

CITY OF YORK COUNCIL - RESOURCES FORWARD PLAN

	TITLE OF REPORT	RESPONSIBLE DIVISION/ REPORT AUTHOR	FOR DECISION/ INFORMATION	FIRST DEADLINE FOR REPORTS TO DIRECTOR & CHAIR OR EARLIEST DISTRIBUTION DATE	RMT/QCG/CMT DATE	EMAP	EBS	EXEC	COMMENTS/ GENERATED BY
1	CPA Use of Resources 2007	Audit & Risk Management Liz Ackroyd	To advise Members of the outcome of the 2007 CPA UOR assessment prior to national publication by the Audit Commission (expected mid November)		CMT 17/10/2007		EBS 30/10/2007	EXEC 06/11/2007	At the Request of the Report Author
2	Thin Client Management Arrangements	Simon Wiles/ Liz Ackroyd	A review of the Client & Contractor roles within the Council - this report seeks to rationalise and streamline them.	10/10/07	CMT 24/10/2007		EBS 13/11/2007	EXEC 20/11/2007	Report at the Request of the Author Initial discussion held at EBS on 28 November Deferred from the Executive Meeting of 19/12/2006 to allow for late additions to the report and for further consultation with other Departments. Deferred again on 27/03/2007, 12/06/2007, 24/07/2007, 11/09/2007, 23/10/2007 & 6/11/2007.
3	Review and Strategy for the Commercial Portfolio*	Property Services Philip Callow/ David Baren	A more detailed follow-up report to the Introductory report to Members at CS EMAP in September. Members will be asked to select appropriate options for the future management of the commercial property portfolio from 2008/09 onwards. Tenants of commercial properties may be affected by the Member decision.	13/10/07	QCG 06/11/2007	Corporate EMAP 30/10/2007	EBS 13/11/2007	EXEC 20/11/2007	Business Cycle

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4	Reducing the Maintenance Backlog	Property Services Neil Hindhaugh	Members are asked to consider the finance and performance implications of requirements under CPA/CAA and determine where CYC is to position itself. They are also asked to approve options for inclusion in a strategy.	23/09/07	CMT 24/10/2007		EBS 13/11/2007	EXEC 20/11/2007	Requested by Report Author Deferred from 24/07/2007 to allow time for more consultation with Directorates. Further deferred from 11/09/2007 & 23/10/2007 because extensive input is still needed from all service areas.
5	Race Course Lease Review	Property Services Philip Callow/ David Baren	Members are asked to consider and approve the request from York Race Course to further extend the existing lease for another 50 years - bringing it back to a 99 year lease - and to approve a widening of the course. They wish to make further investment and improvements by building up conference facilities. This would have an impact on citizens of York and residents in Micklegate Ward.	28/10/07	QCG 06/11/2007		EBS 13/11/2007	EXEC 20/11/2007	Requested by Report Author
6	IT Development Plan 2008/09*	IT&T Tracey Carter	Members are asked to agree the funding of IT projects for 2008/9 for the whole of CYC. Members will be asked to review the benefits and risks associated with each proposal and decide which ones to fund.	23/09/07	CMT 31/10/2007		EBS 13/11/2007	EXEC 20/11/2007	Business Cycle Deferred from 23/10/07 because of Acting Up Arrangements/Pressure of Work
7	Energy and Water Management Policy and Practice*/Sustainability in Design	Property Services Neil Hindhaugh/ Gary Christie	As a response to the Climate Change Agenda, Members will be informed on best practice and will be asked to approve a draft policy which will generate an Action Plan to prioritise energy and water management issues and sustainability in design projects and work with external partners.	04/11/07	CMT 14/11/2007		EBS 27/11/2007	EXEC 04/12/2007	This is a combined report. The two original reports have been deferred from the Executive Meetings of 24 July and 23 October. This report forms part of the Action Plan arising from the report from City Strategy on the Council's Environmental Management System (EMS). It is also being scheduled to go to COG

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8	Administrative Accommodation Review: End of Stage Update Report	Property Services Maria Wood	To advise Members of completion of Stage 3 of the Admin Accom Review (Finance, Timeframes, Risk & Performance of Work Streams) and identify objectives for Stage 4	04/11/07	CMT 14/11/2007		EBS 27/11/2007	EXEC 04/12/2007	Requested by Report Author
9	Information Governance Strategy.	Audit & Risk Management Robert Beane	This item seeks a decision on the adoption of a strategy for improving information governance. The vision is of an organisation employing technology to manage its information and its records, like all its other resources, efficiently, in the service of citizens.		CMT 05/12/2007				Requested by Report Author
10	Second Resources Finance and Performance Monitor	Sian Hanson/ Penny Hepworth	To provide Members with a further update on current in year progress relating to identified aims and key financial & performance indicators	23/11/07		Corporate EMAP 11/12/2007			Business Cycle (To also include second Treasury Management Monitor)
11	Procurement Mid Term Monitoring Report	Audit & Risk Management David Walker	To update Members on progress against the Procurement Strategy Action Plan and the Corporate Procurement Team Development & Work Programme 2007/08	23/11/07		Corporate EMAP 11/12/2007			Business Cycle
12	Treasury Management Monitoring Report	Finance Tom Wilkinson	To update Members on the performance of the treasury management function for the 1st seven months of the year and provide a projected outturn to 31st March 2008.	23/11/07		Corporate EMAP 11/12/2007			Business Cycle
13	Resources Departmental Strategy*	Simon Wiles	To consult and involve Members on a strategy documents which sets out the medium and long term objectives and priorities of the directorate	23/11/07		Corporate EMAP 11/12/2007			Business Cycle

