

## Work Programme for Municipal Year 2004 /2005 ~ Performance, Resources & Assets Scrutiny Committee ~

Agenda Items	Topic/ Report	Report Author	Comments
<b>1<sup>st</sup> April 2004</b>			
1.	Budget preparation process stage 1.		
2.	Annual Report.		
3.	HR Structure.		
4.	HR Strategy.		
5.	IM Strategy.		
6.	Staff Survey Results.		
7.	Workforce Planning Process.		
8.	Internal Audit Strategy.		
9.	External Auditor's Audit Plan.		
<b>17<sup>th</sup> June 2004</b>			
1.	Asset management – the investment portfolio as a strategic resource.		
2.	Budget preparation process – stage 2.		

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Agenda Items	Topic/ Report	Report Author	Comments
3.	Work programme.		
4.	Customer Service Centre – progress.		
5.	Recruitment and workforce statistics.		
6.	Chantry PRU – progress report.		
7.	Pay and rewards strategy.		
8.	NNDR – discretionary rate relief.		
CR2	<b>16<sup>th</sup> September 2004</b>		
	<b>REVIEWS</b>		
1.	Budget Scrutiny	<b>DoS</b>	
2.	Asset Management	<b>HoCAM</b>	
	<b>MONITORING</b>		
3.	Recruitment and workforce statistics		
4.	HR Strategy – “Employer of Choice”	<b>HoHR</b>	
5.	Key Issues - Business Partnership	<b>DoCCS</b>	
6.	Disability Discrimination Act - compliance		
CR1+2	<b>28<sup>th</sup> October 2004</b>		
	<b>REVIEWS</b>		
1.	Asset Management – conclusions and recommendations		
2.	Service reviews - methodology		

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Agenda Items	Topic/ Report	Report Author	Comments
	<b>MONITORING</b>		
	Key issues		
3.	Customer Service Centre – progress and performance	<b>Steve Heappey</b>	<b>Minute 47(iii)</b>
4.	Priority Performance Indicators		
5.			
6.	Internal Audit Service - interim report		
7.	Delivering a balanced budget – monitoring report and medium term forecast		
8.	Chantry PRU – progress report		
9.	Charging and powers to trade		
10.	Gershon report - implications		
CR1+2	<b>2<sup>nd</sup> December 2004</b>		
	<b>REVIEWS</b>		
1.	Asset Management - Report.		
2.	Service budgets- 2005/06 – Special meeting early Jan		
	<b>MONITORING</b>		
3.	Priority Performance Indicators		
4.	External Auditor’s Audit Plan	<b>Phil Davies</b>	
5.	Community Plan - Briefing	<b>Anne Clube</b>	
	<b>4<sup>th</sup> February 2005 (All members of the Council to be invited)</b>		
1.	Overall budget position for 2005-06 and Capital programme 2005-10.		

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Agenda Items	Topic/ Report	Report Author	Comments
	<b>3<sup>rd</sup> March 2005</b>		
	<b>REVIEWS</b>		
1.	Procurement – Scoping	<b>Geoff. Bocutt</b>	
2.	Capital Programme Monitoring	<b>Mark Turner</b>	
	<b>MONITORING</b>		
2.	Priority Performance Indicators		
3.	Feedback from Scrutiny Training	<b>M. McHugh</b>	
4.	Internal Audit Service Audit Plan		
	<b>7<sup>th</sup> April 2005</b>		
	<b>REVIEWS</b>		
1.	Procurement – Evidence		
	<b>MONITORING</b>		
2.	Priority Performance Indicators		
3.	Annual Report		
1.	Airport Concession		
2.	Asset Management		
3.	Procurement – BV review		
4.	Performance Management – strategy and systems		
5.	Budget Monitoring - system		
6.	Budget preparation process (see 28/11/03)		
7.	Service reviews – CCS Dept		
8.	Charging and powers to trade		
9.	Gershon report		



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