

SCRUTINY BOARD
(STRATEGY RESOURCES)

APPENDIX 1

2017/18 WORK SCHEDULE

Title	Type of Item	Notes	Nov-17	Dec-17
Business Rates	Inquiry / Policy Review	Confirmed at the meeting in July 2017. Initial report from Chief Finance Officer in September. Other activities could include discussion with the Valuation Office and attendance at a tribunal hearing.	Update report including impact of appeals	Valuation Tribunal Hearing (12 December 2017)
				Working Group meeting: Attendance of representatives from the Valuation Office Agency (VOA). Date to be confirmed.
Apprenticeships Levy	Policy Review	To review progress against the identified 'inquiry points' set out in the October 2016 apprenticeship levy paper		
Financial Health Monitoring	Performance review	Monitoring arrangements continue for 2017/18	Financial Health Monitoring 2017/18	Financial Health Monitoring 2017/18

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Title	Type of Item	Notes	Nov-17	Dec-17
			Treasury Management Strategy Update	
			Capital Programme Update	
Emergency Planning & Preparedness	Performance review	Further reports/ follow-up actions to be determined.		Draft statement
Fees and charges	Policy Review	Agreed by Executive Board (Feb 2017). Report from Chief Finance officer to consider implementation / impact of previously agreed policy. Consideration of potential scope for other areas.		Proposals to be included as part of initial 2018/19 budget proposals
Budget proposals	Policy Development			Initial 2018/19 budget proposals
Best Council Plan progress	Performance monitoring	Frequency of BCP progress updates to be determined.		Best Council Plan: Refresh

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Title	Type of Item	Notes	Nov-17	Dec-17
Service area performance	Performance monitoring	Performance monitoring of service areas with the remit of the Scrutiny Board	Human Resources: Can-do culture; Recognition	Human Resources: Workforce Development & Health, Safety and Wellebing (inc sickness)
				Effective Procurement
Commissioning	Performance monitoring	6-monthly report as recommendation 2 of the Commissioning		
Commissioning: recommendation tracking	Performance monitoring	Recommendation tracking: Commissioning report		Commissioning: Progress report
Briefings	Briefings	To be identified as and when required		

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Title	Type of Item	Jan-18	Feb-18	Mar-18	Apr-18
Business Rates	Inquiry / Policy Review	TBC		Scrutiny Board statement / report (TBC)	
Apprenticeships Levy	Policy Review	Working Group meeting - date to be confirmed	Working Group meeting - date to be confirmed		
Financial Health Monitoring	Performance review		Financial Health Monitoring 2017/18	Financial Health Monitoring 2017/18	

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Title	Type of Item	Jan-18	Feb-18	Mar-18	Apr-18
Emergency Planning & Preparedness	Performance review				
Fees and charges	Policy Review				
Budget proposals	Policy Development	2018/19 Budget recommendations			
Best Council Plan progress	Performance monitoring				

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Title	Type of Item	Jan-18	Feb-18	Mar-18	Apr-18
Service area performance	Performance monitoring	Human Resources: Appraisals; Engagement; Pay / Pay-gap	Electoral, Registrars and Licensing	Digital and Information Service	
				Civic Enterprise Leeds	
				Equalities: Equality Impact Priorities refresh	
Commissioning	Performance monitoring			6-monthly report (Rec. 2)	
Commissioning: recommendation tracking	Performance monitoring			Commissioning: Progress report	
Briefings	Briefings				