

From: Peter Sass, Head of Democratic Services  
To: Policy and Resources Cabinet Committee –22 July 2016  
Subject: **Work Programme 2016/17**

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 2016/17.

## **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 17 June 2016 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 2016/17.

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

None.

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

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## WORK PROGRAMME –2016/17

## Policy and Resources Cabinet Committee

Agenda Section	Items
<b>8 September 2016</b>	
<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> </ul>
<b>D - Other Items for comment/ recommendation</b>	<ul style="list-style-type: none"> <li>• Business Planning 2016/17</li> <li>• Update on implementation of the Voluntary Sector Policy (minute 160 – Sept 2015)</li> <li>• Update on implementation of the Customer Service Strategy (minute 161 – Sept 2015)</li> <li>• Corporate Assurance Report</li> <li>• Consultation Protocol (Responses)</li> </ul>
<b>2 December 2016</b>	
<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>• Business Service Centre</li> </ul>
<b>D - Other Items for comment/ recommendation</b>	<ul style="list-style-type: none"> <li>• Comprehensive spending review</li> <li>• Annual Equalities Report</li> <li>• Security</li> </ul>
<b>Other items</b>	<ul style="list-style-type: none"> <li>• LATC</li> <li>• Update on managed print service</li> <li>• Corporate Assurance Report March 2017</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>• ICT Security Annual Report (May 2017)</li> <li>• Armed Forces Covenant Annual Report (May 2017)</li> <li>• Business Service Centre (bi-annual performance report July and December 2017)</li> <li>• Business Disaster Recovery/ Business Continuity</li> </ul>