

**FINANCE & ASSETS COMMITTEE
FORWARD AGENDA PLAN**

AGENDA ITEM NO 17

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Hannah Walker

Thurs 28 Sept 2023		Thurs 23 Nov 2023		Thurs 25 Jan 2024	
4:30pm		4:30pm		4:30pm	
Report deadline	4pm Thurs 14 Sept	Report deadline	4pm Thurs 9 Sept	Report deadline	4pm Thurs 11 Jan
Agenda despatch	Mon 18 Sept 2023	Agenda despatch	Mon 13 Sept 2023	Agenda despatch	Mon 15 Jan 2024
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
Growth and Infrastructure Fund	Director Community	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
Growth and Infrastructure Fund	Dir Community	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
Bus, Cycle, Walk WP notes from 25 th January 2023	DSO	Treasury Management Update	Director Finance & S151 Officer	<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager
ECTC Board Meeting Minutes 15 June 2023 [EXEMPT]	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	2024/25 Annual Treasury Mgt Strategy MRP & AIS	Director Finance & S151 Officer
ECTC Annual Accounts	ECTC Finance Manager	Annual Infrastructure Funding Statement	Dir. Community	Finance Report	Director Finance & S151 Officer
Local Council Tax Reduction Scheme Policy Review	Director Finance & S151 Officer	Finance Report	Director Finance & S151 Officer	Revenue Budget 2024/25	Director Finance & S151 Officer
Medium-Term Financial Strategy update	Director Finance & S151 Officer	ECTC Management Accounts (July-Sept 2023) [EXEMPT]	ECTC Finance Manager	ECTC Board Meeting Minutes 9 Nov 2023 [EXEMPT]	DSO
Establishment of Independent Remuneration Panel (IRP)	Democratic Services Manager	ECTC Board Meeting Minutes 12 Sept 2023 [EXEMPT]	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
ECTC Management Accounts (April-June 2023) [EXEMPT]	ECTC Finance Manager	ECTC Half Yearly Report	Dir. Commercial		
Outside Bodies Update	DSO	Service Delivery Plans – 6 Month Performance Monitoring	Service Leads		
Finance Report	Director Finance	<i>Crematorium Full Business Case (potential)</i>	<i>Dir. Operations</i>		
CIL Allocation – changing places facility, Soham	Dir. Community				
Gender Pay Report	HR Manager				

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.

**FINANCE & ASSETS COMMITTEE
FORWARD AGENDA PLAN**

LEAD OFFICER: Emma Grima, Director Commercial

AGENDA ITEM NO 17

DEMOCRATIC SERVICES OFFICER: Hannah Walker

Thurs 28 March 2024		July 2024		September 2024	
Report deadline	4:30pm	Report deadline	4:30pm	Report deadline	tbc
Agenda despatch	Mon 18 March 2024	Agenda despatch	tbc	Agenda despatch	tbc
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
ECTC Board Meeting Minutes 8 Feb 2024 [EXEMPT]	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
Asset Management Plan 2024/25	Open Spaces & Facilities Mgr	ECTC Board Meeting Minutes 7 Mar 2024 [EXEMPT]	DSO	<i>ECTC Board Meeting Minutes [EXEMPT] (if any)</i>	DSO
Service Delivery Plans 2024/25	Service Leads	Appointments, Transfers, Resignations [EXEMPT]	HR Manager	ECTC Annual Accounts	ECTC Finance Manager
ECTC Annual Business Plan 2024/25	ECTC Finance Manager	ECTC Management Accounts (Jan-March 2024) [EXEMPT]	ECTC Finance Manager	Local Council Tax Reduction Scheme Policy Review	Director Finance & S151 Officer
ECTC Management Accounts Oct-Dec 2023	ECTC Finance Manager	Annual Reports of Representatives on Outside Bodies	DSO	MTFS Update	Director Finance & S151 Officer
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Financial Outturn Report 2023/24	Director Finance & S151 Officer	Gender Pay Report	HR Manager
Annual Review of RIPA policies	Director Legal	Treasury Operations Annual Performance Review	Director Finance & S151 Officer	ECTC Management Accounts (Apr-July 2024) [EXEMPT]	ECTC Finance Manager
		Health and Safety Annual Report	Health & Safety Manager		

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