

**Mountsett Crematorium  
Joint Committee**

**22 June 2015**

**Forward Plan 2015 / 2016**



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**Report of Don McLure – Corporate Director: Resources & Treasurer  
to the Joint Committee**

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**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 2015 / 2016**

2. A proposed schedule of meetings for the remainder of 2015 / 2016, 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**

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### **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 : 2015 / 2016 Meetings

Meeting Date	Location	Reports to Consider	Report of
25/09/2015	Saltwell Room, Gateshead  2.00 p.m.	External Auditors Issues Arising Report for the Year Ended 31 <sup>st</sup> March 2015	Report of Corporate Director of Resources + Treasurer to the Joint Committee
		Quarterly Performance and Operational Report	Report of Bereavement Services Manager
		Risk Register 2015/16 - Update	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Service Asset Management Plan	Report of Corporate Director of Neighbourhood Services
		Financial Monitoring Report 2015/16: Position at 31/08/15 with Projected Outturn to 31/03/16	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
29/01/2016	Committee Room 1A, County Hall  2.00 p.m.	Quarterly Performance and Operational Report	Report of Bereavement Services Manager
		Financial Monitoring Report 2015/16: Position at 31/12/15 with Projected Outturn to 31/03/16	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Annual Review of the System of Internal Audit	Reports of the Corporate Director resources and Treasurer to the Joint Committee
		Provision of Support Services 2016/17	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Fees and Charges 2016/17	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		2016/17 Revenue and Capital Budgets	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
29/04/2016	Saltwell Room, Gateshead  2.00 p.m.	Quarterly Performance and Operational Report	Report of Bereavement Services Manager
		Financial Monitoring Report 2015/16: Provisional Outturn as at	Joint Report of Corporate Director of Neighbourhood Services & Resources +

<b>Meeting Date</b>	<b>Location</b>	<b>Reports to Consider</b>	<b>Report of</b>
		31/03/2016	Treasurer to the Joint Committee
		Annual Internal Audit Report 2015/16	Report of Corporate Director of Resources + Treasurer to the Joint Committee
June 2016 (AGM) Date TBC	Mountsett Crematorium, Dipton, Stanley  9.30 a.m.	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 2015/16	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Revenue Outturn and Small Bodies Annual Return for the Year Ended 31/03/2016	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Quarterly Performance and Operational Report	Report of Bereavement Services Manager
		Forward Plan 2016/17	Report of Corporate Director of Resources + Treasurer to the Joint Committee