

**Finance and Performance Management Standing Panel –
Work Programme 2009-2010**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Key Performance Indicators – Performance Outturn 2008/09	Performance report to be considered at year end.	Outturn KPI performance report for 2008/09 to be considered at the meeting to be held on 16 June 2009. Performance report to be produced for inclusion in E-Annual Report in place of former Best Value Performance Plan.	16 June 2009 25 August 17 November
(2) Key Performance Indicators – Performance Monitoring 2009/10	Performance report to be considered on a quarterly basis.	Quarterly KPI performance report for 2009/10 to be considered at the meetings to be held on 25 August 2009, 17 November 2009 and 23 February 2010.	12 January 2010 23 February 22 April
(3) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	First quarter Information to be considered August 09, 2 nd quarter in November 09 and 3 rd quarter figures at the February '10 meeting.	
(4) Performance (Services to be scrutinised in Rotation)	Ongoing	The Panel looked at the Council's land and accommodation strategy at its meeting in November 2007. Further issues for consideration may be identified during the year.	
(5) Essex Local Area Agreement (LAA) 2008-2011	Relevant performance reports to be considered on a quarterly basis.	Performance reports in respect of the indicators within the LAA that the Council 'has regard to' to be considered as part of regular quarterly KPI monitoring arrangements.	
(6) Council Plan 2006-2010 Performance Monitoring	Performance report considered on an annual basis.	Performance report for third year of the Council Plan (2008/09) - considered at the June 2009 meeting.	

(7) Value for Money Cost and Performance Analysis	Analysis updated on an annual basis to reflect latest available cost and performance information.	Revised arrangements for consideration of the Value for Monday Analysis agreed in March 2009. The Audit Commission's VFM Profile tool is updated during late February early March each year, and in order for the VFM analysis to be developed from this tool, the analysis will be considered during the April-June cycle each year.	
(8) Annual Consultation Plan	Report considered on an annual basis.	Last completed August 08. Consultation Plan considered at first meeting of each municipal year. Report considered June 2009.	
(9) Detailed Portfolio Budgets	To go to the January 2010 meeting.	To be considered January '10 - Annual review of the Portfolio Holders Budgets.	
(10) Medium Term Financial Strategy	To go to the February 2010 meeting.	Financial Issues Paper to 17 November 2009. Review the Council's medium term financial strategy 12 January 2010.	
(11) Equality and Diversity - Monitoring and Progress	Report considered on an annual basis.	Monitoring report in respect of the Council's Equality Schemes and progress with equality issues to be considered at the meeting to be held on 22 April 2010.	
(12) Capital Outturn 2008/09 and use of transitional relief in 2008/09	Went to the June 2009 meeting	Considered at the June 2009 meeting.	
(13) Provisional revenue Outturn 2008/09	Went to the June 2009 meeting	Considered at the June 2009 meeting	
(14) Fee and Charges	Report considered at the November 2009 meeting	Considered at the November 2009 meeting.	

<p>(15) Customer transformation T&F Panel work</p>	<p>Report went to 17 November 2009 meeting. A follow up report to be considered at a subsequent meeting</p>	<p>Work of the disbanded the Customer Transformation Task and Finish Panel was placed with the Finance and Performance Management Standing Scrutiny Panel. The Cabinet at their meeting in February 2009 agreed the recommendations with the proviso at (3) that:</p> <p>“(1) That, given the increasing importance of the Council’s Website for communication, information and electronic interactions, the level of dedicated resource to the maintenance and development of the Council’s Website be increased;</p> <p>(2) That a District Development Fund bid be made to fund an additional Grade 5 Website Support Officer on a three-year fixed term contract as part of the budget process for 2009/10, at an estimated cost of £25,000 per annum subject to job evaluation; and</p> <p>(3) That the Task and Finish Panel on Customer Transformation be requested to reconvene and further prioritise the remaining seven recommendations of the original report.”</p>	
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