

**FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN**

AGENDA ITEM NO 13

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Meeting: Thursday 24 March 2022 (4:30pm)		Meeting: Thursday 23 June 2022 (4:30pm)		Meeting: Monday 26 Sept 2022 (4:30pm)	
Report deadline: 4pm Thurs 10 March 2022		Report deadline: 4pm Thurs 9 June 2022		Report deadline: 4pm Mon 12 Sept 2022	
Agenda despatch: Mon 14 March 2022		Agenda despatch: Mon 13 June 2022		Agenda despatch: Wed 14 Sept 2022	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
Service Delivery Plans 2022/23	Service Leads	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
ECTC Annual Business Plan 2022/23		Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
2022/23 Asset Management Plan	Open Spaces & Facilities Mgr	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	ECTC Management Accounts (Jan-March 2022) [EXEMPT]	ECTC Finance Manager	Health & Safety Annual Report	Dir Commercial
Forward Agenda Plan	DSO	Annual Reports of Representatives on Outside Bodies	DSO	Local Council Tax Reduction Scheme Policy Review	Finance Manager & S151 Officer
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	ECTC Accounts 2020/21	
<i>Depot Improvements</i>	<i>Open Spaces & Facilities Mgr</i>	Financial Outturn Report 2021/22	Finance Manager & S151 Officer	Medium-Term Financial Strategy update	Finance Manager & S151 Officer
ECTC Management Accounts (Oct-Dec 2021) [EXEMPT]	ECTC Finance Manager	Treasury Operations Annual Performance Review	Finance Manager & S151 Officer	ECTC Management Accounts (April-June 2022) [EXEMPT]	ECTC Finance Manager
<i>Asset Management Matter [EXEMPT]</i>	<i>Director Commercial</i>				

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.

ANNUAL AGENDA PLAN

LEAD OFFICER(S): Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Meeting: Thursday 24 Nov 2022 (4:30pm)		Meeting: Monday 23 Jan 2023 (4:30pm)	
Report deadline: 4pm Thurs 10 Nov 2022		Report deadline: 4pm Mon 9 Jan 2023	
Agenda despatch: Mon 14 Nov 2022		Agenda despatch: Wed 11 Jan 2023	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
Treasury Management Update	Finance Manager & S151 Officer	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager
Annual Infrastructure Funding Statement	Dir. Commercial	2023/24 Annual Treasury Mgt Strategy MRP & AIS	Finance Mgr & S151 Officer
ECTC Half Yearly Report		Finance Report	Finance Mgr & S151 Officer
ECTC Management Accounts (July-Sept 2022) [EXEMPT]	ECTC Finance Manager	Revenue Budget 2023/24	Finance Mgr & S151 Officer
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
Finance Report	Finance Manager & S151 Officer		

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