

**Executive Workplan
Number 4
Commencing 1st August 2007**

No.	Date/ Period in which Decision is to be Made by Executive	Decision Topic	Key Decision?	Mandatory/ Discretionary Function	Decision Maker	Portfolio Holder	Contact Officer for Further Information	Documents to be Submitted for Consideration	Consultees (where appropriate)	Method of Consultation (where appropriate)	Last date for Representations to be Received
(A) Matters Considered on an Annual Basis - Municipal Year 2007-2008											
A10	June 2007	Representation on Outside Bodies	No	Discretionary	Council, Executive & Area Committees	Resources & Democracy - Allison Bucknell	Mane Todd				
A9	June 2007	Best Value Performance Plan	Yes	Mandatory	Council (following consideration by the Executive)	Policy - Dick Tonge	John Watling				
A19	July 2007 to April 2008	Capital Budget Monitor 2007/08	No	Mandatory	Executive (also to be considered by Overview & Scrutiny)	Policy - Dick Tonge	Peter Timmins				
A20	July 2007 to April 2008	Revenue Budget Monitor 2007/08	Yes	Mandatory	Executive (also to be considered by Overview & Scrutiny)	Policy - Dick Tonge	Peter Timmins				
A11	September 2007	Medium Term Finance Plan	Yes	Mandatory	Executive (also to be considered by Overview & Scrutiny)	Policy - Dick Tonge	Peter Timmins				
A2	November, December 2007 and January 2008	Revenue and Capital Draft Estimates 2007/2008	No	Mandatory	Executive (also to be considered by Overview & Scrutiny)	Policy - Dick Tonge	Peter Timmins	Draft Estimates	Internal		
B176	November 2007 - February 2008	Core Strategy	Yes	Mandatory	Executive/ Council following consideration by the Spatial Planning Advisory Group	Built Environment - Chuck Berry	Lachlan Robertson	Report and draft LDF documents			

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A23	January 2008	Debt Write Offs	Yes - Depending on level of debt	Mandatory	Executive	Policy - Dick Tonge	Paul Southway				
A15	January 2008	Tax Base - Council Tax Band D Equivalents	Yes	Mandatory	Council (following consideration by the Executive)	Resources & Democracy - Allison Bucknell	Paul Southway				
A17	January 2008	Annual Prudential Indicators Statement	Yes	Mandatory	Council (also to be considered by Executive and Overview & Scrutiny)	Policy - Dick Tonge	Peter Timmins				
A21	January 2008	Annual Report on Treasury Management 2005/06	Yes	Mandatory	Executive	Policy - Dick Tonge	Peter Timmins				
A22	January 2008	Collection Fund	Yes	Mandatory	Executive	Policy - Dick Tonge	Peter Timmins				
A5	February 2008	Revenue & Capital Budget 2007/2008	Yes	Mandatory	Executive (also to be considered by Overview & Scrutiny and Council)	Policy - Dick Tonge	Peter Timmins	Draft Budget	Internal		
A16	March 2008	Annual Investment Strategy	Yes	Mandatory	Council (also to be considered by Executive and Overview & Scrutiny)	Policy - Dick Tonge	Peter Timmins	Draft Strategy			
B231	August 2007	Asset Management Plan	Yes	Mandatory	Executive (also to be considered by Overview & Scrutiny)	Policy - Dick Tonge	David Stirling				
B51	August/November 2007 and February/May 2008	Corporate Plan	Yes	Discretionary	Council overall plan (following consideration by the Executive / Overview & Scrutiny on quarterly updates)	Policy - Dick Tonge	Sue Pangbourne	Report	Internal		

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(B) Matters to be considered during the period 1st August to 30th November 2007											
B61	Ongoing	Wootton Bassett Rugby Club Redevelopment of Chippenham Livestock Market Site	Yes	Discretionary	Executive	Policy - Dick Tonge	Peter Jeremiah				
B65	Ongoing		Yes	Discretionary	Executive	Policy - Dick Tonge	David Stirling				
B136	Ongoing	Car Parking Issues & Strategy	Yes	Discretionary	Executive	Built Environment - Chuck Berry	Chris Major				
B168	Ongoing	North Wiltshire Arts Centre (formerly The Pound)	Yes	Discretionary	Executive	Policy - Dick Tonge	David Stirling				
B272	Ongoing	Leisure Provision in North Wiltshire	Yes	Discretionary	Executive	Leisure & Economy - Viv Vines	Laurie Bell				
B229	Ongoing	Calne Phase 3 Bath Road, Chippenham, Development Briefing	Yes	Discretionary	Executive	Policy - Dick Tonge	David Stirling				
B308	Ongoing		Yes	Discretionary	Executive	Policy - Dick Tonge	Jack Konyenburg				
B334	Ongoing	Gershon Annual Efficiency Savings	No	Mandatory	Executive	Policy - Dick Tonge	Sue Pangbourne	Annual Efficiency Statements			
B335	Ongoing	Staff Reorganisation	Yes	Discretionary	Personnel, Licensing and Administration Committee	Resources & Democracy - Allison Bucknell	Delwyn Burbidge				

