

**Central Durham Crematorium
Joint Committee**

24 June 2015

Forward Plan 2015 / 2016



**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 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

Contact: Paul Darby, Head of Finance - Financial Services
Tel: 03000 261 930 E-mail: paul.darby@durham.gov.uk

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 Spennymoor Town 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 Central Durham 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
23/09/2015 (5.30pm)	Durham Crematorium, South Road, Durham	External Auditors Issues Arising Report for the Year Ended 31 st 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
27/01/2016	Committee Room 1A, County Hall	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

Meeting Date	Location	Reports to Consider	Report of
27/04/2016	Committee Room 1A, County Hall	Quarterly Performance and Operational Report	Report of Bereavement Services Manager
		Financial Monitoring Report 2015/16: Provisional Outturn as at 31/03/2016	Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee
		Risk Register 2015/16 - Update	Joint Report of Corporate Director of Neighbourhood Services & Resources + 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	Council Chamber, Spennymoor Town Hall	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