

**CORPORATE POLICY & RESOURCES POLICY DEVELOPMENT AND SCRUTINY PANEL
 WORKPLAN**

	Agenda Item	Lead Officer	P&R PDSP Date / Month
1.	Code of Conduct Annual Report	Chief Executive	Annually 2 December 2022
2.	Annual SPSO Report	Chief Executive	Annually 2 December 2022
3.	Property Asset Management – Performance Update	Head of Finance and Property Services	Annually 2 December 2022
4.	ICT Asset Management Plan – Annual Review	Head of Finance and Property Services	Annually 2 December 2022
5.	Corporate Asset Management Strategy – Annual Update	Head of Finance and Property Services	Annually 2 December 2022
6.	Lothian Valuation Joint Board Annual Report	Chief Executive	Annually 21 April 2023
7.	West Lothian Development Trust Annual Report	Head of Planning, Economic Development & Regeneration	Annually 19 August 2022
8.	Annual Complaints Report	Depute Chief Executive, Corporate, Operational and Housing Services	Annually 23 September 2022
9.	Annual Council Tax Update	Head of Finance and Property Services	Annually 23 September 2022
10.	Corporate Strategies Update	Head of Corporate Services	Annually 19 August 2022
11.	Managements Plans: <ul style="list-style-type: none"> • Finance & Property • Corporate Services • Customer Service (HCBS) • PEDR (partial) 	Heads of Service	Annually 2 June 2023

	Agenda Item	Lead Officer	P&R PDSP Date / Month
12.	Quarterly Performance Report	Depute Chief Executive, Corporate, Operational and Housing Services	Quarterly 23 September 2022 2 December 2022 21 April 2023 2 June 2023
13.	Horizon Scan Report	Head of Finance and Property Services	Quarterly 19 August 2022 2 December 2022 3 February 2023 2 June 2023
14.	Quarterly Sickness Absence Update	Head of Corporate Services	Quarterly 19 August 2022 2 December 2022 3 February 2023 2 June 2023
15.	Social Security Benefits and Welfare Reform	Head of Finance and Property Services	Biannually 19 August 2022 3 February 2023
16.	Financial Performance Report	Head of Finance and Property Services	Biannually 19 August 2022 2 December 2022
17.	Policies and Practices, Tenanted Non-Residential Property Portfolio	Head of Finance and Property Services	19 August 2022
18.	Macmillan Cancer Services Update	Head of Finance and Property Services	23 September 2022
19.	Lothian Valuation Joint Board minutes	Chief Executive	As available

Graham Hope
 Chief Executive