

<b>For Consideration</b>	
<b>Public/Non Public</b>	<b>Public</b>
<b>Report to:</b>	<b>Strategic Resources &amp; Performance</b>
<b>Date of Meeting:</b>	<b>22 January 2014</b>
<b>Report of:</b>	<b>The Chief Executive</b>
<b>Report Author:</b>	<b>Sara Allmond</b>
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<b>Other Contacts:</b>	
<b>Agenda Item:</b>	<b>11</b>

## **WORK PLAN AND MEETING SCHEDULE**

### **1. Purpose of the Report**

- 1.1 To provide a programme of work and timetable of meetings for the Strategic Resources and Performance meeting

### **2. Recommendations**

- 2.1 To consider and make recommendations on items in the work plan and to note the timetable of meetings

### **3. Reasons for Recommendations**

- 3.1 To enable the meeting to manage its programme of work.

### **4. Summary of Key Points**

- 4.1 The meeting has a number of responsibilities within its terms of reference. Having a work plan ensures that it carries out its duties whilst managing the level of work at each meeting.

### **5. Financial Implications and Budget Provision**

- 5.1 None as a direct result of this report

### **6. Human Resources Implications**

- 6.1 None as a direct result of this report

### **7. Equality Implications**

- 7.1 None as a direct result of this report

### **8. Risk Management**

8.1 None as a direct result of this report

## **9. Policy Implications and links to the Police and Crime Plan Priorities**

9.1 This report meets the requirements of the Terms of Reference of the meeting and therefore supports the work that ensures that the Police and Crime Plan is delivered.

## **10. Changes in Legislation or other Legal Considerations**

10.1 None as a direct result of this report

## **11. Details of outcome of consultation**

11.1 None as a direct result of this report

## **12. Appendices**

12.1 Work Plan and schedule of meetings

## Strategic Resources and Performance Meeting Work Programme

	<u>ITEM</u>	<u>FREQUENCY</u>	<u>LEAD OFFICER</u>
	<b><u>Wed 19<sup>th</sup> March 2014 – 10.30am</u></b>		
1.	Topic based presentation		
2.	<b>(4)</b> Complaints and Conduct report	6 monthly	Force
3.	<b>(55)</b> Environmental Management performance	Annually	Force?
4.	<b>(56)</b> Health and Safety monitoring and legislative compliance	Annually	Force
5.	<b>(58)</b> Learning and Development programme	Annually	Force
6.	<b>(61)</b> Report on workforce planning, retention, recruitment, leavers and starters, forward planning and performance monitoring	Annually	Force
7.	<b>(38)</b> Final Police and Crime Plan Launch	Annually	OPCC
	<b>Standard items:-</b>		
	Performance Scorecard – Executive Summary	Every meeting	Force
	<b>(15)</b> Updates on Medium Term Financial Plan	Every meeting	
	<b>(18)</b> Revenue Budget Monitoring and Forecast (summarising approved virements)	Every meeting	Force CFO
	<b>(19)</b> Capital Budget Monitoring and Forecast (summarising approved virements)	Every meeting	Force CFO
	<b><u>Wed 14<sup>th</sup> May 2014 – 10.30am</u></b>		
1.	Topic based presentation		
2.	Chief Constable's Update Report	Every other meeting	Force
3.	<b>(29)</b> Report on the Treasury Out-turn	Annually	OPCC CFO
4.	<b>(30)</b> Treasury Update report to show compliance with the Treasury Management Strategy	Annually	OPCC CFO
5.	<b>(31)</b> Compliance Assurance Report	Annually	OPCC CFO
6.	<b>(32)</b> Insurance Tender Process Reports	Annually	OPCC CFO

	<b><u>ITEM</u></b>	<b><u>FREQUENCY</u></b>	<b><u>LEAD OFFICER</u></b>
7.	<b>(33)</b> Insurance Provision Reports	Annually	OPCC CFO
8.	<b>(38)</b> Yearly Update of Police and Crime Plan, linked to Annual Statement	Annually	OPCC
	<b>Standard items:-</b>		
	Performance Scorecard – Executive Summary	Every meeting	Force
	<b>(15)</b> Updates on Medium Term Financial Plan	Every meeting	
	<b>(18)</b> Revenue Budget Monitoring and Forecast (summarising approved virements)	Every meeting	Force CFO
	<b>(19)</b> Capital Budget Monitoring and Forecast (summarising approved virements)	Every meeting	Force CFO
	<b>Wed 16<sup>th</sup> July 2014 – 10.30am</b>		
1.	Topic based presentation		
2.	<b>(37)</b> Performance of the last years Policing Plan against the Police and Crime Plan	Annually	Force
3.	<b>(52)</b> Engagement and Consultation monitoring, analysis and reporting	Annually	OPCC & Force
4.	<b>(66)</b> Management Information Reports on contracts, assurance to relevant policy agreements	Annually	OPCC & Force CFOs
5.	<b>(67)</b> Public Protection and Safeguarding reports	6 monthly	OPCC & Force
6.	<b>(38)</b> Q1 Police and Crime Plan Update	Quarterly	OPCC
	<b>Standard items:-</b>		
	Performance Scorecard – Executive Summary	Every meeting	Force
	<b>(15)</b> Updates on Medium Term Financial Plan	Every meeting	
	<b>(18)</b> Revenue Budget Monitoring and Forecast (summarising approved virements)	Every meeting	Force CFO
	<b>(19)</b> Capital Budget Monitoring and Forecast (summarising approved virements)	Every meeting	Force CFO