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14	Risk Management Quarterly Report	Audit & Risk Management David Walker	To provide CMT with progress on managing the agreed key corporate risks	20/12/07	CMT 02/01/2007				Business Cycle
15	Mid-Term Monitor Progress against the Internal Audit & Fraud Plan	Audit & Risk Management Richard Smith		05/01/08		Audit & Governance Committee 15/01/2008			Business Cycle
16	Consultation & Shaping Session on the IAS Strategic Audit Plan	Audit & Risk Management Max Thomas		05/01/08		Audit & Governance Committee 15/01/2008			Business Cycle
17	Shared Service Briefing and Update	Audit & Risk Management Max Thomas		05/01/08		Audit & Governance Committee 15/01/2008			Business Cycle
18	RIPA Inspection Report	Audit & Risk Management Robert Beane		05/01/08		Audit & Governance Committee 15/01/2008			Report at the request of the Author
19	Car Parking Follow Up Report	Audit & Risk Management Max Thomas		05/01/08		Audit & Governance Committee 15/01/2008			Report at the request of the Author
20	IT Strategy 2007-2012	IT&T Tracey Carter	Members are asked to agree the strategic objectives for use of technology in the Council over the next 5 years which will drive our investment in IT	23/09/07	CMT 12/12/2007		EBS 08/01/2008	EXEC 15/01/2008	Requested by Report Author Deferred from 23/10/07 because of Acting Up Arrangements/Pressure of Work

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21	Easy@York Phase 2	IT&T Tracey Carter	This report will set out a detailed scope for the second phase of the easy@york programme and will identify funding arrangements. Members will be asked to approve the recommendations made in the report		CMT 12/12/2007		EBS 08/01/2008	EXEC 15/01/2008	Requested by Report Author
22	Second Corporate Performance & Finance Monitor	Finance/Janet Lornie PIT/Peter Lowe	Provision of the latest forecast of the council's financial and performance position. Actions may be required to agree proposed amendments to plans, mitigation for identified issues and financial adjustments (such as allocations from contingency and virements) which are reserved to the Executive.	09/12/07	CMT 19/12/2008		EBS 08/01/2008	EXEC 15/01/2008	Business Cycle
23	Second Capital Monitor	Finance Tom Wilkinson	Provision of the latest forecast of the council's financial and performance position. Actions may be required to agree proposed amendments to the capital programme and financial adjustments which are reserved to the Executive.	09/12/07	CMT 19/12/2008		EBS 08/01/2008	EXEC 15/01/2008	Business Cycle

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24	Resources Service Plans, including Revenue & Capital Budget Proposals 2007/08 to 2009/10*	Sian Hansom/Patrick Looker	A report to set before Members detail of the Services provided by Resources Directorate in relation to key drivers, critical success factors, current performance, budget proposals and future direction. A further report will be brought to the meeting in March for Members' approval.	05/01/08		Corporate EMAP 22/01/2008			Business Cycle
25	Annual Governance Statement	Audit & Risk Management Liz Ackroyd	Members are asked to note the new requirement for the Council to publish an annual governance statement. The AGS replaces the Statement on Internal Control	20/12/07	CMT 02/01/2008	Audit & Governance Committee 15/01/2008	EBS 22/01/2008	EXEC 29/01/2008	Report at the Request of the Author
26	Revenue Budget 2007/08 to 2009/10	Finance Peter Steed	To consolidate the budget proposals from Directorate EMAPs and consider added corporate issues with a view to setting the Council's budget.	13/01/08	CMT 23/01/2008		EBS 05/02/2008	EXEC 12/02/2008	Council 21/02/2008
27	Capital Budget 2007/08 to 2009/10	Finance Tom Wilkinson	To consider the capital budget proposals from Directorate EMAPS and consider corporate funding of the programme	13/01/08	CMT 23/01/2008		EBS 05/02/2008	EXEC 12/02/2008	Council 21/02/2008
28	Treasury Management Policy 2007/08 to 2009/10	Finance Tom Wilkinson	To conform to statutory requirements to set the Council's Treasury Management Policy & Strategy and Performance Indicators for the period to 2010	13/01/08	CMT 23/01/2008		EBS 05/02/2008	EXEC 12/02/2008	Council 21/02/2008

