

## Work Programme for Municipal Year 2007/2008 Performance, Resources & Assets Scrutiny Committee

Agenda Items	Topic/ Report	Report Author	Comments
	<b>31<sup>st</sup> May 2007</b>		
	<b>REVIEWS</b>		
1	Application of HR Policies, Practices and Procedures: <ul style="list-style-type: none"> <li>• Approval for revised Scope</li> <li>• Project Plan approval</li> <li>•</li> </ul>	B Siong	Written report
	<b>MONITORING</b>		
2	Capital And Asset Management Futures Options	A Piper	<ul style="list-style-type: none"> <li>• Written report, to include information re the strategic direction of the Council. (See minutes of meeting of 1.3.07).</li> <li>• This item may need to be postponed to a future meeting.</li> </ul>
3	Work Programme	B Siong	Written report
	<b>4<sup>th</sup> July 2007</b>		
	<b>MONITORING</b>		
1	Called – In Decision – Overall Provisional Revenue Outturn For the Year 2006-2007	The Chief Executive (Head of Local Democracy)	Discussion

## Work Programme for Municipal Year 2007/2008 Performance, Resources & Assets Scrutiny Committee

Agenda Items	Topic/ Report	Report Author	Comments
	<b>2<sup>nd</sup> August 2007</b>		
	<b>MONITORING</b>		
1	Called – In Decision – Annual Efficiency Statement <i>Backward Looking 2006/07</i>	The Chief Executive (Head of Local Democracy)	Oral Discussion
	<b>13<sup>th</sup> September 2007</b>		
	<b>REVIEWS</b>		
1	Application of HR Policies, Practices and Procedures: <ul style="list-style-type: none"> <li>Progress report</li> <li>Consideration of evidence so far</li> <li>Addressing any emerging issues/ barriers, etc...</li> </ul>	B. Siong V Grant P Jones I Smith	Written report Head of Equalities – Oral evidence Head of Leisure & Com – Oral evidence GMB Union - Oral evidence
	<b>MONITORING</b>		
2	Capital And Asset Management Futures Options (To include information regarding the strategic direction of the Council)	A Piper S Heappey	Written report. Continuing matter from previous meetings. Director of Corporate and Customer Services and the Acting Head of Capital and Asset Management to attend meeting in person.
3	Performance and Finance Reporting (Quarter 1 – 2007/08)	B Brown	Written report
4	Budget prospects	J Stevenson	Written report
5	Budget Scrutiny Protocol - Review	G Bocutt	Written report
6	Work Programme	B Siong	Written report

## Work Programme for Municipal Year 2007/2008 Performance, Resources & Assets Scrutiny Committee

Agenda Items	Topic/ Report	Report Author	Comments
	<b>4<sup>th</sup> October 2007</b> (Additional special meeting)		
	<b>MONITORING</b>		
1	Service Excellence and Efficiency	S Heappey	Written report. Special meeting. All scrutiny Members invited.
	<b>25<sup>th</sup> October 2007</b>		
	<b>REVIEWS</b>		
1	Application of HR Policies, Practices and Procedures: <ul style="list-style-type: none"> <li>• Progress report</li> <li>• Consideration of evidence</li> <li>• Identification of further evidence requirements</li> <li>• Addressing any emerging issues/ barriers, etc</li> </ul>	B Siong K Huth P Barton Outside HR company - TBC J Dennis/ C Beddows L Isaacs P Wiltshire	Written report Training Manager – Oral evidence Consultation Manager – Oral evidence / Employee opinion survey result - Presentation  UNISON, Oral evidence  BME Manager / Investigator CDS case BME Manager/ Chair Black Workers group
	<b>MONITORING</b>		
	The Annual Efficiency Mid Year Statement	S Heappey D Kempson	Written report and presentation Cllr. R Harris - Portfolio Holder for Finance invited to attend.
2	Workforce survey results	A Entecott/ K Huth	Written report
3	Workforce composition in schools	H Burgess	Written report. Apologies for absence received. If required, will attend future meeting.

## Work Programme for Municipal Year 2007/2008 Performance, Resources & Assets Scrutiny Committee

Agenda Items	Topic/ Report	Report Author	Comments
4	Recruitment statistics	K Huth	
5	Balancing the medium term financial position- Action Plan	D Kempson	Written report. Portfolio Holder, Cllr R. Harris, to be invited to attend.
6	Work Programme	B Siong	Written report
	<b>29<sup>th</sup> November 2007</b>		
	<b>REVIEWS</b>		
1	Application of HR Policies, Practices and Procedures: <ul style="list-style-type: none"> <li>• Consideration of evidence</li> <li>• Drawing conclusions</li> <li>• Consideration of recommendations and options to address areas for improvement</li> <li>• Agreeing findings/ conclusions and recommendations</li> <li>• Agree final report</li> </ul>	B Siong C Goulding H Beaumont	Written report Head of HR – Oral evidence HR Manager – Oral evidence
2	Capital And Asset Management Futures - Business Plan for Joint Venture	A Piper S Heappey	Written report
	<b>MONITORING</b>		
3	Community Development Services – Review of progress against the Action Plan addressing the recommendations of complaints investigation??	C Goulding	Written report

## Work Programme for Municipal Year 2007/2008 Performance, Resources & Assets Scrutiny Committee

Agenda Items	Topic/ Report	Report Author	Comments
4	Performance and Finance Reporting (Quarter 2 – 2007/08)	B Brown	Written report
	Work Programme	B Siong	Written report
	<b>13<sup>th</sup> December 2007</b>		
	Budget Options	D Kempson	Written report
	<b>4<sup>th</sup> February 2008</b>		
	Budget prospects	D Kempson	Written report
	<b>6<sup>th</sup> February 2008</b>		
	<b>REVIEWS</b>		
1.	Overall Budget 2008-09 and Capital Programme – all Members of the Council invited	D Kempson	Written report
	Work Programme	B Siong	Written report
	<b>28<sup>th</sup> February 2008</b>		
	<b>REVIEWS</b>		
1	Topic selection / scoping		Depends on whether new topic chosen on 29 November 2007.
	<b>MONITORING</b>		
	Performance and Finance Reporting (Quarter 3 – 2007/08)	B Brown	Written report

## Work Programme for Municipal Year 2007/2008 Performance, Resources & Assets Scrutiny Committee

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	Work Programme	B Siong	
	<b>2<sup>nd</sup> April 2008</b>		
	<b>REVIEWS</b>		
	<b>MONITORING</b>		
	Annual Report 2007-08	B Siong	Written Report
	Work Programme	B Siong	Written report

Topics	
1. Procurement – BV review	
2. Performance Management – strategy and systems	
3. Budget Monitoring - system	
4. Budget preparation process (see 28/11/03)	
5. Service reviews – CCS Dept	✓
6. Balancing the medium term financial position	✓
7. Charging and powers to trade (included in 6 above)	✓
8. Gershon report (included in 6 above)	✓
9. Collection of Council Tax including the impact of housing benefit assessment, staff recruitment and information management	
10. Application of HR Policies, Practices and Procedures (see 01/03/07)	