

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 28 November 2019 4.30pm | | | Meeting on: Monday 27 January 2020 4.30pm | | | Meeting on: Thursday 26 March 2020 4.30pm | | |
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| Agenda Planning meeting: | | | Agenda Planning meeting: | | | Agenda Planning meeting: | | |
| Pre-meeting briefing: | | | Pre-meeting briefing: | | | Pre-meeting briefing: | | |
| 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 | Deadline for reports/dispatch: | 4pm Monday 16 March 2020 | Wednesday 18 March 2020 |
| <ul style="list-style-type: none"> Chairman's Announcements External Audit Annual Audit Letter Six Month Performance Monitoring Service Delivery Plans Treasury Operations Mid Year Report Finance Report ARP Joint Committee Minutes Write-Off of Unrecoverable Debt Forward Agenda Plan ECTC Accounts 2018/19 Assets Update Local Council Tax Reduction Scheme 2019-20 Review | Chair External Audit Service Leads Finance Manager & S151 Officer Finance Manager & S151 Officer Dir Commercial Finance Manager & S151 Officer DSO Director Commercial Open Spaces & Facilities Manager Finance Manager & S151 Officer | <ul style="list-style-type: none"> Chairman's Announcements External Audit – Annual Certification Report External Audit Annual Audit and Inspection Plan Internal Audit Update Medium Term Financial Strategy, Revenue Budget and Capital Programme 2018/19 Annual Treasury Management Strategy/MRP/AIS Corporate Risk Register Update Finance Report ARP Joint Committee Minutes Assets Update ECTC Business Plan Natural Environment SPD – Draft for Consultation | Chair External Audit External Audit Internal Audit Finance Manager & S151 Officer Finance Manager & S151 Officer Internal Audit Fin Manager & S151 Officer Dir Commercial Open Spaces & Facilities Manager Director Commercial Strat Planning Mgr | <ul style="list-style-type: none"> Chairman's Announcements External Audit Progress Report External Audit Local Govt Sector Briefing & Finance Manager's Response End of Year Reports & Draft Service Delivery Plans Internal Audit Charter and Work Plan 2019/20 Internal Audit Progress Report Action taken by the Chief Executive on the Grounds of Urgency Assets Update Refreshed Equality & Diversity Policy Developer Contributions – Draft for Consultation | Chair External Audit External Audit /Fin Mnger & S151 Officer Perf Mgmt Officer Internal Audit Internal Audit DSO Open Spaces & Facilities Manager HR Manager/Neighborhood Support Officer Strat Planning Mngr | | | |

**[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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| Thursday 28 November 2019 4.30pm [continued] | | | Meeting on: Monday 27 January 2020 4.30pm [continued] | | | Meeting on: Thursday 26 March 2020 4.30pm [continued] | | |
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| <ul style="list-style-type: none"> Appointment to the Padnal & Waterden Internal Drainage Board CIL & S106 Update Asset Management Item Asset Management Item | Director Commercial Open Spaces & Facilities Manager Finance Manager & S151 Officer Director Commercial Director Commercial | <ul style="list-style-type: none"> Self and Custom Build SPD – Draft for Consultation <i>Appointments, Transfers, Resignations [EXEMPT]</i> <i>Action taken by the Chief Executive on the Grounds of Urgency (if any)</i> Forward Agenda Plan | Strat Planning Mgr HR Manager DSO DSO | | | | | |

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| Meeting on: 4.30pm [continued] | | | Meeting on: | | | Meeting on: | | | | |
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