

Resources Select Committee (Chairman – Cllr S Kane)

2016/17

Item	Report Deadline/ Priority	Progress / Comments	Programme of Meetings
(1) Key Performance Indicators 2015/16 – outturn review	Outturn KPI performance considered at the first meeting of each municipal year.	Outturn KPI performance report for 2015/16 - went to July 2016 meeting	12 July 2016; 10 October ; 06 December; 07 February 2017; 28 March
(2) To review the specific quarterly KPI's for 2016/17	Quarterly.	Review of quarterly performance: Q1 in October 2016 - completed; Q2 in December '16; Q3 in Feb. '17	
(3) Corporate Plan Key Action Plan 2015/16 – Outturn review	First meeting of each municipal year	Outturn Key Action Plan 2015/16 performance went to July 2016 meeting	
(4) Corporate Plan Key Action Plan 2016/17 – quarterly review	Quarterly	Review of quarterly performance: Q1 October 2016 - completed; Q2 December 2016; Q3 February 2017.	
(5) Detailed Portfolio Budgets	Portfolio budgets considered on an annual basis jointly with the Finance & Performance Management Cabinet Committee.	Annual review of portfolio budgets to be considered at joint meeting with the F&P M Cabinet Committee in January of each year.	

(6) ICT Strategy – Progress & Call Handling	Progress against ICT Strategy considered on an annual basis.	Progress report on call/response handling. Also to receive a report on options following introduction of new telephony system. <i>Last update in October 2016 on telephone monitoring statistics.</i>	
(7) Fees and Charges 2017/18	Proposed fees and charges for 2017/18 - for October 2016 meeting.	Proposed fees and charges considered on an annual basis each October.	
(8) Provisional Capital Outturn 2015/16	Provisional outturn for 2015/16 for July meeting.	Provisional Capital Outturn considered on an annual basis at first meeting in each municipal year.	
(9) Provisional Revenue Outturn 2015/16	Provisional outturn for 2015/16 for July 2016 meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.	
(10) Sickness Absence Outturn	July 2016	To review the Sickness Outturn report for 2015 - 16 – went to July 16 meeting	
(11) Sickness Absence	Half-yearly progress reports for 2016/17 to be considered at December and July meetings.	Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis.	
(12) Medium Term Financial Strategy & Financial issues paper	October 2016	To receive the Financial Issues Paper and Medium Term Financial Strategy including 4 year General Fund forecast	
(13) Quarterly Financial Monitoring	Oct 2016- completed; Dec.2016; & February 2017	To receive quarterly financial monitoring reports	

(14) Review of Risk management arrangements	Dec 2016	Item from the O&S Co-ordinating Group. To review the trends in claims experience.
(15) Review of Section 106 monies and monitoring report	Dec 2016	Item from the O&S Co-ordinating Group. Section 106 agreements attempt to alleviate significant impacts on the local area and reach an agreement with the developer to mitigate the costs of additional infrastructure. The Community Infrastructure Levy (CIL) looks at the wider area infrastructure and tries to gain funding for its implementation. The two funding streams cannot fund the same infrastructure
(16) Cost of member and corporate activities	TBA	Item from the O&S Co-ordinating group. To review requests for meetings\reports and examine the cost implications.
(17) Shared Services Working	TBA	To review any shared services working being carried out by EFDC. HR currently working with Colchester and Braintree Councils on a shared HR payroll system. <i>Last update at the December 2015 meeting.</i>
(18) Housing Benefit Fraud & Compliance	February 2017	Received a report in Feb. 2016 on the fraud team's work.