

OVERALL WORK PROGRAMME

1 SUMMARY

- 1.1 This report sets out the main areas of this Committee's work programme for the 2003/2004 municipal year. It picks up any revisions/amendments made since the 2003/2004 work programme was agreed at full Council in February 2003 (mins 82/03). The report also reviews the Committee's work over the past 12 months.

2 DETAILED CONSIDERATIONS

- 2.1 In accordance with the Council's constitution, each Overview and Scrutiny Committee should consider its priorities for the coming year and look back on its performance over the previous year at its first meeting after annual Council.
- 2.2 Appendix 1 therefore lists those areas of work covered in the past year. Appendix 2 sets out the work programme for the Committee over the next 12 months.

3 RECOMMENDATION

- 3.1 That subject to any member comments, this Committee resolves to note the progress made over the past 12 months and agree its 2003/2004 work programme as now set out in Appendix 2. (CE)

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Chief Executive

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Appendix 1

Topics Considered in 2002/2003

- Scheme of Delegations (mins 249/2002)
- Fees and Charges (mins 250, 506/2002)
- E-Government consultation (mins 251/2002)
- Staffing matters (mins 253, 625/2002)
- Support Services for members (mins 357/2002)
- Parish Partnership Fund (mins 358/2002)
- IS/ICT/E Government Strategies (mins 360, 507/2002; 154/2003)
- Consultation with the Business Community (mins 359, 504, 505/2002, 210/2003)
- Comprehensive Performance Assessment Consultation (mins 361, 446/2002)
- Best Value Performance Indicators consultation (mins 510/2002)
- Single Capital Pot, Capital Programme (mins 362, 363, 441, 444, 582/2002)
- Chambers of Trade – Bids for Funding (mins 364, 445/2002)
- Council's Budget (mins 442, 443, 581, 618/2002)
- Finance Best Value Review (mins 508/2002)
- Access to Information (mins 509/2002, 211/2003)
- Proposed Environmental Centre Site – Progress (mins 511/2002)
- Review of the Constitution (mins 580/2002)
- Outside Body Review (mins 583/2002, 153/2003)
- Absent Voting Consultation (mins 584/2002)
- Record of Councillors Attendance (mins 585/2002)

- Audit and Inspection Reports (mins 621/2002, 76/2003, 155, 156/2003, 212/2003)
- Planning Weekly List arrangements (mins 620/2002, 157/2003)
- Six Month Review Corporate Plan/Best Value Performance Plan (mins 619/2002)
- Brook Road Employment Area – Improvement Scheme (mins 623/2002)
- External Audit – management letter (mins 28/2003)
- 50-54 West Street, Rochford (mins 29/2003)
- Asset Management (mins 75/2003)
- Essex Community Strategy Consultation (mins 152/2003)
- Signage in Council Chamber (mins 158/2003)
- Rayleigh Market Review (mins 208/2003)
- Rochford Economic Development Strategy (mins 209/2003)

Appendix 2

2003/2004 Work Programme

From June – October

- Oversee progress of Risk Management Strategy - July
- Receive final report of Best Value Review on Financial Services – July
- Oversee review of Council premises – by September
- Input in connection with the Comprehensive Performance Assessment – by October
- Rayleigh Market Review – by September

Between October and Christmas

- Risk Management Review of the budget and the budget monitoring process
- Monitoring of the Council's Corporate Plan and Best Value Performance Plan

Between Christmas and end of municipal year

- Monitor Grant provision to outside bodies
- External Auditor's Management letter
- Update on Risk Management Progress

In September and March

- Receive progress reports from the Council's IT contractors - SIS

Ongoing

- Oversee and receive reports from Internal Audit on various operations of the Council