REPORT TO:	**ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE**	**AGENDA ITEM: 9**
DATE OF MEETING:	**28TH AUGUST 2008**	**CATEGORY: DELEGATED**
REPORT FROM:	**CHIEF EXECUTIVE**	**OPEN PARAGRAPH NO: N/A**
MEMBERS' CONTACT POINT:	**PAUL SPENCER (EXT. 5722)**	**DOC:**
SUBJECT:	**WORK PROGRAMME**	**REF:**
WARD(S) AFFECTED:	**ALL**	**TERMS OF REFERENCE: N/A**

1.0 Recommendations

1.1 That the Committee adopts a work programme approach to shape agenda content and that reports are submitted to each meeting to update the work programme.

2.0 Purpose of Report

2.1 The Committee is asked to consider the introduction of a work programme. This will enable Members to discuss and shape future Agenda content, whilst ensuring that they receive reports in a timely manner, to comply with our statutory and other obligations.

3.0 Detail

3.1 Members will be aware that for many years, the Overview and Scrutiny function has used a work programme approach to determine its agenda content. This gives the Committee the opportunity to review progress and to schedule work throughout the municipal year.

3.2 Some work was undertaken with policy committees previously to move to a work programme approach. More recently, consultation took place with a number of fourth option councils, to assess the proportion that were using a work programme for their policy committees and to seek samples of work programme documents. Using a work programme approach is considered to be good practice and from the survey undertaken, they are being used by a number of fourth option councils.

3.3 Attached at Annexe 'A' is a draft work programme document. Members' views are sought on this template, which can be used for all policy committees, to provide consistency. The Committee is also asked to consider and review the content of this document and Officers will be able to explain the reasoning used in compiling this first work programme.

4.0 Financial Implications

4.1 None arising directly from this report.

5.0 Background Papers

5.1 Work Programme.