

**Mountsett Crematorium Joint
Committee**

24 June 2019

Forward Plan 2019/20



**Report of John Hewitt, Corporate Director of Resources &
Treasurer to the Joint Committee**

Electoral division(s) affected:

Countywide

Purpose of the Report

1. This report sets out a suggested forward plan of meetings of the Joint Committee for the forthcoming year.

Forward Plan 2019/20

2. A proposed schedule of meetings for the remainder of 2019/20, showing a forward plan of reports that will be presented, is attached at Appendix 2. This includes the reports for the next Annual General Meeting in June 2020 but not the date which will be fixed nearer the time.

Recommendation(s)

3. That members of the Joint Committee note and approve the proposed schedule of meetings as set out at Appendix 2.

Background papers

- None

Contact: Paul Darby, Head of Finance and Transactional Services Tel: 03000 261930

Ed Thompson, Principal Accountant Tel: 03000 263481

Appendix 1: Implications

Legal Implications

There are no implications associated with this report.

Finance

There are no financial implications associated with this report. Routine monitoring of budgetary control information and annual budget and fees and charges setting processes are factored into the Forward Plan.

Consultation

None. However, Officers of Gateshead Council were provided with a copy of the report and given opportunity to comment / raise any detailed questions on the content of the report in advance of circulation to Members of the Mountsett Crematorium Joint Committee.

Equality and Diversity / Public Sector Equality Duty

There are no equality and diversity implications associated with this report. Equality Impact Assessments, where appropriate, are undertaken as a matter of routine part of the development of any new policy or policy change.

Human Rights

There are no implications associated with this report.

Crime and Disorder

There are no Crime and Disorder implications associated with this report.

Staffing

There are no implications associated with this report.

Accommodation

There are no Accommodation implications associated with this report.

Risk

There are no risk implications associated with this report.

Procurement

There are no implications associated with this report.

Appendix 2: Forward Plan: 2019/20 Meetings

Meeting Date	Location	Reports to Consider	Report of
24/09/2019	Mountsett Crematorium, Dipton, Stanley 9.30 a.m.	External Audit Annual Review of the Return for the Year Ended 31 March 2019	Report of the Corporate Director of Resources / Treasurer to the Joint Committee
		Quarterly Performance and Operational Report	Report of the Bereavement Services Manager
		Risk Register 2019/20 – Update	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Service Asset Management Plan	Report of the Corporate Director of Regeneration and Local Services
		Financial Monitoring Report 2019/20: Position at 31/08/19 with Projected Outturn to 31/03/20	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Provision of Internal Audit & Risk Management Services 2020-2023	Report of the Corporate Director of Resources / Treasurer to the Joint Committee
		Annual Review of the System of Internal Audit	Report of the Corporate Director of Resources / Treasurer to the Joint Committee
28/01/2020	Mountsett Crematorium, Dipton, Stanley 9.30 a.m.	Quarterly Performance and Operational Report	Report of the Bereavement Services Manager
		Financial Monitoring Report 2019/20: Position at 31/12/19 with Projected Outturn to 31/03/20	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services

Meeting Date	Location	Reports to Consider	Report of
		Provision of Support Services 2020/21	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Fees and Charges 2020/21	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		2020/21 Revenue and Capital Budget	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
30/04/2020	Mountsett Crematorium, Dipton, Stanley 9.30 a.m.	Quarterly Performance and Operational Report	Report of the Bereavement Services Manager
		Financial Monitoring Report 2019/20: Provisional Outturn as at 31/03/2020	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Risk Register 2020/21 – Update	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Annual Internal Audit Report 2019/20	Report of the Corporate Director of Resources / Treasurer to the Joint Committee
June 2020 (AGM) Date TBC	Mountsett Crematorium, Dipton, Stanley	Appointment of Chair	Report of the Clerk to the Joint Committee
		Appointment of Vice-Chair	Report of the Clerk to the Joint Committee

Meeting Date	Location	Reports to Consider	Report of
	9.30 a.m.	Annual Constitutional Review	Report of the Clerk to the Joint Committee
		Annual Governance Statement 2019/20	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Revenue Outturn and Joint Committees Return for the Year Ended 31/03/2020	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Quarterly Performance and Operational Report	Report of the Bereavement Services Manager
		Forward Plan 2020/21	Report of the Corporate Director of Resources / Treasurer to the Joint Committee