

**CITY OF YORK COUNCIL - RESOURCES FORWARD PLAN**

	<b>TITLE OF REPORT</b>	<b>RESPONSIBLE DIVISION/ REPORT AUTHOR</b>	<b>FOR DECISION/ INFORMATION</b>	<b>FIRST DEADLINE FOR REPORTS TO DIRECTOR &amp; CHAIR OR EARLIEST DISTRIBUTION DATE</b>	<b>RMT/QCG/CMT DATE</b>	<b>EMAP</b>	<b>EBS</b>	<b>EXEC</b>	<b>COMMENTS/ GENERATED BY</b>
1	Breaches & Waivers of Financial Regulations	Audit & Risk Management Liz Ackroyd/ Richard Smith		14/09/07		Audit & Governance Committee 24/09/2007			Business Cycle
2	Mid-point Review of the Implementation of Internal Audit Service Recommendations (Jan 07 - June 07 Audits)	Audit & Risk Management Richard Smith		14/09/07		Audit & Governance Committee 24/09/2007			Business Cycle
3	Mid-term Client Monitoring Report on the Annual External Audit Plan	Audit & Risk Management Liz Ackroyd		14/09/07		Audit & Governance Committee 24/09/2007			Business Cycle
4	Risk Management & Insurances Mid Term Monitor	Audit & Risk Management David Walker		14/09/07		Audit & Governance Committee 24/09/2007			Business Cycle
5	Training Plan Proposals for Governance Members	Audit & Risk Management Liz Ackroyd		14/09/07		Audit & Governance Committee 24/09/2007			At Members' Request
6	Results of the National Fraud Initiative (NFI) Exercise	Audit & Risk Management Max Thomas		14/09/07		Audit & Governance Committee 24/09/2007			Requested by Report Author
7	Review by External Audit of Internal Audit	Audit & Risk Management Max Thomas		14/09/07		Audit & Governance Committee 24/09/2007			Business Cycle
8	The Code of Corporate Governance	Audit & Risk Management Liz Ackroyd		14/09/07		Audit & Governance Committee 24/09/2007			Requested by Report Author

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9	Strategic Risk Register, Annual Risk Management Report and Update on Risk Management Strategy	A&RM David Walker	To inform Members of identified strategic risks and actions taken to mitigate them. It is a regulatory requirement to report these to Members	<b>12/08/07</b>	CMT 05/09/2007		EBS 18/09/2007	EXEC 25/09/2007	Business Cycle
10	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.	<b>09/09/07</b>	CMT 19/09/2007		EBS 02/10/2007	EXEC 09/10/2007	Business Cycle
11	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.	<b>09/09/07</b>	CMT 19/09/2007		EBS 02/10/2007	EXEC 09/10/2007	Business Cycle

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12	Competition Policy	Simon Wiles/ Liz Ackroyd	To set out and consider the Council's approach to competition.	<b>23/09/07</b>	CMT 03/10/2007		EBS 16/10/2007	EXEC 23/10/2007	Report at the Request of the Author Was originally a combined report with the Thin Client Management Arrangements report above. Deferred from the Executive Meeting of 24 July to allow for consultation with Members of Corporate EMAP
13	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.	<b>12/08/07</b>	CMT 26/09/2007		EBS 16/10/2007	EXEC 23/10/2007	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
14	Energy and Water Management Policy and Practice*	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 for CYC over the next 4 years. All CYC staff will be affected and it is also intended to heighten public perception of this issue through the Council's website.	<b>30/09/07</b>	QCG 09/10/2007		EBS 16/10/2007	EXEC 23/10/2007	This report has been deferred from the Executive Meeting of 24 July as it forms part of the Action Plan arising from the report from City Strategy on the Council's Environmental Management System (EMS)

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15	Sustainability in Design - Policy and Practice*	Property Services Neil Hindhaugh/ George Sands	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 sustainability in design projects. This will specifically affect internal design projects and work with external partners.	<b>30/09/07</b>	QCG 09/10/2007		EBS 16/10/2007	EXEC 23/10/2007	This report has been deferred from the Executive Meeting of 24 July as it forms part of the Action Plan arising from the report from City Strategy on the Council's Environmental Management System (EMS)
16	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.	<b>23/09/07</b>	CMT 03/10/2007		EBS 16/10/2007	EXEC 23/10/2007	Requested by Report Author Deferred from 24/07/2007 to allow time for more consultation with Directorates. Further deferred from 11/09/2007 because extensive input is still needed from all service areas.
17	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	<b>23/09/07</b>	CMT 03/10/2007		EBS 16/10/2007	EXEC 23/10/2007	Requested by Report Author

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18	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.	<b>23/09/07</b>	CMT 03/10/2007		EBS 16/10/2007	EXEC 23/10/2007	Business Cycle
19	Monk Bar Garage Future Use of Site	Property Services John Urwin	Members are asked to consider options for disposal and development and approve a chosen option for the eventual sale of this site	<b>23/09/07</b>	QCG 09/10/2007		EBS 16/10/2007	EXEC 23/10/2007	Deferred from May, September & October Executive Meetings. Deferred again from the meetings on 31/01/2007, 27/03/2007, 12/06/2007 and 24/07/2007 in order to consider further development options.

