMBER:** **K78**

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

**DATE OF MEETING:** 10 August 2010

**WORK PLAN FOR 2010/11**

**DATE OF COMMITTEE – 21 SEPTEMBER 2010**

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Significant Business Risks Refresh	To consider significant risks facing the Council	Recommendation	John Snell
External Audit Annual Governance Report	To consider findings	To be determined	Barry Hunter
Treasury Management	Mid-year Review	To be determined	Sue Smith
Annual Progress Report from the Fairness and Equal Access Group (FEAG)	To consider progress	To be determined	Mike Hammond/ Jonathan Seed

**DATE OF COMMITTEE – 16 NOVEMBER 2010**

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Finance and Performance Management 2010/11 – Quarterly Monitoring Report (Quarter 2)	To monitor key budget performance variations	To be determined	Sue Smith (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

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
Pension Fund	To consider report on Pension Fund valuation as at 31 March 2010	To be determined	Barry Hunter

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

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

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

**DATE OF COMMITTEE – 22 MARCH 2011**

<b>Topic</b>	<b>Purpose</b>	<b>Decision or Recommendation to Strategy/Council</b>	<b>Lead Officer</b>
O&S (S) Committee Annual Report	To consider draft Annual Report for 2010/11	Recommendation to Council	Steve Ellwood

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Finance and Performance Management 2010/11 – Quarterly Monitoring Report (Quarter 3)	To monitor key budget performance variations	To be determined	Sue Smith (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 – 16 SEPTEMBER 2010**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>	<b>O&amp;S Committee</b>
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
Sudbury TIC – savings proposal	To provide Members with details of a proposal to include a tourist information service within the Sudbury Advice Centre in place of Babergh's TIC in Sudbury	Decision	Chris Foti	S and CS
Building Control Partnership	To consider report including update on the partnership between Babergh, Ipswich BC and Suffolk Coastal DC	To be determined	Malcolm Firth/ Gary Starling	CS
New Building Control Charges	To approve a new Building Control charges scheme	Decision	Malcolm Firth/ Gary Starling	CS
Service Standards	To approve any recommended changes to the Council's service standards	Decision	Ryan Jones Andrew Hunkin	S and CS
Shared Revenues and Benefits Service	To consider the recommendation from the Procurement Task Group in relation to the Business Case	To be determined	Barry Hunter	S
Integration/Merger	Any necessary recommendations arising from Council decision 31 August on the High Level Business Case	To be determined	Pat Rockall	S and CS

**DATE OF COMMITTEE – 4 NOVEMBER 2010**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>	<b>O&amp;S Committee</b>
Capital Programme 2010/11	To commit non-committed schemes	Decision	Ryan Jones	S
The Homes and Communities Agency Single Conversation	To seek Committee approval for the Single Conversation process and Local Investment Plan	Decision	Ian Tippett/ Rich Cooke	CS
Gypsy and Traveller Accommodation	Update on progress	To be determined	Ian Tippett	CS
Integration/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	Barry Hunter	S and CS
Service and Financial Planning	Interim report from Task Group	To be determined	Barry Hunter	S and CS

**DATE OF COMMITTEE – 13 JANUARY 2011**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>	<b>O&amp;S Committee</b>
Capital Programme 2010/11	To commit non-committed schemes	Decision	Ryan Jones	S
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
Rate Relief Rural Settlement List	To review and approve the rural settlement list for use in 2011/12	Decision	Andrew Wilcock	S
Draft Revised Single Equality Scheme	To seek approval of the Draft Revised Single Equality Scheme and Action Plan	Recommendation	Jon Seed	CS
Integration/Merger, if required	Any necessary recommendations	To be determined	Pat Rockall	S and CS

**DATE OF COMMITTEE – 10 FEBRUARY 2011**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>	<b>O&amp;S Committee</b>
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
Integration/Merger, if required	Any necessary recommendations	To be determined	Pat Rockall	S and CS

**DATE OF COMMITTEE – 7 APRIL 2011**

<b>Topic</b>	<b>Purpose</b>	<b>Decision by Strategy or Recommendation to Council</b>	<b>Lead Officer</b>	<b>O&amp;S Committee</b>
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
Integration/Merger, if required	Any necessary recommendations	To be determined	Pat Rockall	S and CS

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