

Strategy, Resources and Performance Committee Agenda Plan

Published on 3 March 2025

Notes

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log
- Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels

| Committee date | Agenda item | Lead officer | Reference if key decision | Deadline for draft reports | Agenda despatch date |
|-----------------------|---|--------------|---------------------------|----------------------------|----------------------|
| 24/06/25 | Integrated Finance Management Report for the Period 2 (May) 2025-26 | S Howarth | 2025/003 | 11/06/25 | 16/06/25 |
| | Outturn 2024-25 Integrated Finance Management Report | S Howarth | 2025/023 | | |
| | Corporate Services Performance Report Quarter 4 | R Springbett | Not applicable | | |
| | Treasury Management Report Quarter 4* | E Tod | Not applicable | | |
| | Annual Risk Report | M Claydon | Not applicable | | |
| | Amendments to Blue Badge eligibility criteria | J Green | Not applicable | | |
| 23/09/25 [Reserve] | | | | 10/09/25 | 15/09/25 |
| 23/10/25 | Integrated Finance Management Report for the Period Ending 31st August 2025 | S Howarth | 2025/025 | 10/10/25 | 15/10/25 |

| Committee date | Agenda item | Lead officer | Reference if key decision | Deadline for draft reports | Agenda despatch date |
|----------------|---|--------------------------|---------------------------|----------------------------|----------------------|
| | Business Planning and Budget setting 2026/27 – 2028/29 | T Kelly/ J Lacey Holland | Not applicable | | |
| | Quality of Life Survey Results | R Hallam | Not applicable | | |
| | Strategic Framework: Update | S Grace | Not applicable | | |
| | Corporate Services Performance Report Quarter 1 | R Springbett | Not applicable | | |
| | Corporate Risk Register | M Claydon | Not applicable | | |
| 11/12/25 | Integrated Finance Management Report for the Period Ending 31st October 2025 | S Howarth | 2025/023 | 28/11/25 | 03/12/25 |
| | Business Planning Proposals for 2026-31 | T Kelly | Not applicable | | |
| | Corporate Services Performance Report Quarter 2 | R Springbett | Not applicable | | |
| | Treasury Management Report – Quarter 2* | E Tod | Not applicable | | |
| 29/01/26 | Integrated Finance Management Report for the Period Ending 30th November 2024 | S Howarth | 2026/001 | 16/01/26 | 21/01/26 |
| | Full Draft Business Plan and Budget* | T Kelly | Not applicable | | |
| 12/03/26 | Integrated Finance Management Report for the Period Ending 31st January 2026 | S Howarth | 2026/002 | 27/02/26 | 04/03/26 |
| | Corporate Risk Register | M Claydon | Not applicable | | |
| | Corporate Services Performance Report Quarter 3 | R Springbett | Not applicable | | |
| 23/06/26 | Integrated Finance Management Report for the Period Ending 31st March 2025 | S Howarth | 2026/003 | 10/06/26 | 15/06/26 |
| | Outturn 2025-26 Integrated Finance Management Report | S Howarth | 2026/004 | | |
| | Treasury Management Report Quarter 4* | E Tod | Not applicable | | |
| | Annual Risk Report | M Claydon | Not applicable | | |

| Committee date | Agenda item | Lead officer | Reference if key decision | Deadline for draft reports | Agenda despatch date |
|----------------|---|--------------|---------------------------|----------------------------|----------------------|
| | Corporate Services Performance Report Quarter 4 | R Springbett | Not applicable | | |

STRATEGY, RESOURCES AND PERFORMANCE COMMITTEE TRAINING PLAN

The Training Plan below includes topic areas for S,R&P approval. Following sign-off by the details for training and development sessions will be worked up.

| Ref | Subject | Desired Learning Outcome/Success Measures | Priority | Date | Responsibility | Nature of training | Attendance by: | Cllrs Attending | Percentage of total |
|-----|---|--|----------|-----------------|----------------|--|--|-----------------|---------------------|
| 1. | Link Treasury Management | Local Government Finance – Third session as part of Members' Induction Programme | | November 2021 | Tom Kelly | Virtual | Cllrs Bulat, Corney, Coutts, Kindersley, S King, McDonald, Milnes, Murphy, Shailer, Sharp, Taylor, Thompson, van de Ven & Whelan | 14 | Not applicable |
| 2. | Performance Management training and case study research | In response to recommendations from the Peer Review and an internal audit. Members will be involved in reviewing and revising Key Performance Indicators that will be reported to Policy and Service Committees. | | 3 February 2022 | Tom Barden | One hour session with PowerPoint presentation and live polls | All Members | 18 | Not applicable |

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|-----|----------------------------------|--|----------|-----------------|--------------------|----------------------------|--|-----------------|---------------------|
| 3. | Procurement Training for Members | To understand how procurement works | | 7 October 2022 | T Kelly C Ellis | An hour on Teams | Cllrs Bulat, Costello, Cox-Condron, Dupré, Goodliffe, M King, McDonald, Rae, Shailer, Taylor and Whelan | 11 | Not applicable |
| 4. | Strategic Framework Workshop | This will inform the business planning process | | 8 November 2022 | S Grace T Kelly | Just over an hour on Teams | Cllrs Beckett, Costello, Count, Criswell, Dupré Gough, Howitt Murphy, Nethsingha, Rae, Sanderson Shailer, Sharp and Wilson | 14 | Not applicable |

