

**CORPORATE GOVERNANCE & FINANCE COMMITTEE**

**LEAD OFFICER(S): Linda Grinnell, Head of Finance**

**ANNUAL AGENDA PLAN**

**DEMOCRATIC SERVICES OFFICER: Tracy Couper**

Meeting on: Monday 21 July 2014 4.30pm			Meeting on: Monday 21 July 2014 4.30pm (continued)			Meeting on: Thursday 25 September 2014 4.30pm		
Agenda Planning meeting: 26 June 2014 3pm			Agenda Planning meeting: 26 June 2014 3pm			Agenda Planning meeting:		Friday 5 September 2014 10am Committee Room 3
Pre-meeting briefing:			Pre-meeting briefing:			Pre-meeting briefing:		
Deadline for reports/dispatch:	4pm Wednesday 9 July 2014	Friday 11 July 2014	Deadline for reports/dispatch:	4pm Wednesday 9 July 2014	Friday 11 July 2014	Deadline for reports/dispatch:	4pm Monday 15 September 2014	Wednesday 17 September 2014
<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li><i>Amounts Written-Off as Irrecoverable</i></li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency</i></li> <li>Representation on Outside Bodies – Annual Reports</li> <li>Internal Audit Annual Report</li> <li>Effectiveness of Internal Audit</li> <li>Corporate Governance &amp; Finance Hearings Sub-Committee/Panel</li> <li>External Audit Sector Update</li> <li>External Audit Progress Report</li> <li>Financial Outturn Report 2013/14</li> <li>Service Delivery Planning Methodology</li> </ul>	Chair PDSO  PDSO  PDSO Principal Auditor  Principal Auditor P Solicitor  H of F  H of F H of F  ChEx/Jo Brooks	<ul style="list-style-type: none"> <li>External Audit Annual Audit and Inspection Fee Letter</li> <li>Community Right to Challenge</li> <li>Appointment of Service Delivery Champions</li> <li>Committee Terms of Reference</li> <li>Audit Commission Fraud Briefing 2012/13</li> <li>LEP Update</li> </ul>	H of F  Julie Cornwell  Ch Ex  P Solicitor Principal Auditor  Darren Hill	<ul style="list-style-type: none"> <li>Annual Financial Report 2013/14</li> <li>Annual Governance Statement</li> <li>External Audit Annual Governance Report</li> <li>Treasury Operations Annual Performance Review</li> <li><i>Action taken by the Ch Ex on the Grounds of Urgency</i></li> <li>Budget Monitoring Report</li> <li>Corporate &amp; Operational Risk Review Quarter 1</li> <li>Capital Grant Fund</li> <li>Anti-Fraud and Corruption Policy</li> <li>CLT Support Programme 2015/16</li> <li>Corporate Priorities 2014/15 Progress Report</li> </ul>	H of F Principal Auditor H of F  H of F PDSO  H of F  ChEx/Principal Auditor Julie Cornwell Principal Auditor  Karen Freya  ChEx			

[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: 15/09/14]

**ANNUAL AGENDA PLAN**

**DEMOCRATIC SERVICES OFFICER: Tracy Couper**

Meeting on: Thursday 25 September 2014 4.30pm (continued)		Meeting on: Thursday 6 November 2014 4.30pm		Meeting on: Thursday 4 December 2014 4.30pm	
Agenda Planning meeting: Friday 5 September 2014 10am Committee Room 3		Agenda Planning meeting:		Agenda Planning meeting: Tuesday 11 November 2014 10am Committee Room 2	
Pre-meeting briefing:		Pre-meeting briefing:		Pre-meeting briefing:	
Deadline for reports/dispatch:	4pm Monday 15 September 2014	Deadline for reports/dispatch:	4pm Monday 27 October 2014	Deadline for reports/dispatch:	4pm Monday 24 November 2014
	Wednesday 17 September 2014		Wednesday 29 October 2014		Wednesday 26 November 2014
<ul style="list-style-type: none"> <li>Forward Agenda Plan</li> </ul>	PDSO	<ul style="list-style-type: none"> <li>Draft Service Delivery Plans:                             <ul style="list-style-type: none"> <li>Democratic Services</li> <li>Economic Development</li> <li>Infrastructure</li> <li>Strategic Housing</li> <li>Strategic Planning</li> </ul> </li> <li>RIPA Policy - amendments following CCTV transfer to City/ Code changes</li> <li>Review of Whistleblowing Policy</li> <li>Review of Corporate Enforcement Protocol</li> <li>Forward Agenda Plan</li> </ul>	Jo Brooks  P Solicitor  P Solicitor  Senior Legal Assistant  PDSO	<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency</i></li> <li>External Audit Annual Audit Letter</li> <li>External Audit Sector Update</li> <li>Fraud Update Report</li> <li>Internal Audit Plan – 6 Month Progress Report</li> <li>Level of Council Tax Support Grant to Town and Parish Councils from 2015/16 Onwards</li> <li>Localised Council Tax Support Scheme (Rec to Council)</li> <li>Treasury Operations Mid Year Report</li> <li>Council Tax Base</li> </ul>	Chair PDSO H of F H of F Principal Auditor Principal Auditor  H of F H of F H of F H of F

