

## APPENDIX A

### BUDGET & PERFORMANCE PANEL WORK PROGRAMME 2014/15

| <b>Matter for consideration</b>   | <b>Officer responsible / External</b>      | <b>Date of meeting</b>  |
|---|--|---|
| 2013/14 Revenue and Capital Outturn.  | Financial Services Manager.                | 9 <sup>th</sup> September 2014.                                 |
| Qtr 1 Financial Monitoring.   | Financial Services Manager.                | 9 <sup>th</sup> September 2014.                                 |
| Qtr 2 Financial Monitoring.   | Financial Services Manager.                | 11 <sup>th</sup> November 2014.                                 |
| Qtr 2 Corporate Performance Monitoring Report.  | Chief Officer (Governance).                | 11 <sup>th</sup> November 2014.                                 |
| Annual stakeholders meeting.  | Chief Executive.                           | 27 <sup>th</sup> January 2015<br>(Venue = Morecambe Town Hall). |
| Treasury Management Strategy  | Financial Services Manager.                | 24 <sup>th</sup> February 2015.                                 |
| Qtr 3 Corporate Performance Monitoring Report   | Chief Officer (Governance).                | 24 <sup>th</sup> February 2015.                                 |
| Qtr 3 Financial Monitoring.   | Financial Services Manager.                | 24 <sup>th</sup> February 2015.                                 |
| Building Control Trading Account  | Chief Officer (Regeneration and Planning). | TBA.  |
| Compliments and Complaints Half Yearly Report. To form part of the Corporate Performance Monitoring Report. | Chief Officer (Governance).                | TBA.  |
| Service Level Agreements (SLAs) and Commissioning   | Chief Officer (Governance).                | TBA.  |
| Significant Budget Overspends/Variiances (Minute 6 refers).   | As required.                               | As required.  |

## Invitations to Cabinet Members

| <b>Cabinet Member and area of responsibility</b>   | <b>Issue</b>  | <b>Date of meeting</b>                             |
|--|---|--|
| Councillor Blamire, Leader of the Council.   | Corporate Performance Monitoring.   | Various – as set out in the Work Programme report. |
| Councillor Sands (Cabinet Member for Arts and Culture) and Councillor Barry (Cabinet Member for Voluntary Sector). | To discuss partnerships within respective portfolios.   | TBA.   |
| All Members of Cabinet.  | Various. Invitations to be extended to Cabinet Members to coincide with issues relevant to their respective portfolios. | N/A at this time.                                  |

## Briefing Notes

| <b>Matter for Consideration</b>   | <b>Date Requested</b>       | <b>Date Circulated</b> | <b>Officer Responsible</b>                        |
|---|-----------------------------|------------------------|---|
| Corporate Performance Monitoring - The origins of the 34% target for reduction in carbon emissions by 2020 (Minute 5 refers).   | 22 <sup>nd</sup> July 2014. | -.                     | To be arranged by the Financial Services Manager. |
| Corporate Performance Monitoring - The background to the Success Measure 'Increased number of people participating in sports and leisure activities'; including how levels of participation were measured, and whether there was a target. (Minute 5 refers). | 22 <sup>nd</sup> July 2014. | -.                     | To be arranged by the Financial Services Manager. |
| Corporate Performance Monitoring - What measures were in place to improve the outcome 'Income generated from energy, including solar technology and climate change projects'. (Minute 5 refers).  | 22 <sup>nd</sup> July 2014. | -.                     | Chief Officer (Environment).                      |
| Corporate Performance Monitoring - The outcome 'Our streets and public spaces are clean', including how long this data had been reported 2012/13, and the   | 22 <sup>nd</sup> July 2014. | -.                     | Chief Officer (Environment).                      |

|   |                             |    |   |
|---|-----------------------------|----|---|
| methodology used.<br>(Minute 5 refers).   |                             |    |   |
| Corporate Performance Monitoring (Property Group Update) - What action was being undertaken to increase occupation levels across the council's commercial property portfolio.<br>(Minute 5 refers). | 22 <sup>nd</sup> July 2014. | -. | To be arranged by the Financial Services Manager.                     |
| Corporate Performance Monitoring (Property Group Update) - The reasons for low occupancy levels in some of the council's commercial properties.<br>(Minute 5 refers).                               | 22 <sup>nd</sup> July 2014. | -. | To be arranged by the Financial Services Manager.                     |
| Procurement Strategy. Referred to in paragraph 2.4 of the report.<br>(Minute 6 refers).   | 22 <sup>nd</sup> July 2014. |    | To be arranged by the Financial Services Manager/Procurement Manager. |