

BUDGET & PERFORMANCE PANEL WORK PROGRAMME 2017/18

Matter for consideration	Detail	Officer responsible/ External	Expected date of meeting
Financial Monitoring	(min. 7 refers – Work Programme Report 11 th July 2017)	Chief Officer (Resources)	Quarter 1 – September 2017 (incl. Salt Ayre) Quarter 2 – November 2017 Quarter 3 – February 2018
Corporate Performance Monitoring - NOTE- this report will be combined with report above as appropriate	(min. 7 refers – Work Programme Report 11 th July 2017)	Chief Officer (Environment)	Quarter 1 – September 2017 Quarter 2 – November 2017 Quarter 3 – February 2018
Performance and Service Accounts	Please see covering report. Presentation previously made to Cabinet by Chief Officers on performance and service accounts.	All Chief Officers	12 th September 2017 – first presentation by Chief Officer (Environment)
Pensions	Please see covering report. Information requested 13 th September 2016 (min. 14 and 19 refers) Further information requested following 11 th July 2017 meeting (min. 7 refers – Work Programme Report).	Representative of Lancashire County Council invited to address the Panel on Pensions.	14 th November 2017 County Councillor Eddie Pope, Chair of the Pensions Committee, will be in attendance.
Compliments and Complaints Half Yearly Report. To form part of the Corporate Performance Monitoring Report.	To include detail on the complaints made against the Council and upheld by the LGO. (min. 12 refers – 13 th September 2016).	Chief Officer (Environment)	(Twice yearly) To be incorporated into the Corporate Performance Report. 14 th November 2017
Annual Stakeholders Meeting	Arranged as part of the budget consultation process. Other organisations invited to present their budget proposals.	Chief Officer (Resources)	23 rd January 2018 (NOTE: Venue MTH).

Treasury Management Strategy	The Panel's views to be sought regarding the proposed treasury management framework for 2018/19.	Chief Officer (Resources)	6 th February 2018
Procurement Strategy	Further pre-scrutiny prior to the updated Procurement Strategy being presented to Cabinet. (Min. 8 (12 th July 2016) and 19 refers (8 th November 2016) – Action – briefing note to be provided).	Chief Officer (Resources)	Prior to the updated Strategy being presented to Cabinet. The timescales for this will be confirmed in due course, in light of other strategy review work and resources/competing workloads.
Repairs and Maintenance Service (RMS) (previously on the Work Programme as the APSE Report)	When considered to invite Overview and Scrutiny Members to ask questions. (min. 19 refers – 8 th November 2016)	Chief Officer (Environment)	As required
Commercial Properties	Report on Commercial Properties to be part of the Work Programme (Min 7 refers – Work Programme Report - 11 th July 2017).	Chief Officer (Resources)	Also covered in quarterly reporting, the content of which will continue to be reviewed and updated.
Economic Growth Strategy	Min. 7 refers – Work Programme Report - 11 th July 2017.	Chief Officer (Regeneration and Planning) / Economic Development Manager	TBC
Morecambe Area Action Plan	Min. 7 refers – Work Programme Report - 11 th July 2017.	Chief Officer (Regeneration and Planning) / Economic Development Manager	TBC
Museums Service	Min. 7 refers – Work Programme Report - 11 th July 2017	Chief Officer (Regeneration and Planning) / Economic Development Manager	TBC

Invitations to Cabinet Members

Cabinet Member and area of responsibility	Issue	Expected date of meeting
Councillor Blamire, Leader of the Council	Corporate Performance Monitoring.	Various – as set out in the Work Programme Report.

Councillor Anne Whitehead	Financial Monitoring	Various – also to include presentation of Cabinets Budget and Policy Framework Proposals at the Annual Stakeholders Meeting 23 rd January 2018.
All Members of Cabinet	Various. Invitations to be extended to Cabinet Members to coincide with issues relevant to their respective portfolios. To include presentations on performance and service accounts.	Various.
Councillor James Leyshon, Cabinet Member with responsibility for Property Services, Car Parking, ICT, Digital Services and Customer Services.	Property Group Update.	Various – as set out in the Work Programme Report.

Briefing Notes

Matter for Consideration	Date Requested/additional detail	Officer Responsible	Date Circulated
Out of Hours ICT Support Service	-	ICT Manager	11 th July 2017.
Procurement and Tendering	08.11.2016 (min. 18 refers) The briefing note to include reference to Council Resolutions and what has been undertaken to action these.	Chief Officer (Resources)	TBC. To be addressed alongside the Procurement Strategy work referred to above.
General Fund	11.07.2017 (min. 5 refers) Re-circulation of a previously drafted briefing note.	Financial Services Manager	TBC
Housing Benefits Overpayments	11.07.2017 (min. 5 refers) The briefing note to include the previous and current repayment and recovery system.	Financial Services Manager	TBC
Differences between the Budget Book and Year End Reserves and Provisional Statement	11.07.2017 (min. 5 refers)	Financial Services Manger	TBC

Restructuring/budget support spends	11.07.2017 (min. 5 refers)	Financial Manger	Services	TBC
Waste/Recycling Budget increase in the General Fund Revenue Budget	11.07.2017 (min. 5 refers)	Financial Manger	Services	TBC
Corporate Properties	11.07.2017 (min. 7 refers)	Financial Manger	Services	TBC

Items removed from the Work Programme

Issue	Detail
Litter Enforcement Service	<p>With regard to litter enforcement it was noted that an update would be provided through the budget process.</p> <p>(Min. 19 - 8th November 2016 refers)</p>