

**POLICY AND RESOURCES COMMITTEE
WORK PROGRAMME**

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
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.	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
3.	Batchworth Depot Offices PID		22 January 2018	To receive the PID	Written document	Head of Property and Major Projects	To consider the PID
4.	Write offs over £3k		11 March 2019	To receive a report	Written Report	Revenues Manager/Head of Revenue and Benefits	To consider the recommendations
5.	Asset Register		11 March 2019	To consider a report on the asset register	Written Report	Property Services and Finance	To consider any recommendations
6.	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

APPENDIX A

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
7.	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.
8.	Community Infrastructure Levy (CIL) once the Government have reviewed CIL		Future meeting	To receive a report	Written report	DCES	To consider any recommendations
9.	Budget Outturn report		17 June 2019	To receive a report	Written Report	Head of Finance	To consider the recommendations
10.	Member Training		17 June 2019	To receive an update on Member training	Written Report	Principal Committee Manager	To consider any recommendations
11.	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
12.	Review of Strategic Risks		4 November 2019	To receive a report	Written Report	Emergency Planning and Risks Manager	To consider the recommendations
13.	Draft Service Plans 2020-2023 and Strategic Plan 2020-2023	3.1.1/3.1.1.1 3.3.4/3.3.4.1	9 December 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.

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No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
14.	Calendar of meetings 2019/20		2 September 2020	To receive a report	Written report	Principal Committee Manager	To recommend the calendar to Council