

**CORPORATE GOVERNANCE & FINANCE COMMITTEE**  
**ANNUAL AGENDA PLAN**

Agenda Item 15

**LEAD OFFICER(S): Andy Radford, Director Resources**

**DEMOCRATIC SERVICES OFFICER: Tracy Couper**

| Meeting on: <b>Thursday 1 December 2016</b><br><b>4.30pm</b>  |  |  | Meeting on: <b>Monday 30 January 2017</b><br><b>4.30pm</b>   |  |  | Meeting on: <b>Monday 3 April 2017</b><br><b>4.30pm</b> |                                      |                         |
|---|--|--|--|--|--|---|--------------------------------------|-------------------------|
| Agenda Planning meeting:  |  |  | Agenda Planning meeting:   |  |  | Agenda Planning meeting:                                |                                      |                         |
| Pre-meeting briefing:   |  |  | Pre-meeting briefing:  |  |  | Pre-meeting briefing:                                   |                                      |                         |
| Deadline for reports/dispatch:  | 4pm<br>Monday 21<br>November<br>2016   | Wednesday 23<br>November<br>2016   | Deadline for reports/dispatch:   | 4pm<br>Wednesday<br>18 January<br>2017   | Friday 20 January<br>2017  | Deadline for reports/dispatch:                          | 4pm<br>Wednesday<br>22 March<br>2014 | Friday 24<br>March 2017 |
| <ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>LEP Memorandum of Understanding</li> <li>External Audit Annual Audit Letter</li> <li>Internal Audit Plan – 6 Month Progress Report</li> <li>Localised Council Tax Support Scheme</li> <li>Six Month Performance Monitoring Service Delivery Plans</li> <li>Treasury Operations Mid Year Report</li> <li>Budget Monitoring Report</li> <li>Corporate Risk Register Monitoring Report</li> <li>ARP Joint Committee Minutes</li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency</i></li> <li>Forward Agenda Plan</li> </ul> | Chair<br>Business Develop<br>Manager<br>External Audit<br><br>Principal Auditor<br><br>Dir Resources<br><br>Perf Mnge Officer<br><br>Dir Resources<br><br>Principal Accountant<br>Dir Resources<br><br>Dir Resources<br><br>DSM<br><br>DSM | <ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>External Audit – Annual Certification Report</li> <li>Medium Term Financial Strategy, Revenue Budget and Capital Programme 2016/17</li> <li>Annual Treasury Management Strategy/MRP/AIS</li> <li>Code of Conduct Complaints Procedure Review</li> <li>Budget Monitoring Report</li> <li>ARP Joint Committee Minutes</li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency</i></li> <li>Forward Agenda Plan</li> <li></li> </ul> | Chair<br>External Audit<br><br>Dir Resources<br><br>Dir Resources<br><br>Ch Ex/MO<br>Principal Accountant<br>Dir Resources<br><br>DSM<br><br>DSM | <ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>External Audit Annual Audit and Inspection Plan</li> <li>External Audit Progress Report</li> <li>Draft Service Delivery Plans: Democratic Services Financial Services Infrastructure &amp; Strategic Housing Strategic Planning</li> <li>Internal Audit Charter and Work Plan 2017/18</li> <li>Independent Remuneration Panel (IRP) Report</li> <li>Annual Review of Risk Register</li> <li>Section 106 &amp; CIL: Income and Expenditure Update</li> <li>ARP Joint Committee Minutes</li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency</i></li> <li>Forward Agenda Plan</li> </ul> | Chair<br>External Audit<br><br>External Audit<br><br>Perf Mnge Officer<br><br><br><br>Principal Auditor<br><br>DSM<br><br>Dir Resources<br><br>Dir Commerce<br><br>Dir Resources<br><br>DSM<br><br>DSM |   |                                      |                         |

[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: 22/11/16]