

**KENNET DISTRICT COUNCIL**  
**to be held on Tuesday, 27<sup>th</sup> February 2007**

**REPORT OF THE DIRECTOR OF RESOURCES**

**COUNCIL-WIDE WORK PLAN 2007/08**

**1. Introduction**

The Council has an annual work plan which is adopted 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. Resource Implications**

There are no staffing, legal, risk or financial implications arising out of this report.

**3. 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.

**4. Overview and Scrutiny Management Board**

The Board determines 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.

In order to help plan its own workplan better, and in particular to enable the Board to plan for input into strategy development the Board recommended on its meeting of 10<sup>th</sup> October 2006 that:-

The Council adopts the municipal work plan in February 2007, to enable Overview and Scrutiny to plan their work programme earlier and in particular to enable them to identify items to call in during the municipal year.

This was resolved at full Council on 24<sup>th</sup> October 2006.

## **5. Limitations of the Plan**

There are always matters that arise during the year such as opportunities for land purchase or disposal, human resource issues, new government legislation requiring attention and decisions, 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.

## **6. 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 much 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.

## **7. Practical Considerations**

The amount of work built into the plan is challenging but does allow additional issues to be raised as necessary without over-stretching the capacity of the organisation to deal with the Council's business.

## **8. Conclusions and Recommendations**

The attached plan of business to be carried out for each cycle of meetings in the municipal year 2007/08 is **RECOMMENDED** for adoption by the Council.

Director of Resources