

OPERATIONAL SERVICES COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 11

LEAD OFFICER: Isabel Edgar, Director Operations

DEMOCRATIC SERVICES OFFICER:

Mon 19 June 2023 4:30pm		Mon 18 September 2023 4:30pm		Mon 13 November 2023 4:30pm	
Report deadline	4pm Mon 5 June	Report deadline	4pm Mon 4 Sept	Report deadline	4pm Mon 30 Oct
Agenda despatch	Weds 7 June	Agenda despatch	Weds 6 September	Agenda despatch	Weds 1 November
Youth Action Plan Update	Stephanie Jones (Communities & Partnerships)	Community Safety Partnership Update	CSP Representative	VCAEC Update	VCAEC representative
VCAEC Update	Angela Haylock, CEO	Food Safety Policy	Richard Garnett (Senior Env. Health Officer)	Service Delivery Plans – 6 Month Performance Monitoring	Service Leads
Environment Action Plan 2023	Richard Kay (Strategic Planning Manager)	Health and Safety Enforcement Policy	Richard Garnett (Senior Env. Health Officer)	Environmental Crime Enforcement Policy Review	Liz Knox (Environmental Services Manager)
Representation on Outside Bodies & Annual Reports	SDSO	Quarter 1 – Waste Performance Monitoring	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)	Quarter 2 – Waste Performance Monitoring	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)
Budget Outturn Report	Anne Wareham (Senior Accountant)	Materials Recycling Contract	Liz Knox (Head of Street Scene)	Budget Monitoring Report	Anne Wareham (Senior Accountant)
<i>ARP Joint Committee Minutes</i>	<i>DSO</i>	Cambridgeshire and Peterborough Waste Strategy Review	Liz Knox (Head of Street Scene)	<i>ARP Joint Committee Minutes</i>	<i>DSO</i>
Forward Agenda Plan	DSO	Budget Monitoring Report	Anne Wareham (Senior Accountant)	Forward Agenda Plan	DSO
ECSS Management Accounts [EXEMPT]		ARP Joint Committee Minutes: 13 June 2023	DSO	ECSS Management Accounts [EXEMPT]	
<i>ECSS Board Minutes (if any)</i> [EXEMPT]		Forward Agenda Plan	DSO	<i>ECSS Board Minutes (if any)</i> [EXEMPT]	
		ECSS Management Accounts [EXEMPT]			

Notes:

1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked *
2. Agenda items in italics are provisional items / possible items for future meetings.

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		<i>ECSS Board Minutes (if any)</i> <i>[EXEMPT]</i>			
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LEAD OFFICER: Isabel Edgar, Director Operations

DEMOCRATIC SERVICES OFFICER:

Mon 15 January 2024 4:30pm		Mon 25 March 2024 4:30pm			
Report deadline	4pm Fri 29 Dec	Report deadline	4pm Mon 11 March	Report deadline	
Agenda despatch	Wed 3 Jan 2024	Agenda despatch	Wed 13 March 2024	Agenda despatch	
Community Safety Partnership Update	CSP Representative	End of Year Reports 2023/24 Service Delivery Plans 2024/25	Service Leads		
Youth Action Plan Update	Stephanie Jones (Communities & Partnerships)	ECSS Business Plan	Isabel Edgar ECSS Director		
Citizens Advice West Suffolk (CAWS) Grant	Lewis Bage (Communities & Partnerships)	Community Engagement Strategy	Lewis Bage (Communities & Partnerships)		
VCAEC Grant	Lewis Bage (Communities & Partnerships)	Vulnerable Community Strategy	Lewis Bage (Communities & Partnerships)		
Health and Wellbeing Strategy and Action Plan review	Liz Knox (Environmental Services Manager)	Budget Monitoring Report	Anne Wareham (Senior Accountant)		
Waste Performance Monitoring Report Q3	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)	Waste Performance Monitoring Q4	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)		
<i>ARP Joint Committee Minutes</i>	<i>DSO</i>	<i>ARP Joint Committee Minutes</i>	<i>DSO</i>		
<i>Forward Agenda Plan</i>	<i>DSO</i>	<i>Forward Agenda Plan</i>	<i>DSO</i>		
ECSS Management Accounts [EXEMPT]		ECSS Management Accounts [EXEMPT]			
<i>ECSS Board Minutes (if any)</i> [EXEMPT]		<i>ECSS Board Minutes (if any)</i> [EXEMPT]			

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