

**Work Plan for 2010/11 – Finance and Management Committee**

<b>Work Programme Area</b>	<b>Date of committee meetings</b>	<b>Anticipated completion date</b>	<b>Submitted to Council target date</b>	<b>Contact Officer</b>
Budget and Financial Monitoring 2010/11 – Second Quarter to September 2010	2 <sup>nd</sup> December 2010	October 2010	Delegated	Kevin Stackhouse (595811)
Performance Management – 2 <sup>nd</sup> qtr	2 <sup>nd</sup> December 2010	October 2010	Delegated	David Clamp (595729)
Comments, Compliments & Complaints Report April to Sept 2010	2 <sup>nd</sup> December 2010	October 2010	Delegated	Kevin Stackhouse (595811)
F.O.I Report April to September 2010 (linked to Comments, Compliments & Complaints)	2 <sup>nd</sup> December 2010	October 2010	Delegated	Kevin Stackhouse (595811)
Write off report for Business Rates, Council Tax, Housing Benefit Overpayment, Sundry Debtors	2 <sup>nd</sup> December 2010	October 2010	Delegated	Pam Carroll (595784)
FOI Publication Scheme December 2011 (Note: every three years, or at major reorganisation)	2 <sup>nd</sup> December 2010	November 2010	Delegated	Kevin Stackhouse (595811)
Provisional Budget Proposals (incorporating service base budgets) 2011/12 and review of MTFP to 2016	13 <sup>th</sup> January 2011	December 2010	Delegated	Kevin Stackhouse (595811)
Budget and Financial Monitoring 2010/11 – Third Quarter to December 2010	15 <sup>th</sup> February 2011	January 2011	Delegated	Kevin Stackhouse (595811)

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Treasury Management Strategy and Prudential Indicators 2011/12	15 <sup>th</sup> February 2011	January 2011	Delegated	Kevin Stackhouse (595811)
Consolidated Budget and Proposed Council Tax 2011/12	15 <sup>th</sup> February 2011	January 2011	Delegated	Kevin Stackhouse (595811)
HRA Budget 2011/12, Financial Projection to 2021 and Recommended Rent Increase for 2011/12	15 <sup>th</sup> February 2011	January 2011	Delegated	Kevin Stackhouse (595811)
Performance Management – 3 <sup>rd</sup> qtr	15 <sup>th</sup> February 2011	January 2011	Delegated	David Clamp (595729)
Annual Business Improvement Review (including procurement)	15 <sup>th</sup> February 2011	January 2011	Delegated	Jayne Jones (595800)
Procurement Strategy (Note: every other year)	15 <sup>th</sup> February 2011	January 2011	Delegated	Nigel Glossop (595703)
ICT Strategy (Note: every other year)	15 <sup>th</sup> February 2011	January 2011	Delegated	Nigel Glossop (595703)
Review Polling Districts, polling places & polling stations	15 <sup>th</sup> February 2011	March 2011	Delegated	Andrea McCaskie (595831)
Mortgage Interest Rate	17 <sup>th</sup> March 2011	March 2011	Delegated	Kevin Stackhouse (595811)
Write off report for Business Rates, Council Tax, Housing Benefit Overpayment, Sundry Debtors	April 2011	March 2011	Delegated	Pam Carroll (595784)

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Corporate Plan – priorities for 2011/12	April/May 2011	April 2011	Delegated	David Clamp (595729)
Performance Management – Final 2010/11	June 2011	May 2011	Delegated	David Clamp (595729)
Service Plans 2011/12	June 2011	May 2011	Delegated	David Clamp (595729)
Corporate Equality & Fairness Scheme – Annual Report	June 2011	May 2011	Delegated	David Clamp (595729)
Communications Annual Report 2010/11	June 2011	May 2011	Delegated	David Clamp (595729)
Annual Training Report 2010/11	June 2011	May 2011	Delegated	David Clamp (595729)
Consultation Annual Report 2010/11	June 2011	May 2011	Delegated	David Clamp (595729)
Health & Safety Annual Report	June 2011	May 2011	Delegated	David Clamp (595729)
Comments, Compliments & Complaints Report October 10 to March 11	June 2011	May 2011	Delegated	Kevin Stackhouse (595811)
FOI Report April to September 2010 (linked to Comments, Compliments & Complaints)	June 2011	May 2011	Delegated	Kevin Stackhouse (595811)

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Annual Efficiency Statement 2010/11 and NI 179 Performance	June 2011(Special)	May 2011	Delegated	Kevin Stackhouse (595811)
Treasury Management Annual Report and Prudential Indicators 2010/11	June 2011 (Special)	May 2011	Delegated	Kevin Stackhouse (595811)
Budget Out-turn 2010/11	June 2011(Special)	May 2011	Delegated	Kevin Stackhouse (595811)
Annual Statement of Accounts 2010/11 (incorporating the Annual Governance Statement)	June 2011 (Special)	May 2011	Delegated	Kevin Stackhouse (595811)

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