

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	Mid-Term Monitor Progress against the Internal Audit & Fraud Plan	Audit & Risk Management Quarterly Monitoring Report Richard Smith		05/01/08		Audit & Governance Committee 15/01/2008			Business Cycle
2	Consultation & Shaping Session on the IAS Strategic Audit Plan	Audit & Risk Management Quarterly Monitoring Report Max Thomas		05/01/08		Audit & Governance Committee 15/01/2008			Business Cycle
3	Shared Service Briefing and Update	Audit & Risk Management Quarterly Monitoring Report Max Thomas		05/01/08		Audit & Governance Committee 15/01/2008			Business Cycle
4	Car Parking Follow Up Report	Audit & Risk Management Quarterly Monitoring Report Max Thomas		05/01/08		Audit & Governance Committee 15/01/2008			Report at the request of the Author
5	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
6	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
7	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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8	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
9	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	05/01/08		Corporate EMAP 22/01/2008			Business Cycle Deferred from 11/12/07 because of Acting Up Arrangements/Pressure of Work
10	FMS Replacement Appointment of Supplier	Finance Tom Wilkinson	A report to set before Members detail of the Procurement Process	05/01/08		Corporate EMAP 22/01/2008			At the Request of the Report Author
11	Purchasing Green IT Equipment & Software	IT&T Tracey Carter	To provide Members with further information and options on the purchasing of Green IT Equipment and Software.	05/01/08		Corporate EMAP 22/01/2008			At the Request of Members at the meeting of Corporate Services EMAP on 11/12/2007
12	Annual Governance Statement	Audit & Risk Management Quarterly Monitoring Report Liz Ackroyd	New legislation requires the Council (under the Accounts & Audit Regulations) to prepare and publish an Annual Governance Statement. The AGS replaces the Statement on Internal Control. Members are asked to note this new requirement and approve the contents of the report.	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
13	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
14	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

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15	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
16	Bids for Funding from the Council's Venture Fund	Finance Tom Wilkinson	The purpose of this report is to provide Members with the views of the Venture Fund Panel on a number of bids which are requesting funding from the Venture Fund. The Venture Fund is a source of funding to provide short to medium term financing for capital and/or revenue projects which will reduce the Council's net budgeted expenditure and support and/or achieve the overall goals of the Authority. Members are requested to approve (where appropriate) the advance of funds from the Venture Fund.	13/01/08	CMT 23/01/2008		EBS 05/02/2008	EXEC 12/02/2008	Business Cycle
17	CPA Use of Resources 2007	Audit & Risk Management Quarterly Monitoring Report Liz Ackroyd	To advise Members of the outcome of the 2007 CPA UOR assessment prior to national publication by the Audit Commission	07/10/07	CMT 06/02/2008		EBS 19/02/2008	EXEC 26/02/2008	At the Request of the Report Author
18	Resources Departmental Strategy*	Simon Wiles	To represent to Members for approval the Departmental Strategy which was presented in draft form for discussion at the Corporate EMAP Meeting in January 2008	01/03/08		Corporate EMAP 18/03/2008			Business Cycle
19	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
20	Audit & Fraud Shared Service Business Options	Audit & Risk Management Max Thomas	A report to advise Members of the preferred options for the long term organisational structure of the shared service between City of York Council and North Yorkshire County Council and to see approval of the preferred option	01/03/08		Corporate EMAP 18/03/2008			Business Cycle

