

Resources Select Committee (Chairman – Cllr)

2017/18

Item	Report Deadline/ Priority	Progress / Comments	Programme of Meetings
(1) Key Performance Indicators 2016/17 – outturn review	Outturn KPI performance considered at the first meeting of each municipal year.	Outturn KPI performance report for 2016/17 – for 1 st meeting of the year.	13 July 2017; 17 October; 19 December;
(2) To review the specific quarterly KPI's for 2017/18	Quarterly.	Review of quarterly performance: Q1 in October 2017; Q2 in December '17; Q3 in Feb. '18	13 February 2018; 03 April
(3) Corporate Plan Key Action Plan 2016/17 – Outturn review	First meeting of each municipal year	Outturn Key Action Plan 2015/16 performance to July 2017 meeting	
(4) Corporate Plan Key Action Plan 2017/18 – quarterly review	Quarterly	Review of quarterly performance: Q1 October 2017; Q2 December 2017; Q3 February 2018.	
(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 March 2017 on General IT systems and telephone monitoring statistics.</i>
(7) Fees and Charges 2018/19	Proposed fees and charges for 2018/19 – for October 2017 meeting.	Proposed fees and charges considered on an annual basis each October.
(8) Provisional Capital Outturn 2016/17	Provisional outturn for 2016/17 for July 2017 meeting.	Provisional Capital Outturn considered on an annual basis at first meeting in each municipal year.
(9) Provisional Revenue Outturn 2016/17	Provisional outturn for 2016/17 for July 2017 meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.
(10) Sickness Absence Outturn	July 2017	To review the Sickness Outturn report for 2016 - 17
(11) Sickness Absence	Half-yearly progress reports for 2017/18 to be considered at December and July meetings.	Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis. <i>Last report received at December 2016 meeting.</i>
(12) Medium Term Financial Strategy & Financial issues paper	October 2017	To receive the Financial Issues Paper and Medium Term Financial Strategy including 4 year General Fund forecast

(13) Quarterly Financial Monitoring	Oct 2017; Dec.2017; & February 2018	To receive quarterly financial monitoring reports
(14) Review of Risk management arrangements	March 2017	Item from the O&S Co-ordinating Group. To review the trends in claims experience.
(15) 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>
(16) Invest to Save	December 2017	To receive a report updating the Committee on the Council's Invest to Save scheme.
(17) General update on the General Fund CSB, DDF and ITS	December 2017	To receive an updating report on the CSB, DDF and ITS scheme.
(18) Scrutiny of the Transformation Project	Had an Initial meeting on 10 April 2017	Initial meeting to review PICK form and set terms of reference for looking at the Transformation Project. A T&F Panel was subsequently set up to review what the Select Committee would need to review.