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[UPDATED: 15/09/14]

**ANNUAL AGENDA PLAN**

**DEMOCRATIC SERVICES OFFICER: Tracy Couper**

Meeting on: <b>Thursday 4 December 2014 (continued) 4.30pm</b>			Meeting on: <b>Thursday 29 January 2015 4.30pm</b>			Meeting on: <b>Thursday 29 January 2015 4.30pm (continued)</b>		
Agenda Planning meeting: Tuesday 11 November 2014 10am Committee Room 2			Agenda Planning meeting:			Agenda Planning meeting:		
Pre-meeting briefing:			Pre-meeting briefing:			Pre-meeting briefing:		
Deadline for reports/dispatch:	4pm Monday 24 November 2014	Wednesday 26 November 2014	Deadline for reports/dispatch:	4pm Monday 19 January 2015	Wednesday 21 January 2015	Deadline for reports/dispatch:	4pm Monday 19 January 2015	Wednesday 21 January 2015
<ul style="list-style-type: none"> <li>Budget Monitoring Report</li> <li>Forward Agenda Plan</li> <li></li> </ul>		H of F PDSO	<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency</i></li> <li>2015/16 Revenue Budget and Capital Programme</li> <li>Annual Treasury Management Strategy/MRP/AIS</li> <li>Budget Monitoring Report</li> <li>Medium Term Financial Strategy and Corporate Priorities/Key Performance Indicators</li> <li>Business Rates Forecast 2015/16</li> <li>External Audit – Annual Certification Report 2013/14</li> <li></li> <li>Forward Agenda Plan</li> </ul>		Chair PDSO  H of F H of F H of F Ch Ex/H of F  H of F H of F  PDSO	<ul style="list-style-type: none"> <li></li> </ul>		

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 2. Agenda items in italics are provisional items/possible items for future meetings]  
 [UPDATED: 15/09/14]**

**ANNUAL AGENDA PLAN**

**DEMOCRATIC SERVICES OFFICER: Tracy Couper**

Meeting on: <b>Thursday 26 March 2015</b> <b>4.30pm</b>			Meeting on: <b>Thursday 26 March 2015</b> <b>4.30pm (continued)</b>			Meeting on:		
Agenda Planning meeting:			Agenda Planning meeting:			Agenda Planning meeting:		
Pre-meeting briefing:			Pre-meeting briefing:			Pre-meeting briefing:		
Deadline for reports/dispatch:	<b>4pm</b> <b>Monday 16</b> <b>March 2015</b>	<b>Wednesday 18</b> <b>March 2015</b>	Deadline for reports/dispatch:	<b>4pm</b> <b>Monday 16</b> <b>March 2015</b>	<b>Wednesday 18</b> <b>March 2015</b>	Deadline for reports/dispatch:		
<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency</i></li> <li>Internal Audit Charter and Work Plan 2015/16</li> <li>External Audit Annual Audit and Inspection Plan</li> <li>External Audit – Audit Progress report</li> <li>Local Investment Plan (LIP)??</li> <li>Forward Agenda Plan</li> </ul>	Chair  PDSO  Principal Auditor  H of F  H of F  Karen Freya  PDSO							

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**[UPDATED: 15/09/14]**