

## PERFORMANCE AND FINANCE SELECT COMMITTEE

### WORK PROGRAMME 2005/06

*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	To be circulated separately  Ask members to pick issues of concern on Vital Signs do that a more detailed investigation can take place at January meeting	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	DEFERRED	Tuesday, 1 <sup>st</sup> November 2005 DEFERRED
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	Exclusions – LI1 Robberies – LPSA4	Report (Valerie Jones) Report (Paul Roper)	Tuesday, 1 <sup>st</sup> November 2005

	September)			
9 <sup>th</sup> November 2005	Task Group Update	Kevin Quigley (PRU)	Verbal Update	
18 <sup>th</sup> January 2006	CPA – Report Back on refresh Score	PRU	Written paper	Tuesday, 10 <sup>th</sup> January 2006
18 <sup>th</sup> January 2006	Presentation of Performance Management Task Group Final Report	PRU – Kevin Quigley	For agreement by Select Committee prior to forwarding on to the Executive <b>DEFERRED – there will be a verbal update at this meeting regarding task group progress</b>	Tuesday, 10 <sup>th</sup> January 2006
18 <sup>th</sup> January 2006	Benefits Update to include update on impact of Document Imaging System, as requested at November meeting)	Margaret Read  Capita not attending meeting		Tuesday, 10 <sup>th</sup> January 2006
18 <sup>th</sup> January 2006	Corporate Governance – Statement of Internal Control Update	Duncan McLeod/ Simon Lane		Tuesday, 10 <sup>th</sup> January 2006
18 <sup>th</sup> January 2006	Vital Signs (if available)	PRU	<b>Not available for this meeting</b>	Tuesday, 10 <sup>th</sup> January 2006
18 <sup>th</sup> January 2005	Investigation into specific performance issue (following consideration of <b>Vital signs</b> in September)	- <b>PAF D54, BV56</b> – % of items of equipment and adaptations delivered within 7 working days (Adult Social Care) - <b>LPSA10</b> – Average time taken to remove fly tips from public land (Environment & Culture)	- Martin Cheeseman - Mike Bibby  - Richard Saunders - Chris Whyte	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	BFS/ Audit		Tuesday, 10 <sup>th</sup> January 2006

	Letter	PWC attending meeting		
12 <sup>th</sup> April 2006 21 <sup>st</sup> March 2006	CPA – Corporate Assessment / HR	PRU		Tuesday, 4 <sup>th</sup> April 2006 Friday, 10 <sup>th</sup> March 2006
12 <sup>th</sup> April 2006 21 <sup>st</sup> March 2006	Vital Signs	PRU		<del>Tuesday, 4<sup>th</sup> April 2006</del> Friday, 10 <sup>th</sup> March 2006
12 <sup>th</sup> April 2006 21 <sup>st</sup> March 2006	Comparison Report	PRU		Tuesday, 4 <sup>th</sup> April 2006 Friday, 10 <sup>th</sup> March 2006
12 <sup>th</sup> April 2006 21 <sup>st</sup> March 2006	Update report on the nature and implications of crime prevention work that has been implemented with schools and young people across the Borough (Robberies).	Valerie Jones (Community Development)	Report- Update since November 2005	Tuesday, 4 <sup>th</sup> April 2006 Friday, 10 <sup>th</sup> March 2006
12 <sup>th</sup> April 2006- 21 <sup>st</sup> March 2006	Report on number of accidents and subsequent compensation payments made by the Council to people injured by street furniture (Evening Standard league table – 24.11.05)	Duncan McLeod	Report – overview of issues	Tuesday, 4 <sup>th</sup> April 2006 Friday, 10 <sup>th</sup> March 2006
12 <sup>th</sup> April 2006 21 <sup>st</sup> March 2006	Risk Management Update	Duncan McLeod / Simon Lane		Tuesday, 4 <sup>th</sup> April 2006 Friday, 10 <sup>th</sup> March 2006

12 <sup>th</sup> April 2006 21 <sup>st</sup> March 2006	Joint Audit Plan	PwC / Duncan McLeod		Tuesday, 4 <sup>th</sup> April 2006 Friday, 10 <sup>th</sup> March 2006
12 <sup>th</sup> April 2006 21 <sup>st</sup> March 2006	Revenues - Update	Margaret Read		Tuesday, 4 <sup>th</sup> April 2006 Friday, 10 <sup>th</sup> March 2006
12 <sup>th</sup> April 2005 21 <sup>st</sup> March 2006	Final Performance Management Task Group report	Kevin Quigley (PRU)	Final report to be endorsed	Tuesday, 4 <sup>th</sup> April 2006 Friday, 10 <sup>th</sup> March 2006

## Requests

Date of Request/ Date of Response or Action	Item / topic	Request details
9 <sup>th</sup> November 2005	Internal Audit	Request for update on Internal audit and financial risk issues (including update on recruitment and retention issues) in 6 months time (May/ June 2006)
9 <sup>th</sup> November 2005 / 21 <sup>st</sup> March 2006	Vital Signs / Robberies (LPSA4)	Request that a report back be provided at the meeting of the Select Committee in April 2006, focusing on the nature and implications of crime prevention work that has been implemented with schools and young people across the Borough (Robberies).
Late November 2005 / 21 <sup>st</sup> March 2006	Compensation payments for injuries caused by street furniture	Request from Cllr Nerva regarding the number of accidents and subsequent compensation payments made by the Council to people injured by street furniture (Evening Standard league table – 24.11.05) – request for a report and overview of situation.

**Outstanding areas of work at conclusion of 2005/06 municipal year**

<b>Topic</b>	<b>Date of request / origin of request</b>	<b>To be carried over?</b>