

## PERFORMANCE AND FINANCE SELECT COMMITTEE

### WORK PROGRAMME 2005/06

*To be agreed at meeting of the PFSC on 22<sup>nd</sup> June 2005*

**Chair of Select Committee:-**

*Cllr Nerva (as of 19/07/05)*

**Lead Officers for Select Committee:-**

*Duncan McLeod / Phil Newby*

<b>Date of Meeting</b>	<b>Item of Business</b>	<b>Lead Officer / Report Author</b>	<b>Report/ presentation?</b>	<b>Date of despatch</b>
22 June 2005	Revenue and Benefits Progress Report	Margaret Read	Written update report & Capita attending	Tuesday, 14 <sup>th</sup> June 2005
22 June 2005	2005/06 Audit & Inspection Plan and Internal Audit Plan	Simon Lane	Written report	Tuesday, 14 <sup>th</sup> June 2005
22 June 2005	2003/04 Joint Audit and Inspection Letter and Council's Action Plan	Duncan McLeod	Written report & PWC attending	Tuesday, 14 <sup>th</sup> June 2005
22 June 2005	Statement of Internal Control	Simon Lane	Written report	Tuesday, 14 <sup>th</sup> June 2005
22 June 2005	Annual Work Programme 2005-2006	PRU	This document and any papers regarding proposed work for the year	Tuesday, 14 <sup>th</sup> June 2005
6 <sup>th</sup> September 2005	Revenue and Capital Monitoring Report	Duncan McLeod	Executive reports plus accompanying 1 page summary report	Friday, 26 <sup>th</sup> August 2005
6 <sup>th</sup> September 2005	Risk Management Strategy Report (requested at June meeting)	Peter Stachniewski		Friday, 26 <sup>th</sup> August 2005
6 <sup>th</sup> September 2005	Vital Signs (latest quarter /	PRU		Friday, 26 <sup>th</sup> August 2005

	new format)			
6 <sup>th</sup> September 2005	Annual Work Programme	Democratic Services	For Information Only	Friday, 26 <sup>th</sup> August 2005
6 <sup>th</sup> September 2005	Task Group Proposals (Customer Satisfaction Survey?)	PRU		Friday, 26 <sup>th</sup> August 2005
6 <sup>th</sup> September 2005	LPSA Monitoring Report (Local Public Service Agreement)	PRU/ Peter Stachniewski		Friday, 26 <sup>th</sup> August 2005
6 <sup>th</sup> September 2005	Ask members to pick issues of concern on Vital Signs do that a more detailed investigation can take place at November meeting			Friday, 26 <sup>th</sup> August 2005
9 <sup>th</sup> November 2005	Annual Audit Reports	Simon Lane	(Previously Sept 2005)	Friday, 26 <sup>th</sup> August 2005
9 <sup>th</sup> November 2005	BHP Update on Performance	Mukesh Upadhyay	Report	Tuesday, 1 <sup>st</sup> November 2005
9 <sup>th</sup> November 2005	Vital Signs (if available)	PRU		Tuesday, 1 <sup>st</sup> November 2005
9 <sup>th</sup> November 2005	Revenue and Capital Monitoring Report	Duncan McLeod		Tuesday, 1 <sup>st</sup> November 2005
9 <sup>th</sup> November 2005	CPA – Update Report	PRU		Tuesday, 1 <sup>st</sup> November 2005
9 <sup>th</sup> November 2005	Annual Audit Report	Simon Lane / Duncan McLeod		Tuesday, 1 <sup>st</sup> November 2005
9 <sup>th</sup> November 2005	Revenues Update	Duncan McLeod		Tuesday, 1 <sup>st</sup> November 2005
9 <sup>th</sup> November 2005	Annual Work Programme	Democratic Services	For Information Only	Tuesday, 1 <sup>st</sup> November 2005
9 <sup>th</sup> November 2005	Investigation into specific performance issue (following consideration of Vital signs in September)	TBC		Tuesday, 1 <sup>st</sup> November 2005
18 <sup>th</sup> January 2006	CPA – Report Back on refresh Score	PRU		Tuesday, 10 <sup>th</sup> January 2006
18 <sup>th</sup> January 2006	Presentation of Task Group Final Report	PRU		Tuesday, 10 <sup>th</sup> January 2006

18 <sup>th</sup> January 2006	Benefits Update	Margaret Read		Tuesday, 10 <sup>th</sup> January 2006
18 <sup>th</sup> January 2006	Risk Management Update	Duncan McLeod/ Simon Lane		Tuesday, 10 <sup>th</sup> January 2006
18 <sup>th</sup> January 2006	Vital Signs (if available)	PRU		Tuesday, 10 <sup>th</sup> January 2006
18 <sup>th</sup> January 2006	Annual Work Programme	Democratic Services	For Information Only	Tuesday, 10 <sup>th</sup> January 2006
18 <sup>th</sup> January 2006	Joint Audit & Inspection Letter	BFS/ Audit		Tuesday, 10 <sup>th</sup> January 2006
12 <sup>th</sup> April 2006	CPA – Corporate Assessment / HR	PRU		Tuesday, 4 <sup>th</sup> April 2006
12 <sup>th</sup> April 2006	Vital Signs	PRU		Tuesday, 4 <sup>th</sup> April 2006
12 <sup>th</sup> April 2006	Comparison Report	PRU		Tuesday, 4 <sup>th</sup> April 2006