
29 January 2008

Meeting of Executive Member for Corporate Services and Advisory Panel

Report of the Business Support Manager - Resources

FUTURE AGENDA FOR CORPORATE SERVICES EMAP

Summary

1. This report provides an outline of the business currently scheduled for meetings of the Executive Member for Corporate Services and Advisory Panel during the forthcoming year.

Background

2. Reports have been brought previously to Members of the Corporate Services Advisory Panel so that Members can suggest additional reports they may wish to have brought to them and so they can ensure a balance of items on each agenda.
3. Members of Resources Management Team and other report writers in the Directorate have been consulted about which items of future business they will be putting forward to the Corporate EMAP meeting and which items are destined for other Member meetings. Set out in this report, which accompanies the Forward Plan, is the list of items currently scheduled for Corporate Services EMAP meetings in the forthcoming year.

Meeting Schedule

As the Council Diary has yet to be published, it has been necessary to use this year's meetings as an indication as to the timings of those that will take place after May 2008.

Meetings likely to be scheduled for Corporate Services EMAP in 2008 are:

January 29th, March 18th, May/June, July, September, October, December – a total of 7 meetings.

Options & Analysis

4. The Resources Forward Plan is submitted to Members at each meeting of the Corporate Services EMAP as a standing agenda item. Items listed on the Forward Plan are either generated as recurring Business Cycle items or are

one-off or update reports at either the request of Members, Council Management Team or the report author.

Including items on the agenda for this meeting, items currently listed on the Forward Plan for Corporate Services EMAP up to December 2008 include:

Jan EMAP - 4 Items

- Resources Service Plans & Budget Proposals
- Draft Resources Departmental Strategy (for discussion)
- FMS Replacement - Appointment of Supplier
- Purchasing Green IT Equipment & Software

18 March EMAP - 4 Items

- Accounts for Write Off
- Fraud & Corruption Response Plan
- Audit & Fraud Shared Service Business Options
- Resources Departmental Strategy (for approval)

May/June EMAP - 6 Items

- Resources Performance & Financial Outturn Report
- Shared Audit Service Update Report
- Outturn Report - Procurement
- Outturn Report - Information Governance
- Outturn Report - Information Management
- Outturn Report - Insurance

July EMAP - 1 Item

- Treasury Management Annual Report and Prudential Indicators

September EMAP - 2 Items

- Resources First Performance & Financial Monitor
- Accounts for Write Off

October EMAP - 1 Item

- Efficiency Outturn Report

December EMAP - 4 Items

- Resources Second Performance & Finance Monitor
- FMS Implementation Progress Report
- Procurement Mid Term Monitoring Report
- Treasury Management Mid Term Monitoring Report

It is usual for items to be added to the forward plan throughout the year as the need arises and the plan is regularly re-circulated to Resources Management Team and to report authors in Resources for further recommended additions. Members also suggest other items they would like to be brought to the meetings.

Corporate Priorities

5. This report relates to the Council's Corporate Priority to improve leadership at all levels to provide clear, consistent direction to the organisation.

Implications

6. There are no Financial, HR, Legal, Equalities, Crime & Disorder or Property implications.

Risk Management:

7. In compliance with the Council's risk management strategy. There are no risks associated with the recommendations of this report.

Recommendations

8. That the Advisory Panel advise the Executive Member that:
 - 1) Consideration needs to be given to the future content of agendas and frequency of Corporate Services EMAP meetings.
 - 2) Members may wish to suggest further items to be brought to the meetings either at this time or in the future.

Reason: To comply with Members' request for updated information about the workload of future Corporate Services EMAP meetings.

Contact Details

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Chief Officer Responsible for the report:

Chief Officer's name *Simon Wiles*

Title *Director of Resources*

Report Approved **Date** 18-1-08

Specialist Implications Officers: None

All



Wards Affected: *List wards or tick box to indicate all*

For further information please contact the author of the report

Background Papers: *Resources Forward Plan 126*

Annex: *Resources Forward Plan*