

REPORT OF CORPORATE AND FINANCE PORTFOLIO PERFORMANCE AND REVIEW PANEL

(Meeting held 8 February 2001)

1. OUTLINE WORK PROGRAMME (REPORT B) (MINUTE 19)

Members have considered a suggested Work Programme for the Panel for the year 2001/02.

Following discussions at the last meeting, the Work Programme was framed around the following main themes:

- a) Best Value reviews
- b) Monitoring of action plans
- c) Monitoring of performance indicators
- d) Input into the development of Policy and Strategy
- e) Review the overall set of performance indicators and performance of the services involved
- f) Input into the corporate cycle where it affects services covered by the portfolio, for example fees and charges, expenditure planning and community planning
- g) Input to issues as they arise via Cabinet or via the Panel itself
- h) Review of relevant items in the Best Value Local Performance Plan

The role of the Panel in the adopted Best Value process will be critical and there will be stages where the whole Panel will be involved. At the end of each review there will be an Action Plan. This is the Plan that will shape the continuous improvement within that element of the service and the Panel will be monitoring that performance.

Some Members felt the Work Programme was 'overcrowded' and they preferred to deal with fewer reviews in more depth.

Members felt that the current format of Panel reports was unsuitable given the Panel's role and the way it now operated, and that the format should be updated to reflect the new arrangements.

The Panel agreed the Work Programme and added a number of items all of which are reflected in the Appendix 1 to this report.

RECOMMENDED:

That the work programme attached at Appendix 1 to this report be adopted as the basis for the work for the Panel for the year 2001/02.

**Councillor J D Heron
CHAIRMAN**

(CF080201)

**CORPORATE AND FINANCE PORTFOLIO PERFORMANCE AND REVIEW PANEL
WORK PROGRAMME ELEMENTS FOR 2001/02**

APRIL

Human Resource Strategy
Mobile Advice Unit
Early Retirement Policy Review (including costs and benefits of retirements and redundancies)
ICT Investment Programme
Information Services – Developing the Service
Cashiering – Best Value Review
Treasury Fund Management – Strategies
Commercial Services – Business Development Opportunities

MAY

Accountancy – Best Value Scoping Document
Administration – Best Value Scoping Document
Best Value for Print and Graphics (scoping)
Best Value for Information Services (scoping)
Grants Budget Review
Corporate Charging Policy
Corporate Customer Care – Update

JUNE

Annual Employee Report
Member Training and Development Plan
Revenue Services – Annual Report on Performance and Action Plan
Revenue and Capital Monitoring
The Revised Estimate Review Process
Financial Management Information System
Members Financial Training Programme
Commercial Services – Long Term Sickness

JULY

Financial Strategy
Partnership with Parish Councils

AUGUST

Revenue and Capital Monitoring

OCTOBER

Exchequer Services – Annual Report on Performance and future Action Plan
Best Value for Information Services Final Report
Budget Guidelines / Expenditure Plan Process
Democratic Services (workload under new arrangements)
6 Month Review of Effectiveness of Restructuring of Finance Department

DECEMBER

Accountancy
Best Value for Print and Graphics Final Report
Fees and Charges Report
Expenditure Plan Process
Revenue and Capital Monitoring
Capital Programme

2002

JANUARY

2002/2003 Revenue and Capital Budget

FEBRUARY

Revenue and Capital Monitoring

JUNE

Administration – Best Value Verification Report

Other items as requested by Members or recommended by officers will be put before the Panel for agreement, in advance wherever possible.