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|-----|--|---|----------|------------------|----------------------|----------------------------|--|-----------------|---------------------|
| 5. | The complaints process and how this can help Members manage their own in-boxes, including letters from MPs | To understand how the Council manages complaints. | | 21 February 2023 | S Grace D Snowdon | Just over an hour on Teams | Batchelor, Bradnam, Cox, Condron, Costello, Coutts, Daunton, Dew, Goodliffe, Gough, Hathorn, Hay, Kindersley, Meschini, Prentice, Sharp, Slatter, Taylor, Thompson, Wilson | 19 | Not applicable |
| 6. | Digital Strategy is being prepared by the IT & Digital Service to support the vision and the ambitions of the Council over the next three years. | To input into the draft Digital Strategy | | 12 June 2023 | S Smith J Patmore | An hour on Teams | Beckett, Bulat, Costello, Hathorn, S King, Taylor, Thompson, Whelan, Wilson | 9 | Not applicable |

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|-----|--------------------------|---|----------|-------------------|----------------------------------|-----------------------------|---|-----------------|---------------------|
| 7. | Risk Management Training | Overview of risk management | | 14 September 2023 | M Hudson T Kelly M Claydon | An hour and a half on Teams | D Ambrose-Smith A Bradnam A Bulat P Coutts C Daunton L Dupré B Goodliffe R Hathorn A Hay S King E Murphy N Shailer A Sharp P Slatter S Taylor F Thompson A Whelan G Wilson | 18 | Not applicable |

| Ref | Subject | Desired Learning Outcome/Success Measures | Priority | Date | Responsibility | Nature of training | Attendance by: | Cllrs Attending | Percentage of total |
|-----|--|---|----------|------------------|---|--------------------|---|-----------------|---------------------|
| 8. | Briefing on the impact of a cyber-attack on Council services as part of its emergency planning arrangements. | | | 7 November 2023 | M Hudson S Grace K Foley C Stromberg S Thomas | An hour on Teams | A Beckett G Bird A Bradnam S Count L Dupré C Daunton B Goodliffe J Gowing R Hathorn S Kindersley G Seeff A Sharp A Whelan G Wilson | 14 | Not applicable |
| 9. | Procurement Training for Members | Essentials on procurement governance, but also the legislative change coming forward and some of the specifics for the Council. | | 29 November 2023 | M Hudson T Kelly C Ellis | An hour on Teams | D Ambrose Smith A Beckett M Black A Bradnam A Costello P Coutts L Dupré B Hunt S King C Rae P Slatter S van de Ven G Willson | 13 | Not applicable |

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|-----|--|---|----------|-----------------|---|------------------------------|--|-----------------|---------------------|
| 10. | Programme Management and measuring performance | | | 17 January 2024 | S Grace J Lacey-Holland J Roberts | An hour on Teams | A Bradman A Costello L Dupré C Daunton R Hathorn G Seeff F Thompson A Whelan | 8 | Not applicable |
| 11. | Treasury Management Training | | | 24 January 2024 | M Hudson S Howarth | One hour 45 minutes on Teams | D Ambrose-Smith M Black A Bulat A Costello P Coutts R Hathorn C Rae G Seeff S Taylor A Whelan | 10 | Not applicable |

| Ref | Subject | Desired Learning Outcome/Success Measures | Priority | Date | Responsibility | Nature of training | Attendance by: | Cllrs Attending | Percentage of total |
|-----|---|---|----------|------------------|---------------------------------------|--------------------|---|--|---------------------|
| 12. | Cambridgeshire Skills Briefing | | | 27 February 2024 | S Grace L Riddle T Malloy | An hour on Teams | D Ambrose Smith M Black M Bulat A Costello S Criswell C Daunton J French R Hathorn E Murphy L Nethsingha C Rae A Sharp P Slatter | 13 | Not applicable |
| 13. | Member Briefing on Cambridge Biomedical Campus (confidential) | | | 4 June 2024 | M Hudson S Anderson J Macmillan | An hour on Teams | Strategy, Resources & Performance and Assets & Procurement Committee Members and Local Members | A Beckett S Count M Goldsack R Hathorn P McDonald B Milnes L Nethsingha C Rae A Sharp P Slatter | |

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|-----|---|--|----------|-----------------|---|--------------------|---|-----------------|---------------------|
| 14. | Performance Management | | | 19 June 2024 | Joe Lacey-Holland Richard Springbett | An hour on Teams | M Black A Costello P Coutts C Daunton S King B Milnes F Thompson A Whelan | 8 | |
| 15. | Briefing on Risk 8 – The Council is a victim of cyber crime | | | 9 July 2024 | M Hudson C Stromberg | | A Beckett C Boden A Bulat S Count L Dupré B Goodliffe E Meschini B Milnes L Nethsingha A Sharp G Wilson A Wood | 12 | |
| 16. | Risk Management Workshop | Consideration of changes to show whether the direction of travel was towards the Council's accepted level of risk. | | To be confirmed | M Hudson S Grace M Hudson | An hour on Teams | Strategy, Resources & Performance Committee | | |