

Committee: **Executive Committee**  
 Date of meeting: **6<sup>th</sup> November 2019**  
 Report Subject: **Forward Work Programme – 18<sup>th</sup> December 2019**  
 Portfolio Holder: **All Portfolios**  
 Report Submitted by: **Cllr Nigel Daniels, Leader of the Council / Executive Member Corporate Services**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	✓	30.10.19				06.11.19		

**1. Purpose of the Report**

1.1 To present to Members the Executive Committee Forward Work Programme for the Meeting on 18<sup>th</sup> December 2019 for discussion and to update the Committee on any changes.

**2. Scope and Background**

2.1 The Executive Work Programme is a key aspect of the Council’s planning and governance arrangements and supports the requirements of the Constitution. The topics set out in the Forward Work Programme link to the strategic work of the Council as identified by the Council’s Corporate Plan, corporate documents and supporting business plans. Effective work programmes are essential to ensure that the work of the Executive makes a positive impact upon the Council’s delivery of services.

2.2 The Committee’s Forward Work Programme was agreed in July 2019, recognising the fluidity of the document to enable the Committee to respond to urgent and emerging issues, and included timescales when reports will be considered by the Committee. The work programme is managed and implemented by the Performance and Democratic Team under the direction of the Leader and Executive Members.

2.3 The forward work programme for the forthcoming meeting will be presented to Committee on a 6 weekly cycle in order that Members can consider the work programme; request information is included within the reports, as appropriate and / or make amendments to the work programme.

**3. Options for Recommendation**

3.1 **Option 1:** The Executive Committee consider the Forward Work Programme for the meeting on 18<sup>th</sup> December 2019, and :

- Make any amendments to the topics scheduled for the meetings;
- Suggest any additional invitees that the committee requires to fully consider the reports; and

- Request any additional information to be included with regards to the topics to be discussed.

**Option 2:** The Executive Committee agree the Forward Programme for the meeting on 18<sup>th</sup> December 2019, as presented.

**Background Documents /Electronic Links**

- Appendix 1 – Forward Work Programme - Meeting on 18<sup>th</sup> December 2019