

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	Resources Departmental Plan	Simon Wiles	To re-present 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
2	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
3	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
4	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

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5	Local Housing Allowance (LHA) Implications for York Residents	Public Services Stewart Halliday	To bring to Members' Attention the implications of the recently introduced LHA Scheme	01/03/08		Corporate EMAP 18/03/2008			Report at the Request of Members
6	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
7	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
8	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
9	Risk Management Outturn Report	Audit & Risk Management Quarterly Monitoring Report David Walker		22/03/08		Audit & Governance Committee 01/04/2008			Business Cycle

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10	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
11	Purchase of land for Use as a Composting Area	Property Services Paul Fox	Yorwaste have negotiated with a local landowner to purchase 30 acres of land, subject to planning approval, for use as a composting area in association with the waste disposal site at Harewood Whin. Planners have recommended approval and it will be decided at Planning Committee on 28 February. Should the Planning Permission be Granted it would be economically advantageous for the Council to purchase the land and lease it to Yorwaste		QCG 19/03/2008		EBS 01/04/2008	EXEC 08/04/2008	Report at the Request of the Author
12	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
13	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

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14	Appropriation of Property	Property Services John Urwin	To appropriate and transfer properties between the Housing Revenue Account and the General Fund to ensure good governance and provide a corporate flexibility in the use of capital resources. The appropriations need to be approved for the financial year of 2008/09.	27/04/08	CMT 07/05/2008		EBS 13/05/2008	EXEC 20/05/2008	Report at the Request of the Author
15	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	25/05/08		EMAP 10/06/2008			Business Cycle
16	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	25/05/08		EMAP 10/06/2008			Business Cycle

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17	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	25/05/08		EMAP 10/06/2008			Business Cycle
18	Information Management Outturn Report	Audit & Risk Management Quarterly Monitoring Report Robert Beane		25/05/08		EMAP 10/06/2008			Business Cycle
19	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	25/05/08		EMAP 10/06/2008			At the Request of Members at the meeting of Corporate Services EMAP on 11/12/2007
20	Resources Performance and Finance Outturn Report*	Business Management Sian Hansom		25/05/08	RMT	EMAP 10/06/2008			Business Cycle
21	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.	25/05/08		EMAP 10/06/2008			Business Cycle

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22	Review and Strategy for the Commercial Property Portfolio - Future Investment Strategy	Property Services David Baren	The main Review and Strategy was approved by EMAP on 30th October 2007, and Executive on 20th November. These reports contained a recommendation that some properties could be sold, and the proceeds re-invested in other property that more closely followed the Council's Corporate Strategy and also gave a better balance to the Portfolio. The Executive delegated the detail of the Strategy to Corporate Services EMAP and this report sets out the necessary further detail.	25/05/08		EMAP 10/06/2008			Report at the Request of Members
23	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

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24	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
25	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
26	IT Strategy 2007-2012	IT&T Roy Grant	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 23/04/2007		EBS 10/06/2008	EXEC 17/06/2008	Requested by Report Author Deferred from 23/10/07, 15/01/2008, 26/02/2008 & 24/04/2008 because of Acting Up Arrangements/Pressure of Work and to accommodate/include the outcomes of a recent external review of ITT Services into the Strategy

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27	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 24/06/2008	EXEC 01/07/2008	Business Cycle
28	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 24/06/2008	EXEC 01/07/2008	Business Cycle

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29	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 24/06/2008	EXEC 01/07/2008	Council 28/06/2007
30	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
31	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
32	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

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33	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
34	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
35	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

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36	Efficiency Outturn Report	Finance Steve Morton	To update Members on the performance of the Council towards achieving its efficiency targets.			Corporate EMAP October 2008			Business Cycle
37	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
38	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
39	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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40	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
41	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			