

Portfolio Forward Plan
April 2007 - Resources, Staffing, Information and Customer Services

Contact:

April 2007 Cabinet (12th) / Scrutiny (19th) / Council (26th) / Audit Panel

- Corporate Governance Inspection (CGI) (Key) – *Cabinet / Council decision* Paul Swift, Greg Harlock
- Risk Register - Six-Monthly Monitoring Report (to March 2007) (Non-Key) – *Cabinet / Audit Panel decision, reviewed by Portfolio Holders* John Garnham
- Service Plans 2007/08 (Non-Key) – *Cabinet decision, following review by Portfolio Holders* Paul Swift
- Use of Balances and Reserves Unused for over Two Years (Key) – *Cabinet / Council decision* Adrian Burns

24 April 2007 Portfolio Holder Meeting

- Criminal Records Bureau (CRB) Checks Policy for Employees (Non-Key) – *Portfolio Holder decision* Jill Mellors
- Customer Service Strategy including Review of Complaints and Compliments Procedure (Non-Key) – *Portfolio Holder consideration prior to Cabinet decision* Jenny Mitchell
- Disciplinary Policy (Non-Key) – *Portfolio Holder decision* Susan Gardner Craig
- Equal Pay Audit (Non-Key) – *Portfolio Holder decision* Jill Mellors
- Grievance Procedure (Non-Key) – *Portfolio Holder decision* Susan Gardner Craig
- Performance Plan 2007-2008 (Key) – *Portfolio Holder to approve format in April, Cabinet / Council to approve content in June and July* Ian Salter
- Quarterly Monitoring Report including Budgetary Control and Prudential Indicators: Fourth Quarter 2006/07 (Non-Key) – *Portfolio Holder / Cabinet decision* Graham Smith
- Revenues Quarterly Collection Performance Report - 2006/07 (Non-Key) – *Information Item* Lee Phanco

May 2007 Portfolio Holder Meeting

- Leavers Report - 2006/07 (Non-Key) – *Information Item* Jill Mellors
- Sickness Absence Monitoring (Non-Key) – *Information Item* Jill Mellors

May 2007 Cabinet (10th) / Council (24th)

- Benefits: 3-yearly Consultation Results (Key) – *Cabinet decision* Ian Salter
- General: 3-yearly Consultation Results (Key) – *Cabinet decision* Ian Salter
- Write Off of Outstanding Debts 2006/07 (Non-Key) – *Council Information Item* Lee Phanco

June 2007 Portfolio Holder Meeting

- Capital Strategy and Asset Management Plan 2007/08 (Key) – *Portfolio Holder / Cabinet / Council decision* Graham Smith, Brent O'Halloran
- Employee Subsistence Allowances 2007/08 (Non-Key) – *Portfolio Holder decision* Janine Shepherd
- Fuel Reimbursement for Contract Hire Users 2007/08 (Non-Key) – *Portfolio Holder decision* Janine Shepherd
- Pay Award 2007/08 (Non-Key) – *Portfolio Holder decision* Susan Gardner Craig
- Staff Mileage Rates 2007/08 (Non-Key) – *Portfolio Holder decision* Janine Shepherd
- Unspent Budget Rollovers from 2006/07 to 2007/08 (Non-Key) – *Information Item* Peter Harris

Key) – *Portfolio Holder decision*

Summer 2007 Portfolio Holder Meetings

- Revenues Quarterly Collection Performance Report - 2007/08: First Quarter (Non-Key) – *Information Item* Lee Phanco

Summer 2007 Audit Panel (before 30 June) / Cabinet (14 June & 9 July) / Council (19 July)

- Approval of Statement of Accounts 2006/07 (Non-Key) – *Council decision* Adrian Burns
- Single Status Agreement (Key) – *Cabinet / Council decision* Jill Mellors
- Workforce Plan 2006/07 to 2008/09 (Key) – *Cabinet / Council decision* Susan Gardner Craig

Autumn 2007 Portfolio Holder Meetings

- Agreement of List of Rural Settlements for Business Rates Purposes 2008/09 (Non-Key) – *Portfolio Holder decision* Lee Phanco
- Christmas Closing Arrangements 2007/08 (Non-Key) – *Portfolio Holder decision*

Autumn 2007 Cabinet / Council / Scrutiny / Audit Panel

- Council Tax: Setting of Council Tax Base 2008/09 (including payment of Parish Precepts) (Key) – *Officer decision / Portfolio Holder information item* Chief Finance Officer
- Risk Register - Six-Monthly Monitoring Report (to September 2007) (Non-Key) – *Cabinet / Audit Panel Item (not before October 2007)* John Garnham

Deferred / Outstanding Items

- ARBURY CAMPS: Section 106 Agreement (Non-Key) – *Cabinet / Council decision* Adrian Burns
- Consultation Strategy 2007-2010 (Non-Key) – *Portfolio Holder / Cabinet decision* Paul Swift
- Move to Four-Yearly District Council Elections (Key) – *Council decision* Greg Harlock
- Payment of Consultation Costs (Non-Key) – *Portfolio Holder decision* Paul Swift

Portfolio Holder: Councillor SM Edwards

Scrutiny and Overview Committee Monitors: Councillors MJ Mason and RT Summerfield