

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

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

**DEMOCRATIC SERVICES OFFICER: Tracy Couper**

Meeting on: Thursday 30 June 2016 4.30pm			Meeting on: Thursday 28 July 2016 4.30pm			Meeting on: Thursday 29 September 2016 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 20 June 2016	Wednesday 22 June 2016	Deadline for reports/dispatch:	4pm Monday 18 July 2016	Wednesday 20 July 2016	Deadline for reports/dispatch:	4pm Monday 19 September 2016	Wednesday 21 September 2016
<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>Internal Audit Annual Report &amp; Opinion</li> <li>Draft Annual Governance Statement</li> <li>External Audit Progress Report</li> <li>External Audit Sector Update</li> <li>Financial Outturn Report 2015/16</li> <li>Treasury Operations Annual Performance Review</li> <li>Year End Reporting &amp; Draft Service Delivery Plans: Democratic Services Economic Development (end of year report only)</li> <li>Financial Services Infrastructure &amp; Strategic Housing Strategic Planning</li> <li>Annual Reports of Representatives on Outside Bodies</li> <li>ARP Joint Committee Minutes</li> </ul>	Chair Principal Auditor  Principal Auditor  External Audit External Audit  Dir Resources  Dir Resources  Perf Mnge Officer    DSM  Dir Resources		<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>External Audit – Audit of Statement of Accounts 2015/16 Update</li> <li>External Audit Briefing Paper – EU Referendum: Impact of Brexit on GPS Market</li> <li>Independent Remuneration Panel (IRP) Review of Members' Allowances</li> <li>Budget Monitoring Report</li> <li>ARP Joint Committee Minutes 21 June 2016</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 External Audit  External Audit  DSM  Principal Accountant Dir Resources  DSM  DSM	<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>External Audit - Audit Results Report</li> <li>Annual Governance Statement</li> <li>Annual Financial Report 2015/16</li> <li>LEP Update/Memorandum of Understanding</li> <li>ARP Joint Committee Minutes</li> <li><i>Action taken by the Ch Ex on the Grounds of Urgency</i></li> <li>Forward Agenda Plan</li> </ul>	Chair External Audit  Principal Auditor Dir Resources  Business Develop Manager Dir Resources  DSM  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: 19/07/16]**

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

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

**DEMOCRATIC SERVICES OFFICER:** Tracy Couper

Meeting on: Thursday 30 June 2016 4.30pm [continued]		Meeting on: Thursday 28 July 2016 4.30pm [continued]			Meeting on: Thursday 29 September 2016 [continued] 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 20 June 2016	Wednesday 22 June 2016	Deadline for reports/dispatch:	4pm Monday 18 July 2016	Wednesday 20 July 2016	Deadline for reports/dispatch:	4pm Monday 19 September 2016	Wednesday 21 September 2016	
<ul style="list-style-type: none"> <li>Action taken by the Chief Executive on the Grounds of Urgency</li> <li>Forward Agenda Plan</li> <li>Internal Audit Arrangements [Exempt]</li> </ul>		DSM  DSM  Dir Resources	<ul style="list-style-type: none"> <li></li> </ul>						

**[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: 19/07/16]**

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

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

**DEMOCRATIC SERVICES OFFICER: Tracy Couper**

Meeting on: <b>Thursday 1 December 2016</b> <b>4.30pm</b>		Meeting on: <b>Monday 30 January 2017</b> <b>4.30pm</b>			Meeting on: <b>Monday 3 April 2017</b> <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:	<b>4pm Monday 21 November 2016</b>	<b>Wednesday 23 November 2016</b>	Deadline for reports/dispatch:	<b>4pm Wednesday 18 January 2017</b>	<b>Friday 20 January 2017</b>	Deadline for reports/dispatch:	<b>4pm Wednesday 22 March 2017</b>	<b>Friday 24 March 2017</b>
<ul style="list-style-type: none"> <li>Chairman's Announcements</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>Fraud Update Report</li> <li>Corporate &amp; Operational 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 External Audit  Principal Auditor  Dir Resources  Perf Mnge Officer  Dir Resources  Principal Accountant  Principal Auditor Dir Resources  Dir Resources  DSM  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>Section 106 &amp; CIL: Income and Expenditure Update</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 External Audit  Dir Resources  Dir Resources  Dir Commerce  Principal Accountant  Dir Resources  DSM  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 Economic Development Financial Services Infrastructure &amp; Strategic Housing Strategic Planning</li> <li>Internal Audit Charter and Work Plan 2017/18</li> <li>Annual Review of Risk Register</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 External Audit  External Audit  Perf Mnge Officer      Principal Auditor  Dir Resources  Dir Resources  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: 19/07/16]**