

## Policy and Resources Committee Workplan 2014-15

<b>October 2014: This is an outline plan to facilitate forward planning of reports to the P&amp;R Committee.</b>					
<b>Committee Date</b>	<b>Report Description</b>	<b>Lead Service/ Officer</b>	<b>Regularity of occurrence/ consideration</b>	<b>Date for Reports to Committee Services</b>	<b>Additional Comment</b>
<b>18 December 2014</b>					
	Financial Reports Monitoring Pack - <ul style="list-style-type: none"> <li>• Revenue Budget Monitoring Report as at 30 October 2014</li> <li>• Monitoring of 1% Efficiency Savings for 2014-15 and 2015-16</li> <li>• Update to 2015-16 Budget as at 30 October 2014</li> <li>• Monitoring of Financial Risks</li> <li>• Reserves and Balances</li> <li>• Capital Plan Monitoring Report as at 30 October 2014</li> <li>• Treasury Monitoring Report as at 30 October 2014</li> </ul>	Strategic Finance	Every meeting	18 November	
	Cash Flow Support Loans	Strategic Finance	6 Monthly	18 November	Agreed to provide 6 monthly reports at Council 23 January 2014
	Strategic Risk Register update	Strategic Finance	6 monthly	18 November	
	CHORD Progress Update	Development and Infrastructure Services	Quarterly	18 November	Agreed to request quarterly updates at P&R on 21 August
	Financial Quarter Performance Scorecard Scrutiny	Customer Services – Jane Fowler	Quarterly	18 November	

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	Corporate Asset Management Plan Service Asset Management Plan	Facility Services	Annual	18 November	Timed to align with the related budget and capital planning processes – around Nov/Dec 2014
<b>5 Feb 2015</b>					
	Financial Reports Monitoring Pack - <ul style="list-style-type: none"> <li>Revenue Budget Monitoring Report as at 31 December 2014</li> <li>Monitoring of 1% Efficiency Savings for 2014-15 and 2015-16</li> <li>Update to 2015-16 Budget as at 31 December</li> <li>Monitoring of Financial Risks</li> <li>Reserves and Balances</li> <li>Capital Plan Monitoring Report as at 31 December</li> <li>Treasury Monitoring Report as at 31 December</li> </ul>	Strategic Finance – Bruce West	Every meeting	6 January 2014	
	Service Plans 2015/16	Improvement and HR - Jane Fowler	Annual	6 January 2014	Customer and Support Services Facility Services Governance and Law Improvement and HR Strategic Finance <i>plus</i> All previously approved service plans
	SOA Annual Report	Improvement and HR - Jane Fowler	Annual	6 January 2014	Also to go to full council and Communities
<b>19 March 2015</b>					
	Financial Reports Monitoring Pack - <ul style="list-style-type: none"> <li>Revenue Budget Monitoring</li> </ul>	Strategic Finance – Bruce	Every meeting	17 February 2015	

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	<p>Report as at 31 January 2015</p> <ul style="list-style-type: none"> <li>• Monitoring of 1% Efficiency Savings for 2014-15 and 2015-16</li> <li>• Update to 2015-16 Budget as at 31 January 2015</li> <li>• Monitoring of Financial Risks</li> <li>• Reserves and Balances</li> <li>• Capital Plan Monitoring Report as at 31 January 2015</li> <li>• Treasury Monitoring Report as at 31 January 2015</li> </ul>	West			
	Treasury and Investment strategy review	Strategic Finance – Bruce West	Annual	17 February 2015	
<b>Future Items – date to be determined</b>					
	Café Pavement Licences	Development and Infrastructure – Jim Smith	Annual		Recommended approval to Council on 26 June - To come back for review after first year of implementation in May 2015.
	CHORD Progress Update	Development and Infrastructure Services – Helen Ford	Quarterly		Agreed to request quarterly updates at P&R on 21 August
	ABC Schools Limited - Change of Control	Special Projects	Occasional		
	<p>IHR Policies:</p> <ul style="list-style-type: none"> <li>• Recruitment and Selection Policy</li> <li>• Maximising Attendance</li> </ul>	Improvement and HR	Occasional		

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	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Redundancy Policy</li> <li>• Improving Employee Performance Policy</li> <li>• Social Media Policy</li> </ul>				
	Discretionary Housing Payments Policy	Customer Services – Judy Orr			P&R Committee August 2014 noted that a further paper would be brought forward in respect of 2015-16 and beyond once the funding position in relation to those years is known.
	Council Tax Empty Property Relief	Customer and Support Services – Judy Orr	Annual		
	Revision of Council Health and Safety policy	Improvement and HR	Annual		Requires to be reviewed on an annual basis – last reviewed August 2012.
	Costs and savings from Early departures from Council Employment 2013/14	Improvement and HR	Annual		Requirement for annual report.
	NPDO Schools Project Annual Update	Special Projects	Annual		Report after March 2015 to allow a full year outturn to be reported