

**FINANCE & ASSETS COMMITTEE**  
**ANNUAL AGENDA PLAN**

**AGENDA ITEM NO 16**

**LEAD OFFICER(S): Emma Grima, Director Commercial**

**DEMOCRATIC SERVICES OFFICER: Janis Murfet**

Meeting on: Thursday 23 July 2020 4.30pm			Meeting on: Thursday, 24 September 2020 4.30pm			Meeting on: Thursday, 26 November 2020 4.30pm		
Agenda Planning meeting:			Agenda Planning meeting:			Agenda Planning meeting:		
Pre-meeting briefing:			Pre-meeting briefing:			Pre-meeting briefing:		
Deadline for reports/dispatch:	4pm Monday 13 July 2020	Wednesday 15 July 2020	Deadline for reports/dispatch:	4pm Monday 14 September 2020	Wednesday 16 September 2020	Deadline for reports/dispatch:	4pm Monday, 16 November 2020	Wednesday 18 November 2020
<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>Internal Audit Annual Report &amp; Opinion</li> <li>Draft Annual Governance Statement</li> <li>Financial Outturn Report 2019/20</li> <li>Treasury Operations Annual Performance Review</li> <li>Assets Update</li> <li>Forward Agenda Plan</li> <li>Bus Services &amp; Cycling &amp; Walking Routes Consultation Update</li> <li>ECDC Environment &amp; Climate Change Strategy &amp; Action Plan – Consideration of Resources Required</li> </ul>	<ul style="list-style-type: none"> <li>Internal Audit</li> <li>Internal Audit</li> <li>Finance Manager</li> <li>Finance Manager</li> <li>Director Commercial/ Open Spaces &amp; Facilities Mgr DSO</li> <li>Infrastructure &amp; Strategy Manager</li> <li>Director Operations</li> </ul>	<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>Annual Governance Statement</li> <li>Corporate Risk Management</li> <li>Internal Audit Progress Report</li> <li>External Audit Sector Update &amp; Finance Manager's Response</li> <li>Statement of Accounts</li> <li>Assets Update</li> <li>Finance Report</li> <li><i>Write Off of Unrecoverable Debt</i></li> <li>Risk Register Review</li> </ul>	<ul style="list-style-type: none"> <li>Chair</li> <li>Internal Audit</li> <li>Internal Audit</li> <li>Internal Audit</li> <li>External Audit/Finance Manager</li> <li>Finance Manager</li> <li>Open Spaces &amp; Facilities Manager</li> <li>Finance Manager</li> <li>Finance Manager &amp; S151 Officer</li> <li>Director Commercial</li> </ul>	<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>External Audit - Audit Results Report</li> <li>Internal Audit Update</li> <li>Forward Agenda Plan</li> <li>Gender Pay</li> <li>Counter Fraud</li> <li>Assets Update</li> <li>Discretionary Business Rates Relief</li> <li><i>Actions taken by the Chief Executive on the Grounds of Urgency (if any)</i></li> <li><i>Write Off of Unrecoverable Debt</i></li> <li>ECTC Management Accounts (EXEMPT)</li> </ul>	<ul style="list-style-type: none"> <li>Chair</li> <li>External Audit</li> <li>Internal Audit</li> <li>DSO</li> <li>HR Manager</li> <li>DSO</li> <li>Internal Audit</li> <li>Open Spaces &amp; Facilities Manager</li> <li>Finance Manager &amp; S151 Officer</li> <li>DSO</li> <li>Finance Manager/S151 Officer</li> <li>ECTC Finance Manager</li> </ul>			

[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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**ANNUAL AGENDA PLAN**

**LEAD OFFICER(S): Emma Grima, Director Commercial**

**DEMOCRATIC SERVICES OFFICER: Janis Murfet**

Thursday 23 July 2020 4.30pm [continued]		Meeting on:	Thursday 24 September 2020 4.30pm [continued]		Meeting on:	Thursday 26 November 2020 4.30pm [continued]						
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<ul style="list-style-type: none"> <li>Little Thetford Community Land Trust Grant Application</li> <li>Equality, Diversity &amp; Inclusion Policy 2020 – 2023: Draft for Consultation</li> <li>Appointments, Transfers, Resignations (EXEMPT)</li> <li>Asset in the Parish of Ely (EXEMPT)</li> </ul>	Director Commercial		<ul style="list-style-type: none"> <li>Forward Agenda Plan</li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency (if any)</i></li> <li>Health &amp; Safety Update</li> <li>Climate Change SPD – Draft for Consultation</li> <li>Design SPD – Draft For Consultation</li> <li>Developer Contributions – Draft for Consultation</li> <li>Self-Build SPD – For Adoption</li> <li>Natural Environment SPD – For Adoption</li> <li>ECTC Management Accounts (EXEMPT)</li> </ul>	DSO	DSO	Health & Safety Officer	Strat Planning Mgr	Strat Planning Mgr	Strat Planning Mgr	Strat Planning Mgr	Strat Planning Mgr	ECTC Finance Manager

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**DEMOCRATIC SERVICES OFFICER: Janis Murfet**

Meeting on: Monday 25 January 2021 4.30pm			Meeting on: Thursday, 25 <sup>th</sup> March 2021 4.30pm			Meeting on:		
Agenda Planning meeting:			Agenda Planning meeting:			Agenda Planning meeting:		
Pre-meeting briefing:			Pre-meeting briefing:			Pre-meeting briefing:		
Deadline for reports/dispatch:	4pm Wednesday 13 January 2021	Friday 15 January 2021	Deadline for reports/dispatch:	Monday 15 March 2021	Wednesday 17 March 2021	Deadline for reports/dispatch:		
<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>Assets Update</li> <li>Forward Agenda Plan</li> <li>External Audit Results Report</li> <li>Appointments, Transfers, Resignations [EXEMPT]</li> <li><i>Actions taken by the Chief Executive on the Grounds of Urgency (if any)</i></li> <li><i>Write Off of Unrecoverable Debt</i></li> </ul>	Open Spaces & Facilities Manager  DSO  External Audit  HR Manager  DSO  Finance Manager/S151 Officer		<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>Assets Update</li> <li>Forward Agenda Plan</li> </ul>	Open Spaces & Facilities Manager  DSO				

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<ul style="list-style-type: none"> <li>ECTC Management Accounts (EXEMPT)</li> </ul>	ECTC Finance Manager	<ul style="list-style-type: none"> <li><i>Appointments, Transfers, Resignations [EXEMPT]</i></li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency (if any)</i></li> <li><i>Write Off of Unrecoverable Debt</i></li> </ul>	HR Manager	DSO	Finance Manager & S151 Officer		

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