

KENNET DISTRICT COUNCIL
to be held on Tuesday, 19TH April 2005

REPORT OF THE DIRECTOR OF RESOURCES

COUNCIL-WIDE WORK PLAN 2005/06

1. Introduction

The council has previously adopted an annual work plan in line with best practice for corporate governance. It has proved very useful in ensuring that the main business of the council for the year ahead is clearly set out for the benefit of officers and elected members alike.

The suggested work plan for the coming municipal year is set out as an annex to this report.

The purpose of this report is to explain the rationale behind a council-wide work plan and the principles it embodies, and to recommend a specific work plan for adoption.

2. The Purpose of the plan

The purpose of the plan is twofold; to give the officers a clear guide on the work that they need to carry out in the coming year, bearing in mind the general pressure of work, and; to allow elected members to ensure that issues that they wish to consider are included in the plan.

3. Overview and Scrutiny Management Board

Certain key tasks related to the best value process fall to be carried out by the Board itself, and these are shown on the annex to the report.

However, the Board will determine the majority of the work plan for overview and scrutiny. That work can then be carried out by a number of time-limited overview and scrutiny sub committees or task forces, the membership of which can be drawn from the Overview and Scrutiny Management Board, or from the wider membership.

4. Limitations of the Plan

Inevitably there will be matters that arise during the year; opportunities for land purchase or disposal, human resource issues, new government legislation requiring attention and decisions, and etc. The plan can therefore

only include the structure of business that will definitely be executed, and it is framed in the expectation that there will indeed be other matters requiring attention during the year.

Similarly, there will inevitably be issues which are brought forward at a different time from that anticipated in the plan, as work proceeds more slowly or quickly than expected. Nevertheless, the plan does ensure that all important matters will be dealt with at some time during the municipal year.

5. Principles Adopted

There are some broad principles that have been adopted in framing the plan. The plan is broadly based on the assumption that it is the job of the three Executive Committees to make policy and recommend the same to the council where appropriate. They will also take executive decisions as required where such decisions are not delegated to officers. It is further assumed that it is the job of the Overview and Scrutiny Management Board to monitor and review the effectiveness of those policies and review the council's performance, and make recommendations to the Executive Committees or council accordingly.

The plan also assumes that the council will act more as a debating chamber in respect of those matters which are reserved for decision to itself in accordance with the council's constitution.

The work of the Regulatory and Human Resources Committees are not included in the work plan. By their very nature the detail of their work can not be known in advance. Similarly, dates and workload for the Standards Committee and time-limited sub committees have not been included in the Plan on the grounds of uncertainty as to their number, timing and workloads.

6. Practical Considerations

The amount of work built into the plan has been deliberately limited, (although it is still challenging) to allow additional issues to be raised as necessary without over-stretching the capacity of the organisation to deal with the council's business.

7. Conclusions and Recommendations

The attached plan of business to be carried out for each cycle of meetings in the municipal year 2005/06 is **RECOMMENDED** for adoption by the council.

Director of Resources