

BABERGH DISTRICT COUNCIL

FROM: Director of Corporate Services

REPORT NUMBER: **L26**

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

DATE OF MEETING: 14 June 2011

WORK PLAN FOR 2011/12

DATE OF COMMITTEE – 12 JULY 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Annual report on the Council's Procurement Strategy	To consider findings	Decision	Ryan Jones
Review of Significant Business Risks	To consider significant risks facing the Council	To be determined	John Snell
2010/11 Statement of Accounts	To consider draft statement	Recommendation to Council	Barry Hunter
2010/11 Annual Governance Statement	To consider and review 2010/11 statement	To be determined	Barry Hunter
Review of constitution	To review procedure rules relating to substitutes	Recommendation to Council	Kathryn Seward

DATE OF COMMITTEE – 30 AUGUST 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Complaints	Annual Monitoring Report	Decision	Peter Quirk
External Audit and Inspection Reports	To receive any reports	To be determined	Barry Hunter
Finance and Performance Management 2011/12 Quarter 1 Monitoring Report	To monitor key budget and performance variations	To be determined	Jon Seed Sue Smith

DATE OF COMMITTEE – 11 OCTOBER 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
RIPA	Quarterly Monitoring Report	Decision	Kathryn Seward
Review of Significant Business Risks	To consider significant risks facing the Council	To be determined	John Snell
Treasury Management	Mid – Year Review	To be determined	Barry Hunter/ Sue Smith
External Auditors – Annual Governance Report	To consider findings	To be determined	Barry Hunter

DATE OF COMMITTEE – 29 NOVEMBER 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Interim Internal Audit and Fraud Report 2011/12	To consider current position	Decision	John Snell
Finance and Performance Management 2011/12 Quarter 2 Monitoring Report	To monitor key budget and performance variation	To be determined	Jon Seed Sue Smith

DATE OF COMMITTEE – 6 DECEMBER 2011
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 Financial Planning Task Group	To consider the Group's recommendations	To be determined	Barry Hunter

DATE OF COMMITTEE – 24 JANUARY 2012

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Treasury Management Strategy 2012/13	To scrutinise the TM Strategy, Investment Strategy and Prudential Indicators	Recommendation	Barry Hunter
RIPA	Quarterly Monitoring Report	Decision	Kathryn Saward
Review of Significant Business Risks	To consider significant risks facing the Council	To be determined	John Snell
Budget Scrutiny	To scrutinise draft budgets for 2012/13	Recommendation to Strategy	Barry Hunter
External Auditors – External Inspection and Audit Reports (Annual Audit Letter and Audit Plan)	To consider findings	To be determined	Barry Hunter

DATE OF COMMITTEE – 20 MARCH 2012

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer
Annual Report	To consider draft Annual Report	Recommendation to Council	Steve Ellwood
Integrated Internal Audit Work Programme for 2012/13 with MSDC	To consider proposed Internal Audit Plan for the next financial year	Decision	John Snell
Annual Ethical Framework and Managing the Risk of Fraud and Corruption 2011/12	To consider arrangements in place and proactive measures undertaken to prevent fraud and corruption	Decision	John Snell
Review of Significant Business Risks	To consider significant risks facing the Council	To be determined	John Snell
Finance and Performance Management 2011/12 – Quarter 3 report	To monitor key budget and performance variations	To be determined	Jon Seed Sue Smith
External Auditors Grant Claim report	To consider findings	To be determined	Barry Hunter

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H:\DOCS\Committee\REPORTS\Overview&Scrutiny\Stewardship\2011\140611-Work Plan for 2011-12.doc

BABERGH DISTRICT COUNCIL**EXTRACT FROM STRATEGY COMMITTEE WORK PLAN INDICATING THE OVERVIEW AND SCRUTINY COMMITTEE WITHIN WHOSE TERMS OF REFERENCE FOR THE MEETINGS FALL****DATE OF COMMITTEE – 7 JULY 2011**

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer	O & S Committee
Capital Programme	Scheme approvals	Decision	Ryan Jones	S
Local Poll/LGBCE Review	To consider the results of the poll and recommend whether to request LGBCE Review	Recommendation to Council	Chief Executive	S
Warding arrangements for new Council	To endorse draft proposals for submission to LGCBE Review (subject to result of above)	Recommendation to Council	Director of Corporate Services	S

DATE OF COMMITTEE – 18 AUGUST 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer	O & S Committee
BDF Core Strategy	To consider proposals	To be determined	Rich Cooke	CS
Capital Programme	Scheme approvals	Decision	Ryan Jones	S
BMI Service Integration		To be determined	Mike Hammond	S
Draft Options for 2012/13 Budget	To endorse draft options as a basis for public consultation	To be determined	Mike Hammond/ Barry Hunter	S/CS

DATE OF COMMITTEE – 22 SEPTEMBER 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer	O & S Committee
Partnerships	To consider future of Strategic Partnership	To be determined	Mike Hammond	CS
Capital Programme	Scheme approvals	Decision	Ryan Jones	S
National Grid consultation	Response to consultation	Decision	Nick Ward	CS
National Grid Route	To consider National Grid's preferred corridor announcement	Decision	Nick Ward	CS
East Anglian Offshore Wind Farm	To consider response to consultation	Decision	Nick Ward	S/CS
Planning Fees	To set planning application fees	Decision	Nick Ward	S/CS

DATE OF COMMITTEE – 17 NOVEMBER 2011

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer	O & S Committee
Housing Services	To consider future strategic direction for Housing Services, including Sheltered Housing	Decision	Chris Foti	CS
Contract for reception and processing of recyclables	To receive recommendations of Suffolk Waste Partnership regarding next contract	Decision	Malcolm Firth	S

DATE OF COMMITTEE – 12 JANUARY 2012

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer	O & S Committee
Proposed 2012/13 Budget	To consider proposals for 2012/13 Budget	Recommendation to Council	Mike Hammond/ Barry Hunter	S/CS
One Year Delivery Plan	To approve the Delivery Plan for 2012/13	Decision	Mike Hammond	S/CS
Capital Programme	To review 3 year Capital Programme	Recommendation to Council	Mike Hammond/ Barry Hunter	S

DATE OF COMMITTEE – 9 FEBRUARY 2012

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer	O & S Committee
Budget 2012/13	To consider HRA and General Fund proposed Budgets	Recommendation to Council	Barry Hunter	S/CS
Treasury Management Strategy 2012/13	To approve the Treasury Management Strategy, including the investment and borrowing strategy, and Prudential Indicators	Recommendation to Council	Barry Hunter	S

DATE OF COMMITTEE – 8 MARCH 2012

Topic	Purpose	Decision or Recommendation to Strategy/Council	Lead Officer	O & S Committee