

11. Work Programme

Purpose of report

1. To consider and amend as appropriate prior to approval a draft Work Programme for the coming year for the Policy and Resources Committee.
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Recommendation

The Clerk recommends that the Policy and Resources Committee approves the attached Work Programme for 2012/13.

Introduction and Background

2. Following approval of a new Committee structure in September 2010 the Authority agreed that Members would approve the work programme for each Committee. Officers have therefore drafted a Work Programme for discussion by and input from Committee Members.

Draft Work Programme 2012/13

3. A draft work programme is attached at Appendix 1 which covers the period June 2012 until the end of March 2013. The programme incorporates items that fall within the Terms of Reference of the Policy and Resources Committee.
4. The Work Programme is not intended to be prescriptive and it is envisaged that an element of flexibility will be retained so that additional items can be included as issues arise throughout the year. Any future changes to the work programme would be brought to the Committee for approval.

Conclusion/Summary

5. The draft Work Programme provides an opportunity for Members to have an input into the planned work of the Committee.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	No.	

Legal Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

Additional Considerations

6. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Supporting Information

Appendix 1 – Draft Work Programme

Contact Officer

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POLICY AND RESOURCES COMMITTEE WORK PROGRAMME 2012/13

Meeting	Item	Purpose of Item	Refer item to FRA
5 September 2012 10.30 am SHQ	Budget Monitoring	To note	No
	Treasury Management Activities	To note	No
	Employment Monitoring (Annual Report)	To note	No
	Draft IRMP Action Plan	To refer to FRA	Yes
	Fire Authority Plan 2012/13 1 st Quarter Performance Analysis	To note	No
	Annual Report on RDS	To note	No
	Future Financial Prospects	To note	No
	Updates from:	To note	No
	<ul style="list-style-type: none"> Equality and Diversity Steering Group Joint Consultative Committee Health and Safety Liaison Panel 	To note To note	No No

Meeting	Item	Purpose of Item	Refer item to FRA
21 November 2012 10.30 am SHQ	Redditch Fire Station	To refer to FRA	Yes
	Budget Monitoring	To note	No
	Medium Term Financial Plan Review (Financial Prospects and Future Plans)	To note	No
	Authority Plan 2012/13 2 nd Quarter Performance Analysis	To note	No
	Information Commissioner's Office Model Publication Scheme Review	Refer to FRA	Yes
	Updates from:		
	<ul style="list-style-type: none"> Equality and Diversity Steering Group Joint Consultative Committee Health and Safety Liaison Panel 	To note To note To note	No No No
Meeting	Item	Purpose of Item	Refer item to FRA
23 January 2013 10.30 SHQ	Budget Monitoring	To note	No
	Medium Term Financial Plan Review (Financial Prospects and Future Plans)	To note	No
	Updates from: <ul style="list-style-type: none"> Equality and Diversity Steering Group 	To note	No

	<ul style="list-style-type: none"> Joint Consultative Committee Health and Safety Liaison Panel 	To note	No
		To note	No
Meeting	Item	Purpose of Item	Refer item to FRA
27 March 2013 10.30 am SHQ	Authority Plan 2012/13 3 rd Quarter Performance Analysis	To note	No
	Budget Monitoring	To note	No
	Claims and Subsequent Costs	To note	No
	Updates from:		
	<ul style="list-style-type: none"> Equality and Diversity Steering Group 	To note	No
	<ul style="list-style-type: none"> Joint Consultative Committee 	To note	No
	<ul style="list-style-type: none"> Health and Safety Liaison Panel 	To note	No