

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

**AGENDA ITEM 17**

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

**DEMOCRATIC SERVICES OFFICER: Tracy Couper**

Meeting on: Monday 19 June 2017 4.30pm		Meeting on: Thursday 20 July 2017 4.30pm			Meeting on: Thursday 21 September 2017 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 7 June 2017	Friday 9 June 2017	Deadline for reports/dispatch:	4pm Monday 10 July 2017	Wednesday 12 July 2017	Deadline for reports/dispatch:	4pm Monday 11 September 2017	Wednesday 13 September 2017
<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>External Audit Progress Report</li> <li>External Audit Sector Update &amp; Finance Manager's Response</li> <li>Financial Outturn Report 2016/17</li> <li>Treasury Operations Annual Performance Review</li> <li>Independent Remuneration Panel (IRP) Report</li> <li>Annual Reports of Representatives on Outside Bodies</li> <li>Review of Web Content Management System</li> <li>ARP Joint Committee Minutes</li> </ul>	Chair Internal Audit  Internal Audit  External Audit  External Audit External Audit/ Finance Manager  CFO  CFO  DSM  DSM  Customer Services Manager CFO	<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>External Audit – Audit of Statement of Accounts 2016/17 Update</li> <li>Budget Monitoring Report</li> <li>ARP Joint Committee Minutes</li> <li>Appointments, Transfers, Resignations [EXEMPT]</li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency</i></li> <li>Annual Review of Risk Register</li> <li>Internal Audit Update</li> <li>Forward Agenda Plan</li> <li></li> </ul>	Chair External Audit  Finance Manager Dir Resources  HR Manager  DSM  Internal Audit  Internal Audit  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>Internal Audit Update</li> <li>Annual Financial Report 2017/18</li> <li>Council Tax Support Scheme Review</li> <li>Section 106 &amp; CIL: Income and Expenditure Update</li> <li>ARP Joint Committee Minutes</li> <li>Appointments, Transfers, Resignations [EXEMPT]</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  Internal Audit Internal Audit CFO  CFO  Dir Commerce  CFO  HR Manager  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: 05/06/17]**

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

**DEMOCRATIC SERVICES OFFICER:** Tracy Couper

Meeting on: Monday 19 June 2017 4.30pm [continued]		Meeting on: Thursday 20 July 2017 4.30pm [continued]			Meeting on: Thursday 21 September 2017 [continued] 4.30pm			
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<ul style="list-style-type: none"> <li>• Appointments, Transfers, Resignations [EXEMPT]</li> <li>• <i>Action taken by the Chief Executive on the Grounds of Urgency</i></li> <li>• Forward Agenda Plan</li> <li>•</li> </ul>		HR Manager  DSM  DSM	•					

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<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>External Audit Annual Audit Letter</li> <li>Internal Audit Update</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>ARP Joint Committee Minutes</li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency</i></li> <li>Appointments, Transfers, Resignations [EXEMPT]</li> <li>Forward Agenda Plan</li> </ul>	Chair External Audit  Internal Audit  CFO  Perf Mnge Officer  CFO Finance Manager CFO  DSM  HR Manager 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 2018/19</li> <li>Annual Treasury Management Strategy/MRP/AIS</li> <li>Corporate Risk 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>Appointments, Transfers, Resignations [EXEMPT]</li> <li>Forward Agenda Plan</li> </ul>	Chair External Audit  CFO  CFO  Internal Audit Finance Manager CFO  DSM  HR Manager  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>External Audit Local Govt Sector Briefing &amp; Finance Manager's Response</li> <li>End of Year Reports &amp; Draft Service Delivery Plans</li> <li>Internal Audit Charter and Work Plan 2018/19</li> <li>Internal Audit Update</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 (if any)</i></li> <li>Appointments, Transfers, Resignations [EXEMPT]</li> </ul>	Chair External Audit  External Audit  External Audit /Finance Manager  Perf Mnge Officer  Internal Audit Internal Audit  Dir Commerce  CFO  DSM  HR Manager			

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