

**POLICY AND RESOURCES COMMITTEE  
WORK PROGRAMME**

<b>No.</b>	<b>Item to be considered</b>	<b>Link to Strategic Plan</b>	<b>Date of Next Meeting</b>	<b>Purpose of the Report</b>	<b>How the work will be done</b>	<b>Responsible Officer</b>	<b>Outcome Expected</b>
1.	Performance Report		Reported via MIB	Performance report update	Written Report	Performance and Projects Manager	Report to note, this will be reported via the Members' Information Bulletin
2.	Write offs over £3k		10 December 2018	To receive a report	Written Report	Revenues Manager/Head of Revenue and Benefits	To consider the recommendations
3.	Draft Service Plans 2019-2022 and Strategic Plan 2019-2022	3.1.1/3.1.1.1 3.3.4/3.3.4.1	10 December 2018	To consider service plans for the heads of service that report to the committee	Written Report	Heads of Service who report to Committee	Agree the service plans for approval following approval of the budget by Council.
4.	Delegation of Environmental Health Commercial Service to WBC		10 December 2018	To receive a report	Written Report	Head of Regulatory Services/ Environmental Health Manager	To consider the recommendations
5.	Comprehensive Equality Policy		10 December 2018	To receive a report	Written report	Head of Community Partnerships	To consider the recommendations

**APPENDIX A**

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6.	Strategic, Service and Financial Planning 2019-2021 to include Fees and charges		22 January 2019	To receive a report	Written Report	DoF and Service Heads	To recommend the budget to Council
7.	Asset Register		11 March 2019	To consider a report on the asset register	Written Report	Property Services and Finance	To consider any recommendations
8.	Budget Monitoring Report		11 March 2019	To monitor the budgetary situation for services	Written Report	Director of Finance/Head of Finance	To consider the report and make any recommendations to Council
9.	Final Service Plans 2019-2021 and Strategic Plan 2019-2022	3.1.1/3.1.1.1 3.3.4/3.3.4.1	11 March 2019	To consider service plans for the heads of service that report to the committee	Written Report	Heads of Service who report to Committee	Agree the service plans for approval following approval of the budget by Council.
10.	Community Infrastructure Levy (CIL) once the Government have reviewed CIL		Future meeting	To receive a report	Written report	DCES	To consider any recommendations
11.	Budget Outturn report		17 June 2019	To receive a report	Written Report	Head of Finance	To consider the recommendations

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12.	Member Training		17 June 2019	To receive an update on Member training	Written Report	Principal Committee Manager	To consider any recommendations
13.	Draft Strategic Plan and Financial planning		2 September 2019	To receive a report	Written Report	Director of Finance/Head of Community Partnerships	To receive a report
14.	Review of Strategic Risks		4 November 2019	To receive a report	Written Report	Emergency Planning and Risks Manager	To consider the recommendations
15.	Calendar of meetings 2019/20		2 September 2020	To receive a report	Written report	Principal Committee Manager	To recommend the calendar to Council