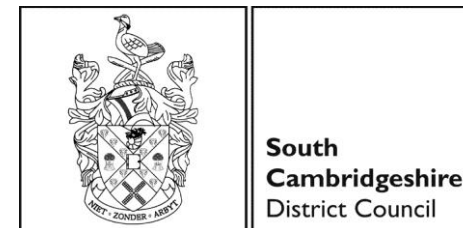


SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

FORWARD PLAN – RESOURCES, STAFFING, INFORMATION & CUSTOMER SERVICES

FROM 1 DECEMBER 2006 (FINAL – APPROVED 21 NOVEMBER 2006)



The Decision Maker:

Resources, Staffing, Information & Customer Services Portfolio Holder

Councillor Simon Edwards

The Scrutiny and Overview Committee Monitors:

Councillor Mike Mason

Councillor Richard Summerfield

Key and other decisions expected to be made, and issues to be considered, by the Resources, Staffing, Information & Customer Services Portfolio Holder at meetings from 1 December 2006

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Contact Officer	Documents submitted to the decision maker
Decision Items						
Consultation Strategy 2007-2010 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	19 December 2006			Paul Swift, Policy and Performance Review Manager	Update on Consultation Strategy 2003-2006
Members' Diaries Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	19 December 2006	Elected Members		Richard May, Democratic Services Manager	Report to Resources, Staffing, Information & Customer Services Portfolio Holder
Staff Survey 2006 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	19 December 2006			Margaret Bird, Human Resources Co-Ordinator	None.
Capital and Revenue Estimates for Staffing and Central Overhead Accounts 2007/08	Cabinet Resources, Staffing, Information and Customer Services Portfolio	14 December 2006 January 2007			Peter Harris, Principal Accountant (General Fund and Costing)	Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Contact Officer	Documents submitted to the decision maker
Key	Holder Portfolio Service Estimates Council	25 January 2007				
Fees and Charges - Electoral Registration Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	January 2007			Laura Lock, Electoral Services Manager	Report of Electoral Services Manager
Fees and Charges - Local Land Charges 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	January 2007			Devi Ramlall, Land Charges Officer	Report of Land Charges Officer
Fees and Charges - Sale of Agendas and Minutes 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	January 2007			Maggie Jennings, Democratic Services Officer	Report of Democratic Services Officer
Race Equality Impact Assessments Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	January 2007	Resources, Staffing, Information & Customer Services Portfolio Holder		Tim Wetherfield, Head of Policy and Communication	Reports to Resources, Staffing, Information and Customer Services Portfolio Holder and to Cabinet

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Contact Officer	Documents submitted to the decision maker
Service Plans 2007/08 Key	Resources, Staffing, Information and Customer Services Portfolio Holder Portfolio Service Plans 2007/08 Cabinet	January 2007 12 April 2007			Paul Swift, Policy and Performance Review Manager	Service Plans 2007/08
Capital Strategy and Asset Management Plan 2007/08 Key	Resources, Staffing, Information and Customer Services Portfolio Holder	March 2007			Graham Smith, Best Value and Management Accountant	Capital Strategy and Asset Management Plan 2007/08
Employee Subsistence Allowances 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	March 2007			Susan Gardner Craig, Human Resources Manager	Update report from Human Resources Manager
Performance Plan 2007-2008 Key	Resources, Staffing, Information and Customer Services Portfolio Holder Cabinet Council	April 2007 14 June 2007 26 July 2007			Ian Salter, Performance Improvement Officer	Performance Plan 2007-08

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Contact Officer	Documents submitted to the decision maker
Disciplinary Policy Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	Before 30 April 2007			Susan Gardner Craig, Human Resources Manager	None.
Grievance Procedure Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder Employment Committee	Before 30 April 2007 Before 30 April 2007	Unison and GMB		Susan Gardner Craig, Human Resources Manager	Grievance and procedure policy, 06/09/2006 Management Team
Unspent Budget Rollovers from 2006/07 to 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	June 2007			Peter Harris, Principal Accountant (General Fund and Costing)	Report of Principal Accountant (General Fund and Costing)
Fuel Reimbursement for Contract Hire Users 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	June 2007			Susan Gardner Craig, Human Resources Manager	Update from Human Resources Manager - Rates
Staff Mileage Rates 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio	June 2007			Susan Gardner Craig, Human Resources Manager	Update on NJC Mileage Rates

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Contact Officer	Documents submitted to the decision maker
	Holder					
Pay Award 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	Summer 2007			Susan Gardner Craig, Human Resources Manager	Pay Award 2007/08 Report
Christmas Closing Arrangements 2007/08 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	September 2007				Verbal report
For Decision by Cabinet / Council						
Whistleblowing Policy Key	Cabinet Council	14 December 2006 25 January 2007	Standards Committee UNISON GMB		John Garnham, Finance Project Officer, Susan Gardner Craig, Human Resources Manager, Fiona McMillan, Assistant Solicitor	Final Whistleblowing Policy
Criminal Records Bureau (CRB) Checks for Councillors, Policy and Processes Key	Cabinet Council	14 December 2006 25 January 2007	Senior Management Team Cambridgeshire County Council Huntingdonshire District Council Cambridge City		Patrick Adams, Senior Democratic Services Officer, Susan Gardner Craig, Human Resources Manager	CRB Checks, 20/07/2006 Scrutiny and Overview Committee County Council Report on Checks

