

Work Plan for 2010/11 – Finance and Management Committee

Work Programme Area	Date of committee meetings	Anticipated completion date	Submitted to Council target date	Contact Officer
Review of the Medium-Term Financial Strategy and Spending Plans	21 st October 2010	October 2010	Delegated	Kevin Stackhouse (595811)
Workforce Development Strategy	21 st October 2010	September 2010	Delegated	David Clamp (595729)
Mortgage Interest Rate	21 st October 2010	September 2010	Delegated	Kevin Stackhouse (595811)
Budget and Financial Monitoring 2010/11 – Second Quarter to September 2010	2 nd December 2010	October 2010	Delegated	Kevin Stackhouse (595811)
Performance Management – 2 nd qtr	2 nd December 2010	October 2010	Delegated	David Clamp (595729)
Comments, Compliments & Complaints Report April to Sept 2010	2 nd December 2010	October 2010	Delegated	Kevin Stackhouse (595811)
F.O.I Report April to September 2010 (linked to Comments, Compliments & Complaints)	2 nd December 2010	October 2010	Delegated	Kevin Stackhouse (595811)
Write off report for Business Rates, Council Tax, Housing Benefit Overpayment, Sundry Debtors	2 nd December 2010	October 2010	Delegated	Pam Carroll (595784)
FOI Publication Scheme December 2011 (Note: every three years, or at major reorganisation)	2 nd December 2010	November 2010	Delegated	Kevin Stackhouse (595811)

Provisional Budget Proposals (incorporating service base budgets) 2011/12 and review of MTFP to 2016	13 th January 2011	December 2010	Delegated	Kevin Stackhouse (595811)
Budget and Financial Monitoring 2010/11 – Third Quarter to December 2010	15 th February 2011	January 2011	Delegated	Kevin Stackhouse (595811)
Treasury Management Strategy and Prudential Indicators 2011/12	15 th February 2011	January 2011	Delegated	Kevin Stackhouse (595811)
Consolidated Budget and Proposed Council Tax 2011/12	15 th February 2011	January 2011	Delegated	Kevin Stackhouse (595811)
HRA Budget 2011/12, Financial Projection to 2021 and Recommended Rent Increase for 2011/12	15 th February 2011	January 2011	Delegated	Kevin Stackhouse (595811)
Performance Management – 3 rd qtr	15 th February 2011	January 2011	Delegated	David Clamp (595729)
Annual Business Improvement Review (including procurement)	15 th February 2011	January 2011	Delegated	Jayne Jones (595800)
Procurement Strategy (Note: every other year)	15 th February 2011	January 2011	Delegated	Nigel Glossop (595703)
ICT Strategy (Note: every other year)	15 th February 2011	January 2011	Delegated	Nigel Glossop (595703)
Review Polling Districts, polling places & polling stations	15 th February 2011	March 2011	Delegated	Andrea McCaskie (595831)

Mortgage Interest Rate	17 th March 2011	March 2011	Delegated	Kevin Stackhouse (595811)
Write off report for Business Rates, Council Tax, Housing Benefit Overpayment, Sundry Debtors	April 2011	March 2011	Delegated	Pam Carroll (595784)
Corporate Plan – priorities for 2011/12	April/May 2011	April 2011	Delegated	David Clamp (595729)
Performance Management – Final 2010/11	June 2011	May 2011	Delegated	David Clamp (595729)
Service Plans 2011/12	June 2011	May 2011	Delegated	David Clamp (595729)
Corporate Equality & Fairness Scheme – Annual Report	June 2011	May 2011	Delegated	David Clamp (595729)
Communications Annual Report 2010/11	June 2011	May 2011	Delegated	David Clamp (595729)
Annual Training Report 2010/11	June 2011	May 2011	Delegated	David Clamp (595729)
Consultation Annual Report 2010/11	June 2011	May 2011	Delegated	David Clamp (595729)
Health & Safety Annual Report	June 2011	May 2011	Delegated	David Clamp (595729)
Comments, Compliments & Complaints Report October 10 to March 11	June 2011	May 2011	Delegated	Kevin Stackhouse (595811)

FOI Report April to September 2010 (linked to Comments, Compliments & Complaints)	June 2011	May 2011	Delegated	Kevin Stackhouse (595811)
Annual Efficiency Statement 2010/11 and NI 179 Performance	June 2011(Special)	May 2011	Delegated	Kevin Stackhouse (595811)
Treasury Management Annual Report and Prudential Indicators 2010/11	June 2011 (Special)	May 2011	Delegated	Kevin Stackhouse (595811)
Budget Out-turn 2010/11	June 2011(Special)	May 2011	Delegated	Kevin Stackhouse (595811)
Annual Statement of Accounts 2010/11 (incorporating the Annual Governance Statement)	June 2011 (Special)	May 2011	Delegated	Kevin Stackhouse (595811)

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