

From: Peter Sass, Head of Democratic Services

To: Policy and Resources Cabinet Committee –15 January 2016

Subject: **Work Programme 2016**

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 2016.

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 2015

- 3.1 An agenda setting meeting was held on 1 December 2015 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 that they wish to considered for inclusion on the agenda of future meetings.

3.2 The schedule of commissioning activity 2015-16 to 2017-18 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.

5. Recommendation: The Policy and Resources Cabinet Committee is asked to consider and agree its work programme for 2016.

6. Background Documents

None.

7. Contact details

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WORK PROGRAMME –2016
Policy and Resources Cabinet Committee

Agenda Section	Items
15 March 2016	
B – Key or Significant Decisions for Recommendation or Endorsement	<ul style="list-style-type: none"> • Re-location of Tonbridge Gateway
C - Performance Monitoring	<ul style="list-style-type: none"> • Performance Dashboards • Financial Monitoring • Review of consultation and engagement and equalities considerations within the key decision making process
D - Other Items for comment/ recommendation	<ul style="list-style-type: none"> • Strategic and Corporate Services Directorate Business Plan • Risk Management: Strategic Risk Register • Corporate Assurance (agreed at meeting of 11 December 2015)
24 May 2016	
B – Key or Significant Decisions for Recommendation or Endorsement	<ul style="list-style-type: none"> • Facilities Management Contract Monitoring
C - Performance Monitoring	<ul style="list-style-type: none"> • Performance Dashboards • Financial Monitoring
D - Other Items for comment/ recommendation	<ul style="list-style-type: none"> • Consultation on business rates (suggested by D Shipton at agenda setting meeting on 2 December 2015)
22 July 2016	
B – Key or Significant Decisions for Recommendation or Endorsement	
C - Performance Monitoring	<ul style="list-style-type: none"> • Performance Dashboards • Financial Monitoring
D - Other Items for comment/ recommendation	
8 September 2016	
B – Key or Significant Decisions for Recommendation or Endorsement	
C - Performance Monitoring	<ul style="list-style-type: none"> • Performance Dashboards • Financial Monitoring
D - Other Items for comment/ recommendation	<ul style="list-style-type: none"> • Business Planning 2016/17 • Update on implementation of the Voluntary Sector Policy (minute 160 – Sept 2015) • Update on implementation of the Customer Service Strategy (minute 161 – Sept 2015)

2 December 2016

B – Key or Significant Decisions for Recommendation or Endorsement

C - Performance Monitoring

- **Performance Dashboards**
- **Financial Monitoring**

D - Other Items for comment/ recommendation

- **Comprehensive spending review**
- **Annual Equalities Report**

Other items not allocated to a particular meeting

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