

From: Peter Sass, Head of Democratic Services  
To: Policy and Resources Cabinet Committee – Friday 19 September 2014

Subject: **Work Programme 2014/15**

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 its work programme for 2014/15.

## **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 2014/15**

- 3.1 An agenda setting meeting was held on Friday 15 August 2014 at which items for this meeting's agenda and future agenda items 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 that they wish to be considered for inclusion on the agenda of future meetings.

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.

5. **Recommendation:** The Policy and Resources Cabinet Committee is asked to consider and agree its work programme for 2014/15.

#### 6. Background Documents

None.

#### 7. Contact details

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**WORK PROGRAMME – 2014/2015**  
**Policy and Resources Cabinet Committee**

Agenda Section	Items
<b>December 2014</b>	
<b>B - Key or Significant Decisions for Recommendation or Endorsement</b>	<ul style="list-style-type: none"> <li>• <b>Customer Service Policy (suggested at P&amp;R Meeting in July 2014)</b></li> </ul>
<b>C - Performance Monitoring</b>	<ul style="list-style-type: none"> <li>• <b>Performance Dashboards</b></li> <li>• <b>Financial Monitoring</b></li> <li>• <b>Annual Diversity Report</b></li> <li>• <b>Contact Point Update</b></li> <li>• <b>Communications Update</b></li> </ul>
<b>D - Other Items for comment/ recommendation</b>	
<b>JANUARY 2015</b>	
<b>B - Key or Significant Decisions for Recommendation or Endorsement</b>	
<b>C - Performance Monitoring</b>	<ul style="list-style-type: none"> <li>• <b>Performance Dashboards</b></li> <li>• <b>Financial Monitoring</b></li> <li>• <b>Draft Revenue and Capital Budgets</b></li> </ul>
<b>D - Other Items for comment/ recommendation</b>	
<b>SPRING 2015</b>	
<b>B - Key or Significant Decisions for Recommendation or Endorsement</b>	
<b>C - Performance Monitoring</b>	<ul style="list-style-type: none"> <li>• <b>Performance Dashboards</b></li> <li>• <b>Financial Monitoring</b></li> <li>• <b>Strategic Priority Statements incl risk registers</b></li> </ul>
<b>D - Other Items for comment/ recommendation</b>	