

From: Mr G Cooke, Cabinet Member for Corporate and Democratic Services

John Lynch, Head of Democratic Services

To: Policy and Resources Cabinet Committee –8 March 2017

Subject: **Work Programme 2017/18**

Classification: **Unrestricted**

**Past Pathway of Paper:** None

**Future Pathway of Paper:** Standard item

**Summary:** This report gives details of the proposed work programme for the Policy and Resources Cabinet Committee

**Recommendation:** The Policy and Resources Cabinet Committee is asked to consider and agree a work programme for 2017/18.

## **1. Introduction**

- 1.1 The proposed Work Programme has been compiled from items on the Forthcoming Executive Decision List; from actions arising from previous meetings, and from topics identified at agenda setting meetings, held 6 weeks before each Cabinet Committee meeting in accordance with the Constitution and attended by the Chairman, Vice-Chairman and group spokesmen.
- 1.2 Whilst the Chairman, in consultation with the Cabinet Members, is responsible for the final selection of items for the agenda, this item gives all Members of the Cabinet Committee the opportunity to suggest amendments and additional agenda items where appropriate.

## **2. Terms of Reference**

- 2.1 At its meeting held on 27 March 2014, the County Council agreed the following terms of reference for the Policy and Resources Cabinet Committee “To be responsible for those functions that fall within the Strategic and Corporate Services Directorate”.
- 2.2 Further terms of reference can be found in the Constitution at Appendix 2 Part 4 paragraph 21 and these should also inform the suggestions made by Members for appropriate matters for consideration.

## **3. Work Programme 2017**

- 3.1 An agenda setting meeting was held on 2 February 2017 at which items for this meeting’s agenda were agreed. The Cabinet Committee is requested to consider and note the items within the proposed Work Programme, set out in

appendix A to this report, and to suggest any additional topics to be considered for inclusion on the agenda of future meetings.

- 3.2 The schedule of commissioning activity that falls within the remit of this Cabinet Committee will be included in the Work Programme and is considered at agenda setting meetings to support more effective forward agenda planning and allow Members to have oversight of significant services delivery decisions in advance.
- 3.3 When selecting future items the Cabinet Committee should give consideration to the contents of performance monitoring reports. Any 'for information' or briefing items will be sent to Members of the Cabinet Committee separately to the agenda or separate member briefings will be arranged where appropriate.

#### **4. Conclusion**

- 4.1 It is important for the Cabinet Committee process that the Committee takes ownership of its work programme to help the Cabinet Members to deliver informed and considered decisions. A regular report will be submitted to each meeting of the Cabinet Committee to give updates on requested topics and to seek suggestions for future items to be considered. This does not preclude Members making requests to the Chairman or the Democratic Services Officer between meetings for consideration.

|  |
|--|
| <p><b>5. Recommendation:</b> The Policy and Resources Cabinet Committee is asked to consider and agree its work programme for 2017/18.</p> |
|--|

#### **6. Background Documents**

None.

#### **7. Contact details**

Report Author:  
Ann Hunter  
Principal Democratic Services Officer  
03000 416287  
[ann.hunter@kent.gov.uk](mailto:ann.hunter@kent.gov.uk)

Head of Service :  
John Lynch  
Head of Democratic Services  
03000 410466  
[John.lynch@kent.gov.uk](mailto:John.lynch@kent.gov.uk)

## WORK PROGRAMME – 2017

## Policy and Resources Cabinet Committee

| Agenda Section   | Items   |
|--|---|
| 16 June 2017   |   |
| B – Key or Significant Decisions for Recommendation or Endorsement |   |
| C - Performance Monitoring   | <ul style="list-style-type: none"> <li>• Performance Dashboards</li> <li>• Financial Monitoring</li> <li>• Total Facilities Management – Bi-annual Report</li> <li>• Business Service Centre (Bi-annual performance report)</li> <li>• Work Programme</li> <li>•</li> </ul>   |
| D - Other Items for comment/ recommendation                        | <ul style="list-style-type: none"> <li>• ICT Security Annual Report</li> <li>• Armed Forces Covenant Annual Report (May 2017)</li> <li>• Contract Management Report</li> <li>• Housing White paper and KCC's response to it- (depends on date of government announcement)</li> <li>• SIRO update and re-assurance</li> <li>• Business Rates update (subject to government announcement)</li> <li>• Commercial Services Update</li> <li>• Revenue Income dividend work streams (D Shipton)</li> <li>• Welfare Reform update (D Whittle)</li> <li>• Business Services Centre – Business Case</li> </ul> |
| 15 September 2017  |   |
| B – Key or Significant Decisions for Recommendation or Endorsement |   |
| C - Performance Monitoring   | <ul style="list-style-type: none"> <li>• Performance Dashboards</li> <li>• Financial Monitoring</li> <li>• Contract Management</li> <li>• Work Programme</li> <li>•</li> </ul>  |
| D - Other Items for comment/ recommendation                        | <ul style="list-style-type: none"> <li>• Corporate Assurance Report March 2017</li> <li>• Gen2 Update – Bi-annual report</li> <li>• Invicta Law Update”</li> </ul>  |
| 5 December 2017  |   |
| B – Key or Significant Decisions for Recommendation or Endorsement |   |
| C - Performance Monitoring   | <ul style="list-style-type: none"> <li>• Performance Dashboards</li> <li>• Financial Monitoring</li> <li>• Business Service Centre (bi-annual performance report July and December 2017)</li> <li>• Annual Equalities Report and new equalities objectives</li> <li>• Total Facilities Management Update – Bi-annual report</li> <li>• Work Programme</li> </ul>  |

|   |   |
|---|---|
| D - Other Items for comment/<br>recommendation                            |   |
| <b>Other items</b>  |   |
|   | <ul style="list-style-type: none"> <li>• LATC</li> <li>• Gravesham Gateway to be considered by P&amp;R in 2017 as decision as notice needs to be given by November 2017</li> <li>• Business Disaster Recovery/ Business Continuity</li> <li>• Voluntary Organisations and use of KCC buildings</li> <li>• Contracting and Sub-Contracting arrangements with VCC (minutes of meeting of 8 September 2016)</li> <li>• Consultation Protocol (minutes of meeting of 8 September 2016)</li> </ul> |
| <b>2 February 2018</b><br>•   |   |
| <b>B – Key or Significant Decisions for Recommendation or Endorsement</b> |   |
| <b>C - Performance Monitoring</b>   | <ul style="list-style-type: none"> <li>• Performance Dashboards</li> <li>• Financial Monitoring</li> <li>• Work Programme</li> </ul>  |
| D - Other Items for comment/<br>recommendation                            |   |
| <b>16 March 2018</b><br>•   |   |
| <b>B – Key or Significant Decisions for Recommendation or Endorsement</b> |   |
| <b>C - Performance Monitoring</b>   | <ul style="list-style-type: none"> <li>• Performance Dashboards</li> <li>• Financial Monitoring</li> <li>• Work Programme</li> </ul>  |
| D - Other Items for comment/<br>recommendation                            |   |
| <b>Other items</b>  |   |
|   | <ul style="list-style-type: none"> <li>• LATC</li> <li>• Gravesham Gateway to be considered by P&amp;R in 2017 as decision as notice needs to be given by November 2017</li> <li>• Business Disaster Recovery/ Business Continuity</li> <li>• Contracting and Sub-Contracting arrangements with VCC (minutes of meeting of 8 September 2016)</li> <li>• Consultation Protocol (minutes of meeting of 8 September 2016)</li> </ul>   |
|   |   |