

**RESOURCES & FINANCE COMMITTEE**  
**ANNUAL AGENDA PLAN**

**AGENDA ITEM**

**LEAD OFFICER(S): John Hill, Chief Executive**

**DEMOCRATIC SERVICES OFFICER: Tracy Couper/Janis Murfet**

Meeting on: Monday 18 June 2018 4.30pm		Meeting on: Thursday 26 July 2018 4.30pm			Meeting on: Thursday 20 September 2018 4.30pm			
Agenda Planning meeting:		Agenda Planning meeting:			Agenda Planning meeting:			
Pre-meeting briefing:		Pre-meeting briefing:			Pre-meeting briefing:			
Deadline for reports/dispatch:	10am Wednesday 6 June 2018	Friday 8 June 2018	Deadline for reports/dispatch:	4pm Monday 16 July 2018	Wednesday 18 July 2018	Deadline for reports/dispatch:	4pm Monday 10 September 2018	Wednesday 12 September 2018
<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 Annual Audit Fee Letter</li> <li>Financial Outturn Report 2017/18</li> <li>Treasury Operations Annual Performance Review</li> <li>Section 106 &amp; CIL: Income and Expenditure Update</li> <li>Annual Reports of Representatives on Outside Bodies</li> <li>ARP Joint Committee Minutes 27/3/18</li> </ul>	Chair Internal Audit  Internal Audit  External Audit  Finance Manager Fin Mnger & S151 Officer Fin Mnger & S151 Officer  Dir Commercial  DSO  Dir Commercial	<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li><i>External Audit Sector Update &amp; Finance Manager's Response</i></li> <li>External Audit - Audit Results Report</li> <li>Annual Governance Statement</li> <li>Annual Financial Report 2017/18</li> <li>Corporate Risk Management</li> <li>Internal Audit Progress Report</li> <li>Budget Monitoring Report</li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency (if any)</i></li> <li>ARP Joint Committee Minutes 26/6/18</li> <li>Nominations to Internal Drainage Boards</li> </ul>	Chair External Audit/ Finance Manager  External Audit  Internal Audit Fin Mnger & S151 Officer Internal Audit Internal Audit Fin Mnger & S151 Officer  DSM  Dir Commercial  Chief Executive	<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>External Audit Annual Audit Letter [September or November Committee????]</li> <li><i>External Audit Sector Update &amp; Finance Manager's Response</i></li> <li>Internal Audit Progress Report</li> <li><i>Appointments, Transfers, Resignations [EXEMPT]</i></li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency (if any)</i></li> <li>ARP Joint Committee Minutes</li> <li>Forward Agenda Plan</li> </ul>	Chair External Audit  External Audit/ Finance Manager  Internal Audit  HR Manager  DSM  Dir Commercial 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: 14/05/18]

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<ul style="list-style-type: none"> <li>Gender Pay Data Reporting</li> <li><i>Appointments, Transfers, Resignations [EXEMPT]</i></li> <li>Forward Agenda Plan</li> </ul>		HR Manager  HR Manager  DSM	<ul style="list-style-type: none"> <li>Forward Agenda Plan</li> </ul> DSM			<ul style="list-style-type: none"> <li></li> </ul>		

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