

Forward Plan for Communities Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting Wednesday 31 May 2017			
Update on key service issues and activities (including decisions taken under delegated authority)	No	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Business Support & Dev. Manager (Sarah Rhoden)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Risk management	No – each Committee receives a report on risk management	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Performance monitoring	Some performance measures also reported to P&R Committee	To comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Appointments to internal and external Bodies	None	To agree appointments to internal and external bodies	Head of Democratic Services (Chris Walton)
Meeting Wednesday 5 July 2017			
Update on key service issues and activities (including decisions taken under delegated authority)	No	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Business Support & Dev. Manager (Sarah Rhoden)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Meeting Wednesday 6 September 2017			
Update on key service issues and activities (including	No	To review service updates on key issues and activities and identify any areas	Business Support & Dev. Manager

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decisions taken under delegated authority)		where the Committee would like to receive further information.	(Sarah Rhoden)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Meeting Wednesday 11 October 2017			
Update on key service issues and activities (including decisions taken under delegated authority)	No	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Business Support & Dev. Manager (Sarah Rhoden)
Risk management	No – each Committee receives a report on risk management	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Performance monitoring	Some performance measures also reported to P&R Committee	To comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Meeting Wednesday 15 November 2017			
Update on key service issues and activities (including decisions taken under delegated authority)	No	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Business Support & Dev. Manager (Sarah Rhoden)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)

Forward Plan for Communities Committee

Regular items	Frequency	Requested committee action (if known)	Lead officer
Update on key service issues and activities (including decisions taken under delegated authority)	Every meeting	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Business Support & Dev. Manager (Sarah Rhoden)
Performance management	Four meetings each year – January, March, June/July, October	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	Four meetings each year – January, March, June/July, October	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Finance Monitoring	Every meeting	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Progress made in Norfolk Community Learning Services	Every meeting	To discuss progress with the Service and its improvement plan and to agree any recommendations	Head of Adult Education Service (Ilgun Yusuf)
Annual report of the Norfolk Armed Forces Community Covenant	Annual Report – March 2018	To note the report	Senior Planning and Partnerships Officer (Merry Halliday) / Assistant Director, Env. & Planning (David Collinson)