
**Report of Paul Darby, Corporate Director of Resources and
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 2022/23

2. A proposed schedule of meetings for the remainder of 2022/23, 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 2023, with dates to 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

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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.

Climate Change

None.

Appendix 2: Forward Plan: 2022/23 Meetings

| Meeting Date | Location | Reports to Consider | Report of |
|-------------------|-------------------------------|--|--|
| 26 September 2022 | Mountsett Crematorium, Dipton | External Audit Annual Review of the Return for the Year Ended 31 March 2022 | Report of the Corporate Director of Resources / Treasurer to the Joint Committee |
| | | Quarterly Performance and Operational Report | Report of the Bereavement Services Manager and Registrar |
| | | Risk Register 2022/23 – Update | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |
| | | Service Asset Management Plan | Report of the Corporate Director of Neighbourhoods and Climate Change |
| | | Financial Monitoring Report 2022/23: Position at 31/08/22 with Projected Outturn to 31/03/23 | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |
| | | Internal Audit Charter Report | Report of the Chief Internal Auditor and Corporate Fraud Manager |
| | | Provision of Internal Audit and Risk Management Services 2023-2026 | Report of the Chief Internal Auditor and Corporate Fraud Manager |
| | | Annual Review of the System of Internal Audit | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |

| Meeting Date | Location | Reports to Consider | Report of |
|---------------------|-------------------------------|--|--|
| | | Budget Strategy Report | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |
| 30 January 2023 | Mountsett Crematorium, Dipton | Quarterly Performance and Operational Report | Report of the Bereavement Services Manager and Registrar |
| | | Financial Monitoring Report 2022/23: Position at 31/12/22 with Projected Outturn to 31/03/23 | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |
| | | Provision of Support Services 2023/24 | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |
| | | Fees and Charges 2023/24 | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |
| | | 2023/24 Revenue Budget | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |
| 25 April 2023 | Mountsett Crematorium, Dipton | Quarterly Performance and Operational Report | Report of the Bereavement Services Manager and Registrar |
| | | Financial Monitoring Report 2022/23: Provisional Outturn as at 31/03/2023 | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |

| Meeting Date | Location | Reports to Consider | Report of |
|---------------------------------|-------------------------------|---|--|
| | | Risk Register 2022/23 – Update | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |
| | | Annual Internal Audit Report 2022/23 | Report of the Chief Internal Auditor and Corporate Fraud Manager |
| June 2023 (AGM) Date TBC | Mountsett Crematorium, Dipton | Appointment of Chair | Report of the Clerk to the Joint Committee |
| | | Appointment of Vice-Chair | Report of the Clerk to the Joint Committee |
| | | Annual Constitutional Review | Report of the Clerk to the Joint Committee |
| | | Annual Governance Statement 2022/23 | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |
| | | Revenue Outturn and Joint Committees Return for the Year Ended 31/03/2023 | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |
| | | Quarterly Performance and Operational Report | Report of the Bereavement Services Manager and Registrar |
| | | Forward Plan 2023/24 | Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change |