

## Corporate Business Committee work programme 2013/14 (DRAFT)

meeting	date	topic	Contact officer/lead	Next Exec
2013/14	Civic Year			
2 in 13/14 This meeting moved to 2 <sup>nd</sup> (in a swap with Exec)	02 July 2013  Report deadline 19 June	<ul style="list-style-type: none"> <li>• Annual Governance Statement 2012/13 and action plan 2013/14</li> <li>• Employment Land Review 2013</li> <li>• First report on Data Protection action plan (covering 6 months)</li> <li>• Comments, Compliments and Complaints (3Cs) 2012/13 review</li> <li>• Shared Services - Business Plan (for ICT, Business Improvement, Print and Design)</li> <li>• Work programme</li> </ul>	<p>Might be delayed to Aug to allow for period of public consultation</p> <ul style="list-style-type: none"> <li>• Econ Dev Manager</li> <li>• Head of Service</li> <li>• Head of Service</li> <li>• Interim Head of Service (MOVED from May meeting)</li> <li>• Scrutiny Officer</li> </ul>	6 Aug 2013
3 in 13/14	27 Aug 2013  Report deadline 14 Aug	<ul style="list-style-type: none"> <li>• Corporate Annual Report 2012/13</li> <li>• 4 year Corporate Strategic Plan (2014/15 to 2017/18)</li> <li>• Medium Term financial strategy (2014/15 to</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Officer – Corporate Planning</li> <li>• Lead Officer – Corporate Planning</li> <li>• Director of Finance and Support Services</li> </ul>	3 Sept 2013 1 Oct 2013

		2017/18) <ul style="list-style-type: none"> <li>• Healthcheck through to June 2013</li> <li>• Work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Officer - Performance</li> <li>• Scrutiny Officer</li> </ul>	
4 in 13/14	08 Oct 2013  Report deadline 25 Sept	<ul style="list-style-type: none"> <li>• <i>Draft revisions to the Council Tax support scheme for 2014/15 TBC</i></li> <li>• Work programme</li> </ul>	<i>This might be too early</i>  <b>PROPOSAL:</b> cancel this meeting in favour of a conversation café style BUDGET event later in the month (unless Council Tax Support report is time critical)	5 Nov 2013
5 in 13/14	26 Nov 2013  Report deadline 13 Nov	<ul style="list-style-type: none"> <li>• <b>First item = member training:</b> Council funding – where does the money come from and the Budget cycle key dates</li> <li>• Draft revisions to the Council Tax support scheme for 2014/15 TBC</li> <li>• Partnership register – risk monitoring</li> <li>• East Herts Improvement Plan monitoring report</li> <li>• Service Plan April 2013 – Sept 2013 monitoring</li> <li>• Healthcheck through to</li> </ul>	<ul style="list-style-type: none"> <li>• Director Adele Taylor to deliver</li> <li>• Director Adele Taylor (timing is subject to confirmation)</li> <li>• Lead Officer – Risk Assurance</li> <li>• Lead Officer – Corporate Planning</li> <li>• Lead Officer - Performance</li> <li>• Lead Officer -</li> </ul>	3 Dec 2013

		Sept 2013 <ul style="list-style-type: none"> <li>• Work programme</li> </ul>	Performance <ul style="list-style-type: none"> <li>• Scrutiny Officer</li> </ul>	
6 in 13/14 <b>JOINT</b>	14 Jan 2014	<b>BUDGET</b> <ul style="list-style-type: none"> <li>• Capital Programme</li> <li>• Fees and Charges</li> <li>• Revenue Budget</li> <li>• Medium Term Financial Plan</li> <li>• etc</li> </ul>		4 Feb 2014
7 in 13/14 <b>JOINT</b>	11 Feb 2014	<ul style="list-style-type: none"> <li>• Residents' Survey – analysis and action plan</li> <li>• 2014/15 Service Plans</li> <li>• 2013/14 Estimates and 2014/15 Future targets</li> </ul>	Date subject to confirmation	4 Mar 2014
8 in 13/14	18 Mar 2014	<ul style="list-style-type: none"> <li>• Update on Communications action plan – focus on data re on-line communications</li> <li>• WebSite one-year action plan - lessons learned and closure report</li> <li>• Healthcheck through to Jan 2014</li> <li>• Work programme 2014/15</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Service</li> <li>• Head of Service</li> <li>• Lead Officer - Performance</li> <li>• Scrutiny Officer</li> </ul>	8 April 2014 6 May 2014