

**SCRUTINY BOARD**  
**(STRATEGY RESOURCES)**

**2017/18 WORK SCHEDULE**

Title	Type of Item	Notes	Dec-17	Jan-18
<b>Business Rates</b>	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.	Valuation Tribunal Hearing (12 December 2017)	Working Group meeting - date to be confirmed Meeting with responsible government minister (TBC)
			Working Group meeting: Attendance of representatives from the Valuation Office Agency (VOA). Date to be confirmed.	
<b>Apprenticeships Levy</b>	Policy Review	To review progress against the identified 'inquiry points' set out in the October 2016 apprenticeship levy paper		
<b>Financial Health Monitoring</b>	Performance review	Monitoring arrangements continue for 2017/18	Financial Health Monitoring 2017/18	

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<b>Title</b>	<b>Type of Item</b>	<b>Notes</b>	<b>Dec-17</b>	<b>Jan-18</b>
<b>Emergency Planning &amp; Preparedness</b>	Performance review	Further reports/ follow-up actions to be determined.		Draft statement
<b>Fees and charges</b>	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	
<b>Budget proposals</b>	Policy Development		Initial 2018/19 budget proposals	2018/19 Budget recommendations
<b>Best Council Plan progress</b>	Performance monitoring	Frequency of BCP progress updates to be determined.	Best Council Plan: Refresh	

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<b>Service area performance</b>	Performance monitoring	Performance monitoring of service areas with the remit of the Scrutiny Board	Human Resources: Workforce Development & Health, Safety and Wellebing (inc sickness)	Human Resources: Appraisals; Engagement; Pay / Pay-gap
			Effective Procurement	
<b>Commissioning</b>	Performance monitoring	6-monthly report as recommendation 2 of the Commissioning		
<b>Commissioning: recommendation tracking</b>	Performance monitoring	Recommendation tracking: Commissioning report		
<b>Briefings</b>	Briefings	To be identified as and when required		

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

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Title	Type of Item	Feb-18	Mar-18	Apr-18
<b>Emergency Planning &amp; Preparedness</b>	Performance review			
<b>Fees and charges</b>	Policy Review			
<b>Budget proposals</b>	Policy Development			
<b>Best Council Plan progress</b>	Performance monitoring			

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<b>Title</b>	<b>Type of Item</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>
<b>Service area performance</b>	Performance monitoring	Electoral, Registrars and Licensing	Digital and Information Service	
			Civic Enterprise Leeds	
			Equalities: Equality Impact Priorities refresh	
<b>Commissioning</b>	Performance monitoring		6-monthly progress report - People's Commissioning	
<b>Commissioning: recommendation tracking</b>	Performance monitoring		See above	
<b>Briefings</b>	Briefings			