

Agenda Item No.8

General Purposes Committee Agenda Plan

Published on 1st March 2021

Notes

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log
- Finance Report – The Council's Virtual Meeting Protocol states that no monitoring or information reports (includes the Finance report) will be included on committee agendas, they will instead be circulated to Members separately
- Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
[20/04/21] Provisional Meeting					
08/06/21	Finance Report – Outturn 2020-21	T Kelly	Not applicable	25/05/21	28/05/21
	Integrated Finance Monitoring Report for the Period Ending 31st March 2021	R Barnes	2021/003		
	Treasury Management Report – Quarter 4 and Outturn Report* [recommended for determination by Council]	Kim Kent-Augustin	Not applicable		
	Performance Report – Quarter 4	A Mailer	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	Corporate Risk Register	A Askham	Not applicable		
[29/06/21] Provisional Meeting					
13/07/21	Finance Report (May)	T Kelly	Not applicable	30/06/21	05/07/21
	Integrated Finance Monitoring Report for the Period Ending 31st May 2021	R Barnes	2021/021		
[17/08/21] Provisional Meeting					
21/09/21	Finance Report (July)	T Kelly	Not applicable	08/09/21	13/09/21
	Integrated Finance Monitoring Report for the Period Ending 31st July 2021	R Barnes	2021/022		
	Treasury Management Report – Quarter 1	Kim Kent-Augustin	Not applicable		
	Transformation Fund Monitoring Report – Quarter 1 Update	A Askham	Not applicable		
26/10/21	Finance Report (August)	T Kelly	Not applicable	13/10/21	18/10/21
	Integrated Finance Monitoring Report for the Period Ending 31st August 2021	R Barnes	2021/23		
23/11/21	Finance Report (September)	T Kelly	Not applicable	10/11/21	15/11/21
	Integrated Finance Monitoring Report for the Period Ending 30th September 2021	R Barnes	2021/024		
	Treasury Management Report – Quarter 2	Kim Kent-Augustin	Not applicable		
	Draft 2021/22 Capital Programme and Capital Prioritisation	T Kelly	Not applicable		
	Transformation Fund Monitoring Report Quarter 2	A Askham	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	Performance Report – Quarter 1	A Mailer	Not applicable		
21/12/21	Finance Report (October)	T Kelly	Not applicable	08/12/21	13/12/21
	Integrated Finance Monitoring Report for the Period Ending 31st October 2021	R Barnes	2021/025		
	Draft Revenue and Capital Business Planning Proposals for 2022-21 to 2026-2027 (whole Council)	T Kelly	Not applicable		
	Treasury Management Strategy	Kim Kent-Augustin	Not applicable		
25/01/22	Finance Report (November)	T Kelly	Not applicable	12/01/22	17/01/22
	Integrated Finance Monitoring Report for the Period Ending 30th November 2021	R Barnes	2022/001		
	Business Plan* [recommended for determination by Council] (includes Local Government Finance Settlement and Consultation Report)	C Malyon	Not applicable		
	Performance Report – Quarter 2	A Mailer	Not applicable		
[22/02/22] Provisional Meeting					
22/03/22	Finance Report (January)	T Kelly	Not applicable	09/03/22	14/03/22
	Integrated Finance Monitoring Report for the Period Ending 31st January 2022	R Barnes	2022/002		
	Transformation Fund Monitoring Report Quarter 3	A Askham	Not applicable		
	Treasury Management Report – Quarter 3	Kim Kent-Augustin	Not applicable		
[26/04/22] Provisional Meeting					

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
24/05/22	Finance Report (January)	T Kelly	Not applicable	11/05/22	16/05/22
	Integrated Finance Monitoring Report for the Period Ending 31st March 2022	R Barnes	2022/003		
	Treasury Management Report – Quarter 4 and Outturn Report* [recommended for determination by Council]	Kim Kent-Augustin	Not applicable		
	Performance Report – Quarter 3	A Mailer	Not applicable		

GENERAL PURPOSES COMMITTEE TRAINING PLAN

The Training Plan below includes topic areas for GPC approval. Following sign-off by GPC the details for training and development sessions will be worked up.

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
1.	Emergency planning	The Council's roles and responsibilities, how do we respond in an emergency		25th July 2017	Stuart Thomas / Sue Grace		GPC	Bailey Bates Bywater Count Criswell Dupre Hickford Hudson Jenkins Nethsingha Schumann Shuter	80%
2.	Business Intelligence	Data / system integration Date sharing with other authorities. The importance of good governance and information management. <i>(pre reading material required)</i>		28th November 2017	Tom Barden/ Sue Grace		GPC	Bailey Bywater Criswell Dupre Hickford Hudson Jenkins Kavanagh McGuire Nethsingha Shuter Wotherspoon	80%