

Operational Services Committee Annual Agenda Plan

Agenda Item 18

Lead officer: Isabel Edgar, Director Operations

Democratic Services Officer: Hannah Walker

Monday 19 June 2023 4:30pm

Report deadline: 4pm Monday 5 June 2023

Agenda despatch: Wednesday 7 June 2023

Agenda Item	Report Author
Voluntary Community Action East Cambs (VCAEC) Update	Angela Haylock, Chief Executive Officer
Representation on Outside Bodies and Annual Reports	Senior Democratic Services Officer
Environment Action Plan 2023	Richard Kay, Strategic Planning Manager
Budget Outturn Report	Anne Wareham, Senior Accountant
ECSS Board Minutes (if any) [EXEMPT]	Senior Democratic Services Officer
Youth Action Plan Update	Stephanie Jones, Communities and Partnerships
Forward Agenda Plan	Senior Democratic Services Officer
ECSS Management Accounts [EXEMPT]	ECSS Finance Manager
ARP Joint Committee Minutes	Democratic Services Officer

Monday 18 September 2023 4:30pm

Report deadline: 4pm Monday 4 September 2023

Agenda despatch: Wednesday 6 September 2023

Agenda Item	Report Author
Community Safety Partnership Update	Community Safety Partnership Representative
HVO Vehicles Procurement	Liz Knox, Head of Street Scene
Health and Safety Enforcement Policy	Richard Garnett, Senior Environmental Health Officer
Food Safety Enforcement Policy	Richard Garnett, Senior Environmental Health Officer
Environment Act Implementation	Director Operations
Environmental Crime Enforcement Policy Review	Liz Knox, Environmental Services Manager
Quarter 1 – Waste Performance Monitoring and Street Smart Highlights Report	Catherine Sutherland, Development Manager
Budget Monitoring Report	Anne Wareham, Senior Accountant
ARP Joint Committee Minutes 13 June 2023	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer
ECSS Management Accounts [EXEMPT]	ECSS Finance Manager
ECSS Board Minutes (if any) [EXEMPT]	Democratic Services Officer
ECSS Performance Matter [EXEMPT]	Director Legal

Monday 13 November 2023 4:30pm

Report deadline: 4pm Monday 30 October 2023

Agenda despatch: Wednesday 1 November 2023

Agenda Item	Report Author
VCAEC Update	VCAEC representative
Service Delivery Plans – 6 Month Performance Monitoring	service leads
Budget Monitoring Report	Anne Wareham, Senior Accountant
DAHA Policy and Strategy	Angela Parmenter, Housing and Community Safety Manager
Environmental Crime Action Plan	Karen See, Senior Environmental Health Officer
Environmental Crime Fixed Penalty Notices – Fee setting Review	Karen See, Senior Environmental Health Officer
Recommendation from Audit Committee 16 October 2023: Strategic Service Review (Waste and Recycling)	Director Operations
HVO Procurement Options Update	Liz Knox, Head of Street Scene
ECSS Quarter 2 Overspend Report	Director Commercial
ECSS Half Yearly Report	Director Operations
Materials Recycling Contract – Procurement Update and Delegation Request [EXEMPT]	Liz Knox, Head of Street Scene
Quarter 2 – Waste Performance Monitoring and Street Smart Highlights Report	Catherine Sutherland, Development Manager
ARP Joint Committee Minutes 12 September 2023	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer

Wednesday 31 January 2024 4:30pm

Report deadline: 4pm Wednesday 17 January 2024

Agenda despatch: Friday 19 January 2024

Agenda Item	Report Author
Community Safety Partnership Update	CSP Representative
Youth Action Plan Update	Stephanie Jones, Communities & Partnerships
Citizens Advice West Suffolk (CAWS) Grant	Lewis Bage, Communities & Partnerships
VCAEC Grant	Lewis Bage, Communities & Partnerships
Information Security Policy Review	Karen Wright, ICT Manager
Waste Performance Monitoring Report Q3 and Street Smart Highlights Report	Catherine Sutherland, Development Manager
ECSS Finance Report	Emma Grima, Director Commercial
ECSS Statutory Accounts	Emma Grima, Director Commercial
Minutes of the Waste Service Review Working Party	Democratic Services Officer
ARP Joint Committee Minutes Forward Agenda Plan	Democratic Services Officer
ECSS Management Accounts [EXEMPT]	ECSS Finance Manager
ECSS Board Minutes (if any) [EXEMPT]	Democratic Services Officer

Monday 25 March 2024 4:30pm

Report deadline: 4pm Monday 11 March 2024

Agenda despatch: Wednesday 13 March 2024

Agenda Item	Report Author
VCAEC Update	VCAEC representative
End of Year Reports 2023/24 Service Delivery Plans 2024/25	Service Leads
ECSS Business Plan	Emma Grima, Director Commercial
Community Engagement Strategy	Lewis Bage, Communities & Partnerships
Vulnerable Community Strategy	Lewis Bage, Communities & Partnerships
Budget Monitoring Report	Anne Wareham, Senior Accountant
Waste Performance Monitoring Q4 and Street Smart Highlights Report	Catherine Sutherland, Development Manager
DFG Policy Review	Marie Beaumont Senior Case Worker
Health and Wellbeing Strategy and Action Plan review	Liz Knox, Environmental Services Manager
Waste and Street Cleansing Service Proposals	Isabel Edgar, Director Operations
ARP Joint Committee Minutes	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer
ECSS Management Accounts [EXEMPT]	ECSS Finance Manager
ECSS Board Minutes (if any) [EXEMPT]	Democratic Services Officer

