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**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 2023/24**

2. A proposed schedule of meetings for the remainder of 2023/24, 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 2024, 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**

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### **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: 2023/24 Meetings

Meeting Date	Location	Reports to Consider	Report of
27 September 2023	Mountsett Crematorium, Dipton	External Audit Annual Review of the Return for the Year Ended 31 March 2023	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 2023/24 – 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 2023/24: Position at 31/08/23 with Projected Outturn to 31/03/24	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
		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
29 January 2024	Mountsett Crematorium, Dipton	Quarterly Performance and Operational Report	Report of the Bereavement Services Manager and Registrar
		Financial Monitoring Report 2023/24:	Joint Report of the Corporate Director of Resources /

<b>Meeting Date</b>	<b>Location</b>	<b>Reports to Consider</b>	<b>Report of</b>
		Position at 31/12/23 with Projected Outturn to 31/03/24	Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change
		Provision of Support Services 2024/25	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 2024/25	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change
		2024/25 Revenue Budget	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change
29 April 2024	Mountsett Crematorium, Dipton	Quarterly Performance and Operational Report	Report of the Bereavement Services Manager and Registrar
		Financial Monitoring Report 2023/24: Provisional Outturn as at 31/03/2024	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change
		Risk Register 2023/24 – 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 2023/24	Report of the Chief Internal Auditor and Corporate Fraud Manager

<b>Meeting Date</b>	<b>Location</b>	<b>Reports to Consider</b>	<b>Report of</b>
June 2024 (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 2023/24	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 31/03/2024	Joint Report of the Corporate Director / 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 2024/25	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Neighbourhoods and Climate Change