

OPERATIONAL SERVICES COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 18

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 Enforcement Policy	Richard Garnett (Senior Env. Health Officer)	Service Delivery Plans – 6 Month Performance Monitoring	Service Leads
				Budget Monitoring Report	Anne Wareham (Senior Accountant)
Environment Action Plan 2023	Richard Kay (Strategic Planning Manager)	Health and Safety Enforcement Policy	Richard Garnett (Senior Env. Health Officer)	DAHA Policy & Strategy	Angela Parmenter (Housing & Community Safety Manager)
Representation on Outside Bodies & Annual Reports	SDSO	Environment Act Implementation	Director Operations	Environmental Crime Action Plan	Karen See (Senior Env. Health Officer)
Budget Outturn Report	Anne Wareham (Senior Accountant)	Environmental Crime Enforcement Policy Review	Liz Knox (Environmental Services Manager)	Environmental Crime Fixed Penalty Notices – Fee setting Review	Karen See (Senior Env. Health Officer)
<i>ARP Joint Committee Minutes</i>	<i>DSO</i>	HVO Vehicles Procurement	Liz Knox (Head of Street Scene)	Recommendation from Audit Committee 16 October 2023: Strategic Service Review (Waste & Recycling)	Director Operations
Forward Agenda Plan	DSO	Quarter 1 – Waste Performance Monitoring & Street Smart Highlights Report	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)	HVO Procurement Options Update	Liz Knox (Head of Street Scene)
		Budget Monitoring Report	Anne Wareham (Senior Accountant)	ECSS Quarter 2 Overspend Report	Director Commercial

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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ECSS Management Accounts [EXEMPT]		ARP Joint Committee Minutes 13 June 2023	DSO	ECSS Half Yearly Report	Director Operations
<i>ECSS Board Minutes (if any)</i> [EXEMPT]		Forward Agenda Plan	DSO	Materials Recycling Contract – Procurement Update & Delegation Request [EXEMPT]	Liz Knox (Head of Street Scene)
		ECSS Management Accounts [EXEMPT]		Quarter 2 – Waste Performance Monitoring & Street Smart Highlights Report	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)
		<i>ECSS Board Minutes (if any)</i> [EXEMPT]		ARP Joint Committee Minutes 12 September 2023	DSO
		ECSS Performance Matter [EXEMPT]	Director Legal	Forward Agenda Plan	DSO
				ECSS Management Accounts [EXEMPT]	
				<i>ECSS Board Minutes (if any)</i> [EXEMPT]	

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Mon 15 January 2024		Mon 25 March 2024			
4:30pm		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	VCAEC Update	VCAEC representative		
Youth Action Plan Update	Stephanie Jones (Communities & Partnerships)	End of Year Reports 2023/24 Service Delivery Plans 2024/25	Service Leads		
Citizens Advice West Suffolk (CAWS) Grant	Lewis Bage (Communities & Partnerships)	ECSS Business Plan	Isabel Edgar ECSS Director		
VCAEC Grant	Lewis Bage (Communities & Partnerships)	Community Engagement Strategy	Lewis Bage (Communities & Partnerships)		
Health and Wellbeing Strategy and Action Plan review	Liz Knox (Environmental Services Manager)	Vulnerable Community Strategy	Lewis Bage (Communities & Partnerships)		
Information Security Policy Review	ICT Manager	Budget Monitoring Report	Anne Wareham (Senior Accountant)		
Waste Performance Monitoring Report Q3 & Street Smart Highlights Report	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)	Waste Performance Monitoring Q4 & Street Smart Highlights Report	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>		
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO		
ECSS Management Accounts [EXEMPT]		ECSS Management Accounts [EXEMPT]			
<i>ECSS Board Minutes (if any) [EXEMPT]</i>		<i>ECSS Board Minutes (if any) [EXEMPT]</i>			

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