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20	Administrative Accommodation Review: End of Stage Update Report	Property Services Maria Wood	To advise Members of Progress on the Admin Accom Review	<b>07/10/07</b>	CMT 17/10/2007		EBS 30/10/2007	EXEC 06/11/2007	Requested by Report Author
21	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.	<b>28/10/07</b>	QCG 06/11/2007		EBS 13/11/2007	EXEC 20/11/2007	Requested by Report Author
22	Risk Management Policy & Practice	Audit & Risk Management David Walker		<b>18/11/07</b>	CMT 28/11/2007				At CMT's Request
23	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	<b>04/11/07</b>	CMT 14/11/2007		EBS 28/11/2007	EXEC 04/12/2007	Requested by Report Author

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24	Review Report: Central Government Grants & Investments	Simon Wiles/ Peter Steed	To put forward options to more Effectively Press the Government for a Fairer Grant Settlement for the City & Achieve More Investment in Local Transport Systems	10/11/07	QCG 20/11/2007		EBS 28/11/2007	EXEC 04/12/2007	Requested by Members
25	Review Report: Efficiency	Simon Wiles/ Peter Steed/ Liz Ackroyd/ Neil Hindhaugh	To put forward options for accelerating our search for efficiencies in the running costs of the Council, including plans to move out of expensive rented office accommodation	10/11/07	QCG 20/11/2007		EBS 28/11/2007	EXEC 04/12/2007	Requested by Members
26	Second Resources Finance and Performance Monitor	Sian Hansom/ 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)
27	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
28	Insurance Mid Term Monitoring Report	Audit & Risk Management David Walker	To update Members on the performance of the Council in managing claims, cost of premium and position of the insurance funds.	23/11/07		Corporate EMAP 11/12/2007			Business Cycle

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29	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
30	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
31	Contract Design Management (CDM) Regulations - Implications for CYC*	Property Services Neil Hindhaugh/ Ian Asher	To raise awareness with regard to these regulations, which came into force on 1 April 2007. Members will be asked to approve a protocol which will set out where responsibilities lie and recommend appropriate risk management. This will affect all construction projects and all Directorates of the Council.	11/11/07	CMT 21/11/2007	Corporate EMAP 11/12/2007			Requested by Report Author Deferred from 24/07/2007 & 11/09/2007 because of workload pressures and the need for consultant support



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32	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.	10/11/07	QCG 20/11/2007	Corporate EMAP 11/12/2007	EBS 08/01/2008	EXEC 15/01/2008	Business Cycle
33	Mid-Term Monitor Progress against the Internal Audit & Fraud Plan	Audit & Risk Management Max Thomas		05/01/08		Audit & Governance Committee 15/01/2008			Business Cycle
34	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
35	Resources Service Plans, including Revenue & Capital Budget Proposals 2007/08 to 2009/10*	Sian Hansom/Patrick Looker		05/01/08		Corporate EMAP 22/01/2008			Business Cycle

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36	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.	<b>09/12/07</b>	CMT 19/12/2008		EBS 08/01/2008	EXEC 15/01/2008	Business Cycle
37	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.	<b>09/12/07</b>	CMT 19/12/2008		EBS 08/01/2008	EXEC 15/01/2008	Business Cycle
38	Revenue Budget 2007/08 to 2009/10	Finance Peter Steed		<b>13/01/08</b>	CMT 23/01/2008		EBS 05/02/2008	EXEC 12/02/2008	Council 21/02/2008
39	Capital Budget 2007/08 to 2009/10	Finance Tom Wilkinson		<b>13/01/08</b>	CMT 23/01/2008		EBS 05/02/2008	EXEC 12/02/2008	Council 21/02/2008

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40	Trrasury Management Policy 2007/08 to 2009/10	Finance Tom Wilkinson		13/01/08	CMT 23/01/2008		EBS 05/02/2008	EXEC 12/02/2008	Council 21/02/2008
41	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
42	Resources Service Plans For Approval	Business Management Sian Hansom			RMT February 2008	Corporate EMAP 18/03/2008			Business Cycle
43	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
44	Bids for Funding from the Council's Venture Fund	Finance Tom Wilkinson		09/03/08	CMT 19/03/2008		EBS 01/04/2008	EXEC 08/04/2008	Business Cycle
45	The Annual Internal Audit Plan 2008/09	Audit & Risk Management Max Thomas		22/03/08		Audit & Governance Committee 01/04/2008			Business Cycle

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46	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
47	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
48	The Action Plan Arising from the Annual Letter of the District Auditor	Audit & Risk Management Liz Ackroyd				Audit & Governance Committee June 2008			Business Cycle
49	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
50	Mid Term Monitor on Progress against the Internal Audit & Fraud Plan	Audit & Risk Management Max Thomas				Audit & Governance Committee September 2008			Business Cycle
51	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

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52	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