

**Mountsett Crematorium  
Joint Committee**

**27 June 2016**

**Forward Plan 2016 / 2017**



---

**Report of Paul Darby – Interim Corporate Director: Resources & Treasurer to the Joint Committee**

---

**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 2016 / 2017**

2. A proposed schedule of meetings for the remainder of 2016 / 2017, 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

---

|                 |  |                     |
|-----------------|--|---------------------|
| <b>Contact:</b> | <b>Philip Curran, Finance Manager – Neighbourhoods</b> | <b>03000 261967</b> |
|                 | <b>Ed Thompson, Principal Accountant</b>               | <b>03000 263481</b> |

---

---

## **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 : 2016 / 2017 Meetings

| Meeting Date | Location   | Reports to Consider  | Report of   |
|--------------|--|--|---|
| 28/09/2016   | Committee Room 1A,<br>County Hall,<br>Durham<br><br>10.00 a.m. | External Auditors Issues Arising Report for the Year Ended 31 <sup>st</sup> March 2016       | Report of Corporate Director of Resources + Treasurer to the Joint Committee                                |
|              |  | Quarterly Performance and Operational Report   | Report of Bereavement Services Manager  |
|              |  | Risk Register 2016/17 – 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 2016/17: Position at 31/08/16 with Projected Outturn to 31/03/17 | Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee |
| 30/01/2017   | Whickham Room,<br>Gateshead Council Offices<br><br>10.00 a.m.  | Quarterly Performance and Operational Report   | Report of Bereavement Services Manager  |
|              |  | Financial Monitoring Report 2016/17: Position at 31/12/16 with Projected Outturn to 31/03/17 | 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 2017/18  | Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee |
|              |  | Fees and Charges 2017/18   | Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee |
|              |  | 2017/18 Revenue and Capital Budgets  | Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee |
| 28/04/2017   | Committee Room 1A,<br>County Hall,<br>Durham                   | Quarterly Performance and Operational Report   | Report of Bereavement Services Manager  |
|              |  | Financial Monitoring Report 2016/17:   | Joint Report of Corporate Director of Neighbourhood   |

| <b>Meeting Date</b>         | <b>Location</b>   | <b>Reports to Consider</b>  | <b>Report of</b>  |
|-----------------------------|---|---|---|
|                             | 10.00 a.m.  | Provisional Outturn as at 31/03/2017                                      | Services & Resources + Treasurer to the Joint Committee   |
|                             |   | Risk Register 2016/17 – Update  | Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee |
|                             |   | Annual Internal Audit Report 2016/17                                      | Report of Corporate Director of Resources + Treasurer to the Joint Committee                                |
| June 2017 (AGM)<br>Date TBC | Mountsett Crematorium, Dipton, Stanley<br><br>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 2016/17                                       | Joint Report of Corporate Director of Neighbourhood Services & Resources + Treasurer to the Joint Committee |
|                             |   | Revenue Outturn and Joint Committees Return for the Year Ended 31/03/2017 | 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 2017/18  | Report of Corporate Director of Resources + Treasurer to the Joint Committee                                |