

**28 May 2012**

**Agenda Item: 9**

## **REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND CORPORATE SERVICES**

### **WORK PROGRAMME**

#### **Purpose of the Report**

1. To consider the Committee's work programme for 2012/13.

#### **Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme. It may be that the presentations about activities in the committee's remit will help to inform this.
5. A further element of transparency is reports from officers on the activity of working groups which relate to this committee's terms of reference. The committee is requested to consider whether it wishes to receive reports on the following groups on which officers are represented:

<b>Officer Group</b>	<b>Reporting arrangements</b>
BMS Core Transformation Team and Transformation	Periodic reports on BMS
Corporate Asset Management Group	Periodic reports on capital programme
ICT Strategy Board	Reports on ICT matters
Ways of Working Programme Board	Property and ICT implications to be

	reported to Finance and Property Committee
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6. It is also expected that the committee will wish to receive regular reports on outside bodies. Administration Committee, which has overall responsibility for outside bodies, will decide which outside bodies should report to which committees. There will be a report to a future meeting about this.

### **Meeting dates**

7. To meet financial reporting requirements, an additional meeting of the committee will take place at 2.00 pm on Monday, 18 July 2012, and the meeting due to be held on 10 December has been changed to 10.30 am on Monday, 17 December.

### **Other Options Considered**

8. None.

### **Reason/s for Recommendation/s**

9. To assist the committee in preparing its work programme.

### **Statutory and Policy Implications**

10. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **RECOMMENDATION/S**

- 1) That the committee's work programme be noted, and consideration be given to any changes which the committee wishes to make;
- 2) That the committee indicate which operational activities it wishes to receive regular reports on;
- 3) That the committee approve the arrangements for reports from officer groups.
- 4) That the committee note that it will meet on 18 June at 2.00 pm and 17 December 2012 at 10.30 am.

**Jayne Francis-Ward**  
**Corporate Director, Policy, Planning and Corporate Services**

**For any enquiries about this report please contact: Paul Davies, x 73299**

**Constitutional Comments (SLB 30/04/2012)**

1. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

**Financial Comments (MA 27/04/12)**

2. There are no direct financial implications arising from the contents of this report. Any future reports to Committee on operational activities and officer working groups, will contain relevant financial information and comments.

**Background Papers**

None.

**Electoral Division(s) and Member(s) Affected**

All