

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

**AGENDA ITEM NO 22**

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

**DEMOCRATIC SERVICES OFFICER: Janis Murfet**

Meeting on: Thursday 26 September 2019 4.30pm			Meeting on: Thursday 28 November 2019 4.30pm			Meeting on: Monday 27 January 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 16 September 2019	Wednesday 18 September 2019	Deadline for reports/dispatch:	4pm Monday 18 November 2019	Wednesday 20 November 2019	Deadline for reports/dispatch:	4pm Wednesday 15 January 2020 Friday 17 January 2020
<ul style="list-style-type: none"><li>Chairman's Announcements</li><li>External Audit - Update Report</li><li>Internal Audit Update</li><li><i>Action taken by the Ch Ex on the Grounds of Urgency</i></li><li>Forward Agenda Plan</li><li>Gender Pay</li><li>Anti-Fraud &amp; Corruption Strategy</li><li>ECTC Business Plan 2019/20</li><li>Assets Update</li><li>Community Infrastructure Levy (CIL) Instalment Policy</li><li>Community Transport Grant Scheme</li><li>Write Off of Unrecoverable Debt (EXEMPT)</li></ul>	<div>Chair External Audit Internal Audit DSO DSO HR Manager Finance Manager &amp; S151 Officer Director Commercial Open Spaces &amp; Facilities Manager Infrastructure &amp; Strategy Manager Infrastructure &amp; Strategy Manager Finance Manager &amp; S151 Officer</div>	<ul style="list-style-type: none"><li>Chairman's Announcements</li><li>External Audit Annual Audit Letter</li><li>Internal Audit Update</li><li>Six Month Performance Monitoring Service Delivery Plans &amp; ICT Service Delivery Plan</li><li>Treasury Operations Mid Year Report</li><li>Finance Report</li><li>ARP Joint Committee Minutes</li><li><i>Appointments, Transfers, Resignations [EXEMPT]</i></li><li>NNDR Write-Off</li><li><i>Action taken by the Chief Executive on the Grounds of Urgency (if any)</i></li><li>Forward Agenda Plan</li></ul>	<div>Chair External Audit Internal Audit Perf Mgmt Officer Finance Manager &amp; S151 Officer Finance Manager &amp; S151 Officer Dir Commercial HR Manager Finance Manager &amp; S151 Officer DSO DSO</div>	<ul style="list-style-type: none"><li>Chairman's Announcements</li><li>External Audit – Annual Certification Report</li><li>External Audit Annual Audit and Inspection Plan</li><li>Medium Term Financial Strategy, Revenue Budget and Capital Programme 2018/19</li><li>Annual Treasury Management Strategy/MRP/AIS</li><li>Corporate Risk Register Update</li><li>Budget Monitoring Report</li><li>ARP Joint Committee Minutes</li><li>Assets Update</li></ul>	<div>Chair External Audit External Audit Finance Manager &amp; S151 Officer Finance Manager &amp; S151 Officer Internal Audit Fin Manager &amp; S151 Officer Dir Commercial Open Spaces &amp; Facilities Manager</div>		

[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]

[UPDATED: 18/09/19]

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<ul style="list-style-type: none"> <li>Council Response to CPCA Local Transport Plan</li> <li>East Cambridgeshire Bus Services Review</li> <li>Littleport Vision 2030</li> <li>Service Level Agreement Grant Funding</li> <li>Appointments to Outside Bodies</li> <li>eSpace South</li> <li>ECTC Accounts 2018/19</li> <li>ECTC Management Accounts (EXEMPT)</li> <li>Assets Matters (EXEMPT)</li> </ul>			<ul style="list-style-type: none"> <li>Assets Update</li> </ul>			<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>Forward Agenda Plan</li> </ul>		
Infrastructure & Strategy Manager						HR Manager		
Infrastructure & Strategy Manager						DSO		
Infrastructure & Strategy Manager						DSO		
Senior Leisure Services Officer								
DSO								
Director Commercial								
Director Commercial								
Director Commercial								
Director Commercial / Legal Services Manager								

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<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>External Audit Progress Report</li> <li>External Audit Local Govt Sector Briefing &amp; Finance Manager's Response</li> <li>End of Year Reports &amp; Draft Service Delivery Plans</li> <li>Internal Audit Charter and Work Plan 2019/20</li> <li>Internal Audit Progress Report</li> <li>Action taken by the Chief Executive on the Grounds of Urgency</li> <li>Assets Update</li> </ul>									
Chair External Audit  External Audit /Fin Mnger & S151 Officer Perf Mgmt Officer  Internal Audit  Internal Audit  DSO  Open Spaces & Facilities Manager									

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