

OPERATIONAL SERVICES COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 17

LEAD OFFICER: Isabel Edgar, Director Operations

DEMOCRATIC SERVICES OFFICER:

Mon 19 June 2023 4:30pm		Mon 18 September 2023 4:30pm		Mon 13 November 2023 4:30pm	
Report deadline	4pm Mon 5 June	Report deadline	4pm Mon 4 Sept	Report deadline	4pm Mon 30 Oct
Agenda despatch	Weds 7 June	Agenda despatch	Weds 6 September	Agenda despatch	Weds 1 November
Community Safety Partnership Update	Lizzi Wales (presenting on behalf of the CSP)	Food Safety Policy	Richard Garnett (Senior Env. Health Officer)	VCAEC Update	VCAEC representative
Youth Action Plan Update	Stephanie Jones (Communities & Partnerships)	Health and Safety Enforcement Policy	Richard Garnett (Senior Env. Health Officer)	Service Delivery Plans – 6 Month Performance Monitoring	Service Leads
VCAEC Service Level Agreement	Lewis Bage (Communities & Partnerships)	Quarter 1 – Waste Performance Monitoring	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)	Environmental Crime Enforcement Policy Review	Liz Knox (Environmental Services Manager)
Environment Action Plan 2023	Richard Kay (Strategic Planning Manager)	Materials Recycling Contract	Liz Knox (Head of Street Scene)	Quarter 2 – Waste Performance Monitoring	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)
Representation on Outside Bodies & Annual Reports	SDSO	Cambridgeshire and Peterborough Waste Strategy review	Liz Knox (Head of Street Scene)	Budget Monitoring Report	Anne Wareham (Senior Accountant)
Budget Outturn Report	Anne Wareham (Senior Accountant)	Budget Monitoring Report	Anne Wareham (Senior Accountant)	<i>ARP Joint Committee Minutes</i>	<i>DSO</i>
<i>ARP Joint Committee Minutes</i>	<i>DSO</i>	<i>ARP Joint Committee Minutes</i>	<i>DSO</i>	Forward Agenda Plan	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	ECSS Management Accounts [EXEMPT]	
ECSS Management Accounts [EXEMPT]		ECSS Management Accounts [EXEMPT]		<i>ECSS Board Minutes (if any)</i> [EXEMPT]	

Notes:

1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked *
2. Agenda items in italics are provisional items / possible items for future meetings.

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<i>ECSS Board Minutes (if any)</i> <i>[EXEMPT]</i>		<i>ECSS Board Minutes (if any)</i> <i>[EXEMPT]</i>			
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LEAD OFFICER: Isabel Edgar, Director Operations

DEMOCRATIC SERVICES OFFICER:

Mon 15 January 2024 4:30pm		Mon 25 March 2024 4:30pm			
Report deadline	4pm Fri 29 Dec	Report deadline	4pm Mon 11 March	Report deadline	
Agenda despatch	Wed 3 Jan 2024	Agenda despatch	Wed 13 March 2024	Agenda despatch	
Community Safety Partnership Update	CSP Representative	End of Year Reports 2023/24 Service Delivery Plans 2024/25	Service Leads		
Youth Action Plan Update	Stephanie Jones (Communities & Partnerships)	ECSS Business Plan	Isabel Edgar ECSS Director		
Citizens Advice West Suffolk (CAWS) Grant	Lewis Bage (Communities & Partnerships)	Community Engagement Strategy	Lewis Bage (Communities & Partnerships)		
VCAEC Grant	Lewis Bage (Communities & Partnerships)	Vulnerable Community Strategy	Lewis Bage (Communities & Partnerships)		
Health and Wellbeing Strategy and Action Plan review	Liz Knox (Environmental Services Manager)	Budget Monitoring Report	Anne Wareham (Senior Accountant)		
Waste Performance Monitoring Report Q3	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)	Waste Performance Monitoring Q4	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)		
<i>ARP Joint Committee Minutes</i>	<i>DSO</i>	<i>ARP Joint Committee Minutes</i>	<i>DSO</i>		
<i>Forward Agenda Plan</i>	<i>DSO</i>	<i>Forward Agenda Plan</i>	<i>DSO</i>		
ECSS Management Accounts [EXEMPT]		ECSS Management Accounts [EXEMPT]			
<i>ECSS Board Minutes (if any)</i> [EXEMPT]		<i>ECSS Board Minutes (if any)</i> [EXEMPT]			

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