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Contact Officer	Documents submitted to the decision maker
			Council			appendix a, 20/07/2006 Scrutiny and Overview Committee CRB Checks - Report, 14/09/2006 Cabinet CRB Checks - Appendix A, 14/09/2006 Cabinet CRB Checks - Appendix B, 14/09/2006 Cabinet
Workforce Plan Non-Key	Cabinet Council	14 December 2006 25 January 2007			Susan Gardner Craig, Human Resources Manager	Workforce Plan, Cabinet 9 June 2005 Report, Cabinet 9 November 2006
Single Status Agreement Key	Cabinet Council	Either 14 December 2006 or 11 January 2007 25 January 2007	UNISON GMB		Jill Mellors, Human Resources Officer	Report and Agreement
Discretionary Rate Relief Key	Cabinet Council	11 January 2007 25 January 2007			Lee Phanco, Assistant Director of Finance and Resources	Policy for the Award of Discretionary Relief from Non-Domestic Rates

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Contact Officer	Documents submitted to the decision maker
					(Revenues)	other than for Charitable Organisations (Cabinet 11 January 2007)
Corporate Milestones Quarterly Report 2006/07 - Third Quarter Non-Key	Cabinet	11 January 2007		Potential costs or virement of resources to achieve targets.	Ian Salter, Performance Improvement Officer	Report
Corporate Performance Indicator 2006/07 Quarterly Report - Third Quarter Non-Key	Cabinet	11 January 2007		Potential costs or virement of resources to achieve targets.	Ian Salter, Performance Improvement Officer	Report
Housing Stock Options Appraisal Key	Cabinet	Either 11 January 2007 or 08 February 2007	<ul style="list-style-type: none"> • Initial tenant road shows September 2004 • Working Group with tenant representatives 		Steve Hampson, Executive Director	Housing Options - Report
Capital and Revenue Estimates, Council Tax and Prudential	Cabinet Council	08 February 2007 22 February 2007	All Portfolio Holders		Adrian Burns, Chief Accountant	Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Contact Officer	Documents submitted to the decision maker
Indicators 2007/08 Key						
Information Items						
Council Tax: Setting of Council Tax Base (including payment of Parish Precepts) Key	Chief Finance Officer	December 2006			Greg Harlock, Chief Executive	None
Quarterly Monitoring Report including Budgetary Control and Prudential Indicators: Third Quarter 2006/07 Non-Key	Cabinet Information Item Resources, Staffing, Information and Customer Services Portfolio Holder	11 January 2007 January 2007			Graham Smith, Best Value and Management Accountant	Report (for information only)
Members' Allowances 2007- 08 Non-Key	Council	Either 25 January 2007 or 22 February 2007	Special Responsibility Allowance holders and group leaders	Included in 2007/08 budget	Maggie Jennings, Democratic Services Officer	Report to Independent Review Panel Recommendations to Council of the Independent Review Panel

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Contact Officer	Documents submitted to the decision maker
Revenues Quarterly Collection Performance Report - 2006/07 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder Quarterly Information Item: Third Quarter 2006/07 Fourth Quarter 2006/07	January 2007 April 2007			Lee Phanco, Assistant Director of Finance and Resources (Revenues)	None.
Medium Term Financial Strategy 2007/08 to 2010/11 Key	Resources, Staffing, Information and Customer Services Portfolio Holder Quarterly Review	February 2007			Adrian Burns, Chief Accountant, Paul Swift, Policy and Performance Review Manager	MTFS Quarterly Review
Leavers Report - 2006/07 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder Quarterly Information Item: Third Quarter 2006/07 Fourth Quarter 2006/07	February 2007 May 2007			Jill Mellors, Human Resources Officer	Leavers Apr - Sep 06, 06/11/2006 Senior Management Team
Risk Register - Quarterly Monitoring Report	Resources, Staffing, Information and Customer	February 2007			John Garnham, Finance Project Officer	Risk Register Quarterly Report - February 2007

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Contact Officer	Documents submitted to the decision maker
Non-Key	Services Portfolio Holder Quarterly Information Item: Third Quarter 2006/07 (Cabinet Six-Monthly Update) Fourth Quarter 2006/07 (Scrutiny and Overview Committee Six-Monthly Update)	 (08 March 2007) May 2007 (15 March 2007)				
Sickness Absence Monitoring Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder Quarterly Information Item: Third Quarter 2006/07 Fourth Quarter 2006/07	February 2007 May 2007			Jill Mellors, Human Resources Officer	Sickness April - Sept 06, 06/11/2006 Senior Management Team

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Contact Officer	Documents submitted to the decision maker
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Deferred Items						
Discretionary Compensation Regulations Non-Key	Cabinet Cabinet	12 October 2006 14 December 2006			Greg Harlock, Chief Executive Greg Harlock, Chief Executive	None.