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21	Fraud & Corruption Response Plan	Audit & Risk Management Quarterly Monitoring Report Max Thomas	This report updates the Council's existing Counter Fraud Strategy and seeks Members' approval for the revised Fraud & Corruption Response Plan	01/03/08		Corporate EMAP 18/03/2008			Also to go to the Audit & Governance Meeting on 01/04/2008
22	Annual Audit Letter	Audit & Risk Management Quarterly Monitoring Report Liz Ackroyd/ Alastair Newell	It is a statutory requirement for External Audit to report to the Authority the findings of their Audit Work. Members are asked to note the findings and the Action Plan	23/02/08	CMT 05/03/2008		EBS 18/03/2008	EXEC 25/03/2008	Business Cycle
23	Fraud & Corruption Response Plan	Audit & Risk Management Quarterly Monitoring Report 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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24	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
25	Risk Management Outturn Report	Audit & Risk Management Quarterly Monitoring Report David Walker		22/03/08		Audit & Governance Committee 01/04/2008			Business Cycle
26	Mid Point Follow Up Review of Implementation of IAS Audit Recommendations (July 2007- December 2007 Audits)	Audit & Risk Management Quarterly Monitoring Report Richard Smith		22/03/08		Audit & Governance Committee 01/04/2008			Business Cycle
27	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		CMT 2/04/2008		EBS 15/04/2008	EXEC 22/04/2008	Report at the Request of the Author. Deferred from 29/01/2007 Executive Meeting to allow for further development of the Hungate design
28	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	30/03/08	CMT 09/04/2007		EBS 29/04/2008	EXEC 05/05/2008	Requested by Report Author Deferred from 23/10/07, 15/01/2008 & 26/02/2008 because of Acting Up Arrangements/Pressure of Work
29	Risk Management Quarterly Monitoring Report	Audit & Risk Management Quarterly Monitoring Report David Walker	To provide CMT with progress on managing the agreed key corporate risks	27/04/08	CMT 07/05/2008				Business Cycle
30	Insurance Outturn Report	Audit & Risk Management Quarterly Monitoring Report 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
31	Procurement Outturn Report	Audit & Risk Management Quarterly Monitoring Report 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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32	Information Governance Outturn Report	Audit & Risk Management Quarterly Monitoring Report Robert Beane	To provide information in the form of statistics and performance indicators to update Members on progress and performance on Information Governance			EMAP May/June 2008			Business Cycle
33	Information Management Outturn Report	Audit & Risk Management Quarterly Monitoring Report Robert Beane				EMAP May/June 2008			Business Cycle
34	Progress Report on Shared Audit Service	Audit & Risk Management Max Thomas	To provide Members with an update on the progress of the Shared Audit Services with North Yorkshire			EMAP May/June 2008			At the Request of Members at the meeting of Corporate Services EMAP on 11/12/2007
35	Resources Performance and Finance Outturn Report*	Business Management Sian Hansom			RMT	EMAP May/June 2008			Business Cycle
36	Thin Client Management Arrangements	Simon Wiles/	A review of the Client & Contractor roles within the Council - this report seeks to rationalise and streamline them.	14/04/08	CMT 21/04/2008		EBS 27/05/2008	EXEC 03/06/2008	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, 20/11/2007, 18/12/2007 & 26/02/2008
37	The Action Plan Arising from the Annual Letter of the District Auditor	Audit & Risk Management Quarterly Monitoring Report Liz Ackroyd				Audit & Governance Committee June 2008			Business Cycle
38	The Annual Audit & Inspection Plan (Audit Commission) for 07/08 & Outturn Monitoring Report for 06/07	Audit & Risk Management Quarterly Monitoring Report Liz Ackroyd/ Audit Commission				Audit & Governance Committee June 2008			Business Cycle

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39	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 11/06/2008		EBS June 2008	EXEC June 2008	Business Cycle
40	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 11/06/2008		EBS June 2008	EXEC June 2008	Business Cycle

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41	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
42	Treasury Management Annual Report and Prudential Indicators 2006/07	Finance Tom Wilkinson	Provides detailed performance information on the Treasury Management function including reportage on the prudential indicators required by the national treasury management code of practice.	07/07/07		Corporate EMAP July 2008			Business Cycle
43	Risk Management Quarterly Monitoring Report	Audit & Risk Management Quarterly Monitoring Report David Walker	To provide CMT with progress on managing the agreed key corporate risks	24/08/08	CMT 03/09/2008				Business Cycle
44	Mid Term Monitor on Progress against the Internal Audit & Fraud Plan	Audit & Risk Management Quarterly Monitoring Report Max Thomas				Audit & Governance Committee September 2008			Business Cycle
45	Resources First Performance & Financial Monitor*	Business Management Sian Hansom	To provide Members with an update on current in-year progress relating to identified aims and key financial & performance indicators		RMT	Corporate EMAP September 2008			Business Cycle
46	Accounts Submitted for Write Off	Public Service Jenny Smithson	Members are asked to note uncollectable debts that have been written off under delegated powers and to consider writing off sums that exceed the delegated authority.			Corporate EMAP September 2008			Business Cycle

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47	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
48	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
49	Risk Management Quarterly Monitoring Report	Audit & Risk Management Quarterly Monitoring Report David Walker	To provide CMT with progress on managing the agreed key corporate risks	22/11/08	CMT 03/012/2008				Business Cycle
50	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			Corporate EMAP December 2008			Business Cycle
51	Procurement Mid Term Monitoring Report	Audit & Risk Management Quarterly Monitoring Report David Walker	To update Members on progress against the Procurement Strategy Action Plan and the Corporate Procurement Team Development & Work Programme 2007/08			Corporate EMAP December 2008			Business Cycle

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52	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.			Corporate EMAP December 2008			Business Cycle
53	Report on Progress on the Implementation of the New Financial Management System	Finance Tom Wilkinson	To provide Members with an update on progress in implementing the new system across all departments of City of York Council			EMAP December 2008			