

RESOURCES & FINANCE COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM 15

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"> Chairman's Announcements Internal Audit Annual Report & Opinion Draft Annual Governance Statement External Audit Annual Audit Fee Letter External Audit Progress Report External Audit Sector Update & Finance Manager's Response Financial Outturn Report 2016/17 Treasury Operations Annual Performance Review Independent Remuneration Panel (IRP) Report Annual Reports of Representatives on Outside Bodies Review of Web Content Management System ARP Joint Committee Minutes 	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"> Chairman's Announcements Budget Monitoring Report Gender Pay Data <i>Appointments, Transfers, Resignations [EXEMPT]</i> Corporate Risk Management Internal Audit Charter Internal Audit Progress Report Discretionary Business Rates Relief Outstanding Annual Reports of Representatives on Outside Bodies <i>Action taken by the Chief Executive on the Grounds of Urgency</i> Forward Agenda Plan 	Chair Fin Mnger & S151 Officer HR Manager HR Manager Internal Audit Internal Audit Internal Audit Fin Mnger & S151 Officer DSM DSM DSM	<ul style="list-style-type: none"> Chairman's Announcements External Audit - Audit Results Report Annual Governance Statement Internal Audit Update Annual Financial Report 2016/17 Council Tax Support Scheme Review Amendments to Constitution – Contract Procedure Rules Community Infrastructure Levy: Littleport Station Car Park Extension Revised Health and Safety Policy <i>Action taken by the Ch Ex on the Grounds of Urgency</i> Forward Agenda Plan 	Chair External Audit Internal Audit Internal Audit Fin Mnger & S151 Officer Fin Mnger & S151 Officer Fin Mnger & S151 Officer Dir Commercial Open Spaces & Facilities Mnger 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: 11/09/17]

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<ul style="list-style-type: none"> • <i>Appointments, Transfers, Resignations [EXEMPT]</i> • <i>Action taken by the Chief Executive on the Grounds of Urgency</i> • Forward Agenda Plan • 	HR Manager							
	DSM							
	DSM							

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LEAD OFFICER(S): John Hill, Chief Executive

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Meeting on: Thursday 30 November 2017 4.30pm		Meeting on: Monday 29 January 2018 4.30pm			Meeting on: Thursday 29 March 2018 4.30pm			
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<ul style="list-style-type: none"> Chairman's Announcements External Audit Annual Audit Letter Internal Audit Update Localised Council Tax Support Scheme Review Six Month Performance Monitoring Service Delivery Plans & ICT Service Delivery Plan Treasury Operations Mid Year Report Budget Monitoring Report ARP Joint Committee Minutes <i>Representation on Cambridgeshire County Council A10 Member Project Board</i> <i>Appointments, Transfers, Resignations [EXEMPT]</i> Forward Agenda Plan 	Chair External Audit Internal Audit Fin Mnger & S151 Officer Perf Mnge Officer Fin Mnger & S151 Officer Fin Mnger & S151 Officer Dir Commercial Dir Commercial HR Manager DSM	<ul style="list-style-type: none"> Chairman's Announcements External Audit – Annual Certification Report Medium Term Financial Strategy, Revenue Budget and Capital Programme 2018/19 Annual Treasury Management Strategy/MRP/AIS Corporate Risk Update Budget Monitoring Report Section 106 & CIL: Income and Expenditure Update ARP Joint Committee Minutes <i>Action taken by the Chief Executive on the Grounds of Urgency</i> <i>Appointments, Transfers, Resignations [EXEMPT]</i> Forward Agenda Plan 	Chair External Audit Fin Mnger & S151 Officer Fin Mnger & S151 Officer Internal Audit Fin Mnger & S151 Officer Dir Commercial Dir Commercial DSM HR Manager DSM	<ul style="list-style-type: none"> Chairman's Announcements External Audit Annual Audit and Inspection Plan External Audit Progress Report External Audit Local Govt Sector Briefing & Finance Manager's Response End of Year Reports & Draft Service Delivery Plans Internal Audit Charter and Work Plan 2018/19 Internal Audit Update ARP Joint Committee Minutes <i>Action taken by the Chief Executive on the Grounds of Urgency (if any)</i> 	Chair External Audit External Audit External Audit /Fin Mnger & S151 Officer Perf Mnge Officer Internal Audit Internal Audit Dir Commercial DSM			

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DSM								

Future/Possible Agenda Items

**TBA – Safeguarding Children & Vulnerable Adults Policy
 June/July 2018 – Gender Pay Data Annual Report (HR Manager)**

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