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29	Accounts Submitted for Write Off	Public Service Jenny Smithson	Mid-year submission of accounts for write-off by the Executive Member and details of write-offs made by delegated authority to the Head of Finance.	01/03/08		Corporate EMAP 18/03/2008			Business Cycle
30	Resources Service Plans For Approval	Business Management Sian Hansom	This report will highlight for Members any significant amendments to the draft Service Plans which were brought to them at the January meeting.	01/03/08	RMT February 2008	Corporate EMAP 18/03/2008			Business Cycle
31	Fraud & Corruption Response Plan	Audit & Risk Management Max Thomas	Members are asked to approve the updated Fraud & Corruption Response Plan	01/03/08		Corporate EMAP 18/03/2008			Also to go to the Audit & Governance Meeting on 01/04/2008
32	Bids for Funding from the Council's Venture Fund	Finance Tom Wilkinson		10/02/08	CMT 20/02/2008		EBS 04/03/2008	EXEC 11/03/2008	Business Cycle
33	Annual Audit Letter	Audit & Risk Management Liz Ackroyd/ Alastair Newell		23/02/08	CMT 05/03/2008		EBS 18/03/2008	EXEC 25/03/2008	Business Cycle
34	Fraud & Corruption Response Plan	Audit & Risk Management Max Thomas	Members are asked to approve the updated Fraud & Corruption Response Plan	22/03/08		Audit & Governance Committee 01/04/2008			Also taken to EMAP on 18/03/2008

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35	The Annual Outturn Report of OGG (Progress against annual work Plan)	Simon Wiles/ Liz Ackroyd		22/03/08		Audit & Governance Committee 01/04/2008			Business Cycle
36	Risk Management Outturn Report	Audit & Risk Management David Walker		22/03/08		Audit & Governance Committee 01/04/2008			Business Cycle
37	Mid Point Follow Up Review of Implementation of IAS Audit Recommendations (July 2007- December 2007 Audits)	Audit & Risk Management Richard Smith		22/03/08		Audit & Governance Committee 01/04/2008			Business Cycle
38	Risk Management Quarterly Report	Audit & Risk Management David Walker	To provide CMT with progress on managing the agreed key corporate risks	27/04/08	CMT 07/05/2008				Business Cycle
39	Insurance Outturn Report	Audit & Risk Management David Walker	To provide information on the progress in delivering an efficient and effective insurance service to the Council including details on the performance of the Insurance Funds			EMAP May/June 2008			Business Cycle
40	Procurement Outturn Report	Audit & Risk Management David Walker	To provide information on the progress made in delivering an effective and efficient procurement service to the Council including details on performance and corporate procurement savings			EMAP May/June 2008			Business Cycle

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41	Information Management Outturn Report	Audit & Risk Management Robert Beane				EMAP May/June 2008			Business Cycle
42	The Action Plan Arising from the Annual Letter of the District Auditor	Audit & Risk Management Liz Ackroyd				Audit & Governance Committee June 2008			Business Cycle
43	The Annual Audit & Inspection Plan (Audit Commission) for 07/08 & Outturn Monitoring Report for 06/07	Audit & Risk Management Liz Ackroyd/ Audit Commission				Audit & Governance Committee June 2008			Business Cycle
44	Revenue Outturn Report* (incorporating Treasury Management Outturn Report)	Finance Janet Lornie/Tom Wilkinson	To report the final financial position on the council's revenue budgets for the financial year ending the 2006/07 and for the Executive to note overall performance and authorise relevant financial adjustments such as budget carry forwards and virements.		CMT June 2008		EBS June 2008	EXEC June 2008	Business Cycle
45	Capital Outturn Report*	Finance Tom Wilkinson	To report the final financial position on the council's xcapital programme for the financial year ending the 2006/07 and for the Executive to note overall performance and authorise relevant financial adjustments.		CMT June 2008		EBS June 2008	EXEC June 2008	Business Cycle

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46	The Statement of Accounts	Finance Janet Lornie/Peter Steed	The statement of accounts records the overall financial position of the council at the 31st March in line with the nationally set Accounting Code of Practice. It is a requirement on the council that the draft statement of accounts are considered and agreed by council by the 30th June.			Audit & Governance Committee June 2008	EBS June 2008	EXEC 26/06/2007	Council 28/06/2007
47	Risk Management Quarterly Report	Audit & Risk Management David Walker	To provide CMT with progress on managing the agreed key corporate risks	24/08/08	CMT 03/09/2008				Business Cycle
48	Mid Term Monitor on Progress against the Internal Audit & Fraud Plan	Audit & Risk Management Max Thomas				Audit & Governance Committee September 2008			Business Cycle
49	First Corporate Finance & Performance Monitor	Finance/Janet Lornie PIT/Peter Lowe	Provision of the latest forecast of the council's financial and performance position. Actions may be required to agree proposed amendments to plans, mitigation for identified issues and financial adjustments (such as allocations from contingency and virements) which are reserved to the Executive.		CMT September 2008		EBS October 2008	EXEC October 2008	Business Cycle
50	First Capital Monitor	Finance Tom Wilkinson	Provision of the latest forecast of the council's financial and performance position. Actions may be required to agree proposed amendments to the capital programme and financial adjustments which are reserved to the Executive.		CMT September 2008		EBS October 2008	EXEC October 2008	Business Cycle
51	Risk Management Quarterly Report	Audit & Risk Management David Walker	To provide CMT with progress on managing the agreed key corporate risks	22/11/08	CMT 03/012/2008				Business Cycle