

**Resources, Staffing, Information & Customer Services Portfolio Forward Plan  
January 2007 - Resources, Staffing, Information & Customer Services**

**Contact:**

**January 2007**

- Fees and Charges - Electoral Registration (Non-Key) – *Portfolio Holder decision* Laura Lock
- Fees and Charges - Local Land Charges 2007/08 (Non-Key) – *Portfolio Holder decision* Devi Ramlall
- Fees and Charges - Sale of Agendas and Minutes 2007/08 (Non-Key) – *Portfolio Holder decision* Maggie Jennings
- Capital and Revenue Estimates, Council Tax and Prudential Indicators 2007/08 (Key) – *Portfolio Holders to review individual portfolio estimates in January, followed by Cabinet / Council decision in February* Sally Smart
- Discretionary Rate Relief (Key) – *Cabinet / Council decision* Lee Phanco
- Capital and Revenue Estimates for Staffing and Central Overhead Accounts 2007/08 (Key) – *Cabinet / Council decision* Peter Harris
- Performance Management (Milestones and Performance Indicators) Quarterly Report 2006/07 - 6 Month Report (Non-Key) – *Cabinet / Council decision* Ian Salter
- Housing Stock Options Appraisal (Key) – *Cabinet / Council decision* Steve Hampson
- Members' Allowances 2007-08 (Non-Key) – *Cabinet / Council decision* Maggie Jennings
- Service Plans 2007/08 (Key) – *Cabinet / Council decision* Paul Swift
- Workforce Plan 2006/07 to 2008/09 (Non-Key) – *Cabinet / Council decision* Susan Gardner Craig
- Quarterly Monitoring Report including Budgetary Control and Prudential Indicators: Third Quarter 2006/07 (Non-Key) – *Information Item* Graham Smith
- Race Equality Impact Assessments (Non-Key) – *Information Item* Tim Wetherfield
- Revenues Quarterly Collection Performance Report - 2006/07 (Non-Key) – *Information Item* Lee Phanco
- Staff Survey 2006 (Non-Key) – *Information Item* Margaret Bird

**February 2007**

- Member Mentoring (Non-Key) – *Portfolio Holder decision* Guy Moody
- Consultation Strategy 2007-2010 (Non-Key) – *Portfolio Holder / Cabinet decision* Paul Swift
- Discretionary Compensation Regulations (Non-Key) – *Cabinet / Council decision* Susan Gardner Craig, Greg Harlock
- Medium Term Financial Strategy 2007/08 to 2010/11 (Key) – *Information Item* Adrian Burns, Paul Swift

**March 2007**

- Capital Strategy and Asset Management Plan 2007/08 (Key) – *Portfolio Holder decision* Graham Smith
- Investment Strategy (Non-Key) – *Cabinet / Council decision* Adrian Burns
- Risk Register - Six-Monthly Monitoring Report (to March 2007) (Non-Key) – *Cabinet / Scrutiny and Overview Item* John Garnham

**April 2007**

- Criminal Records Bureau (CRB) Checks Policy for Jill Mellors

- Employees (Non-Key) – *Portfolio Holder decision*
- Disciplinary Policy (Non-Key) – *Portfolio Holder decision* Susan Gardner Craig
- Equal Pay Audit (Non-Key) – Jill Mellors
- Grievance Procedure (Non-Key) – *Portfolio Holder decision* Susan Gardner Craig  
(*Employment Committee information item*)
- Management of Attendance Capability (Non-Key) – *Portfolio Holder decision* Jill Mellors
- Performance Plan 2007-2008 (Key) – *Cabinet / Council decision* Ian Salter

#### **May 2007**

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

#### **Summer 2007**

- Pay Award 2007/08 (Non-Key) – *Portfolio Holder decision* Susan Gardner Craig

#### **June 2007**

- Employee Subsistence Allowances 2007/08 (Non-Key) – *Portfolio Holder decision* Janine Shepherd
- Unspent Budget Rollovers from 2006/07 to 2007/08 (Non-Key) – *Portfolio Holder decision* Peter Harris
- Fuel Reimbursement for Contract Hire Users 2007/08 (Non-Key) – *Portfolio Holder decision* Janine Shepherd
- Staff Mileage Rates 2007/08 (Non-Key) – *Portfolio Holder decision* Janine Shepherd
- Single Status Agreement (Key) – *Cabinet / Council decision* Jill Mellors

#### **July 2007**

Nothing scheduled.

#### **August 2007**

Nothing scheduled.

#### **September 2007**

- Christmas Closing Arrangements 2007/08 (Non-Key) – *Portfolio Holder decision*
- Risk Register - Six-Monthly Monitoring Report (to September 2007) (Non-Key) – *Cabinet / Scrutiny and Overview Item* John Garnham

Portfolio Holder: Councillor SM Edwards

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