



**Mountsett Crematorium
Joint Committee**

13 June 2014



Forward Plan 2014 / 2015

**Report of 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 forthcoming year.

Forward Plan 2014 / 2015

2. A proposed schedule of meetings for the remainder of 2014 / 2015, showing a forward plan of reports that will be presented, is attached at Appendix 2.

Recommendations and Reasons

3. 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 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.

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 Mountsett Crematorium Joint Committee.

Procurement

There are no implications associated with this report.

Disability Issues

There are no implications associated with this report.

Legal Implications

There are no implications associated with this report.

Appendix 2: Forward Plan : 2014 / 2015 Meetings

Meeting Date	Location	Reports to Consider	Report of
3/10/2014	Committee Room 1A, County Hall 10.00AM	External Auditors Report: Matters Arising Report re the Small Bodies Annual Return and response	Report of Corporate Director of Resources + Treasurer to the Joint Committee
		Quarterly Report of the Bereavement Services Manager	Report of Corporate Director of Neighbourhood Services
		Risk Register 2014/15 - Update	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Service Asset Management Plan Update	Report of Corporate Director of Neighbourhood Services
		Financial Monitoring Report 2014/15: Spend to 31/08/14 and Projected Outturn to 31/03/15	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Financial Management System Appraisal Report – Action Plan from 2013/14 Internal Audit Report	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
30/01/2015	Gateshead 11.00AM	Quarterly Report of the Bereavement Services Manager	Report of Corporate Director of Neighbourhood Services
		Financial Monitoring Report 2014/15: Spend to 31/12/14 and Projected Outturn to 31/03/15	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Review of the Effectiveness of Internal Audit 2014/15	Report of Corporate Director of Resources + Treasurer to the Joint Committee
		Provision of Internal Audit Services – SLA 2015/16	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Provision of Support Services – SLA 2015/16	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee

Meeting Date	Location	Reports to Consider	Report of
		Fees and Charges 2015/16	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Reserves Policy 2015/16	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		2015/16 Revenue Budget Report	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
24/04/2015	Committee Room 1A, County Hall 11.00AM	Quarterly Report of the Bereavement Services Manager	Report of Corporate Director of Neighbourhood Services
		Financial Monitoring Report 2014/15: Provisional Outturn – Revenue and Capital	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Annual Internal Audit Report 2014/15	Report of Corporate Director of Resources + Treasurer to the Joint Committee
		Response to the 2014/15 Internal Audit report	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
June 2015 (AGM) Date TBC	TBC	Appointment of Chair	Report of the Clerk to the Joint Committee
		Appointment of Vice-Chair	Report of the Clerk to the Joint Committee
		Review of the Terms of Reference	Report of the Clerk to the Joint Committee
		Annual Governance Statement 2014/15	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Revenue Outturn, Small Bodies Annual Return and Statement of Accounts for the Year Ended 31/03/2015	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee

Meeting Date	Location	Reports to Consider	Report of
		Quarterly Report of the Bereavement Services Manager	Report of Corporate Director of Neighbourhood Services
		Forward Plan 2015/16	Report of Corporate Director of Resources + Treasurer to the Joint Committee