

For Consideration	
Public/Non Public	Public
Report to:	Strategic Resources & Performance
Date of Meeting:	22 January 2014
Report of:	The Chief Executive
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Agenda Item:	11

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

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