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B311	30th August 2007 (b/f 19th April 2007)	Shared Wiltshire Building Control Services	Yes	Mandatory	Executive	Customers & Partners - Caroline Ramsey	Nigel Daniels				13th August 2007
B349	30th August 2007	Disposal of Land to Chippenham Football Club	No	Discretionary	Executive	Policy - Dick Tonge	Peter Jeremiah	Report	Internal		13th August 2007
B350	30th August 2007	Review of Public Conveniences	Yes	Discretionary	Executive	Tonger/Waste & Sustainability - Toby Sturgis	David Stirling	Report	Internal		13th August 2007
B317	4th October 2007	Cricklade Country Way	Yes	Discretionary	Executive	Leisure & Economy - Viv Vines	David Stirling				18th September 2007
B323	4th October 2007 (b/f 19th April 2007)	Youth Strategy	No	Discretionary	Executive	Leisure & Economy - Viv Vines	Edwina Lee	Report			18th September 2007
B347	6th December 2007	Progress report on AHG given to Avonside, Chippenham	No	Discretionary	Executive	Housing - Howard Greenman	Janet O'Brien				20th November 2007
<p>The Executive comprises Councillors R.M.H. Berry, A.M. Bucknell, R.A. Causer, V.H. Greenman, C.V. Ramsey, T.R. Sturgis, R.L. Tonge and V.A. Vines.</p>											
<p>The Executive workplan contains information on the anticipated key decisions and policy issues it is expected will be made during the 4 month period stated on the workplan. Representations about any decision topic should either be sent in writing to Policy & Democratic Services, North Wiltshire District Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER or e-mailed to democracy@northwils.gov.uk to arrive by the date specified in the table above. All such representations will be circulated with the documents for consideration and will therefore become public. Anonymous representations will not be accepted.</p> <p>Definition of a Key Decision</p> <p>A Key Decision means an Executive decision which is likely:-</p> <p>(a) to result in the Council incurring expenditure or making a savings which amount to either £50,000 or 25% (whichever is the larger) of the budget for the service or function to which the decision relates; or</p> <p>(b) to be significant in terms of its effects on communities living or working in an area comprising of two or more wards within the District of North Wiltshire.</p>											

Executive Working Groups.

The following Working Groups have been or are scheduled to be set up this municipal year by the Executive:

- 1) Budget & Strategic Planning Working Group.
- 2) Car Parking Working Group.
- 3) Customer Focus Working Group.
- 4) Treasury Management & Investment Strategy Working Group.
- 5) Area Committee Working Group.
- 6) Leisure Provision Working Group.

Criteria used to set Overview & Scrutiny Topics:

Topics should be:

- Specific (we should be clear about what is being scrutinised, and what is excluded).
- Achievable (in an agreed and reasonable timetable).
- Significant for the public (meaningful for North Wiltshire residents).
- Useful (capable of producing tangible and fairly immediate results).

That the Committee should take account of circumstances:

- Where the Executive believes Scrutiny could improve the delivery of important services and value for money without unnecessary duplication of effort.
- Where value for money gains could be particularly significant.
- Where there is evidence of significant public disquiet, concern or interest.
- Where external services (including partnership arrangements) are subject to major change or the subject of public debate.
- Where there is evidence of malpractice.

8. FINAL ACCOUNTS & AUDIT COMMITTEE

1. Audit Activity

- 1.1 To agree the Terms of Reference and strategy for Internal Audit.
- 1.2 To agree the annual Internal Audit Plan, considering the audit risk assessment and available resources.
- 1.3 To consider the Internal Audit manager's annual report and opinion and the level of assurance it can give over the Council's corporate governance arrangements.
- 1.4 To consider summaries of specific internal audit reports as requested.
- 1.5 To consider reports dealing with the management and performance of the providers of the internal audit service.
- 1.6 To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- 1.7 To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
- 1.8 To consider specific reports as agreed with the external auditor.
- 1.9 To comment on the scope and depth of external audit work and to ensure it gives value for money.
- 1.10 To monitor the implementation of external audit recommendations to ensure implemented within a reasonable timescale.
- 1.11 To liaise with the Audit Commission over the appointment of the Council's external auditor.
- 1.12 To commission work from internal and external audit.

2. Regulatory Framework

- 2.1 To maintain an overview of the Council's constitution in respect of contract procedure rules and financial regulations.
- 2.2 To review any issue referred to it by the Chief Executive, Chief Officer or Statutory Officer or any council body.
- 2.3 To monitor the effective development and operation of risk management and corporate governance in the Council.
- 2.4 To monitor council policies on anti-fraud and anti-corruption strategy.
- 2.5 To oversee the production of the authority's Statement on Internal Control.
- 2.6 To consider the councils arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- 2.7 To ensure the council's compliance with its own and other published standards and controls.

3. Accounts

- 3.1 To review the annual statement of accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
- 3.2 To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
- 3.3 To consider the external auditor's Use of Resources judgement and its implications for the Council's accounts.
- 3.4 To consider the annual timetable and associated processes for the compilation of the forthcoming revenue and capital budgets prior to the summer recess.