

Mountsett Crematoria Joint Committee

14 June 2013

Forward Plan 2013 / 2014



Joint Report of Terry Collins – Corporate Director: Neighbourhood Services; Don McLure – Corporate Director: Resources & Treasurer to the Joint Committee

Purpose of the Report

1. The purpose of this report is to set out proposals with regards to a suggested forward plan of meetings of the Joint Committee for the remainder of 2013 / 14.

Forward Plan 2013 / 2014

2. Members will be aware that meetings of the Joint Committee have traditionally been held on a quarterly basis. The purpose of the meetings in year being to monitor financial and other performance data and provide effective governance over the Mountsett Crematorium.
3. A proposed schedule of meetings for the remainder of 2013 / 14, showing a forward plan of proposed reports that will be considered at these meetings, is attached at Appendix 2.

Recommendations

4. It is recommended that:
 - Members approve the proposed schedule of meetings as set out at Appendix 2.

Background Papers

- None

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Appendix 1: Implications

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.

Staffing

There are no staffing implications associated with this report.

Risk

There are no risk implications associated with this report.

Equality and Diversity / Public Sector 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.

Accommodation

There are no Accommodation implications associated with this report.

Crime and Disorder

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

Human Rights

There are no implications associated with this report.

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 Mountset Crematorium.

Procurement

There are no implications associated with this report.

Disability Discrimination Act

There are no implications associated with this report.

Legal Implications

There are no implications associated with this report.

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Appendix 2: Forward Plan : 2013 / 2014 Meetings

Meeting Date	Location	Reports to Consider	Report of
4/10/13	Civic Centre, Gateshead	External Auditors Report: 2012/13 Accounts	Report of Corporate Director of Resources + Treasurer to the Joint Committee
		Response to the External Audit Report	Report of Corporate Director of Resources + Treasurer to the Joint Committee
		Quarterly Report of the Superintendant & Registrar	Report of Corporate Director of Neighbourhood Services
		Service Asset Management Plan	Report of Corporate Director of Neighbourhood Services
		Budget Revision 2013/14	Report of Corporate Director of Resources + Treasurer to the Joint Committee
		Risk Register 2013/14 - Update	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Financial Monitoring Report 2013/14: Spend to 31/08/13 and Projected Outturn to 31/03/14	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
30/01/14	Committee Room 1A, County Hall, Durham	Quarterly Report of the Superintendant & Registrar	Report of Corporate Director of Neighbourhood Services
		Risk Register 2013/14 - Update	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Financial Monitoring Report 2013/14: Spend to 31/12/13 and Projected Outturn to 31/03/14	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Fees and Charges 2014/15	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		2014/15 Revenue and Capital Budgets	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Review of the Effectiveness of Internal Audit	Report of Corporate Director of Resources + Treasurer to the Joint Committee

Meeting Date	Location	Reports to Consider	Report of
24/04/14	Civic Centre, Gateshead	Quarterly Report of the Superintendant & Registrar	Report of Corporate Director of Neighbourhood Services
		Financial Monitoring Report 2013/14: Provisional Outturn – Revenue and Capital	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Annual Internal Audit Report 2013/14	Report of Corporate Director of Resources + Treasurer to the Joint Committee
		Response to the 2013/14 Internal Audit report	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
13/06/14 (<i>tbc</i>) (Annual General Meeting)	Mountsett Crematorium Meeting Room	Quarterly Report of the Superintendant & Registrar	Report of Corporate Director of Neighbourhood Services
		Annual Governance Statement 2013/14	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Revenue Outturn Report for Year Ended 31 March 2014	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Small Bodies Annual Return and Statement of Accounts 2013/14	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee