

MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE
7 SEPTEMBER 2020

COMMITTEE WORK PROGRAMME

1. SUMMARY

1.1 The purpose of this report is to consider the Joint Committee's Work Programme.

2. RECOMMENDATIONS

To be resolved:

2.1 That the Work Programme is included as a standing item in the Joint Committee's meeting agenda going forward, replacing 'Matters Arising' and 'Any Other Business'

2.2 That the Joint Committee considers whether any amendments are required to the Work Programme, and

2.3 That the Work Programme is approved.

3.0 Background Information

3.1 Work programmes can assist committees in the management of agendas, the scheduling of business and forward planning.

4.0 Proposals

4.1 The attached Work Programme (see **Appendix**) has been drafted in consultation with the Chairman and Vice Chairman, and includes items which can be anticipated at the present time. Other items will be added to the Programme as they are identified.

4.2 The Joint Committee is requested to identify activities on which it would like to receive reports for inclusion in the work programme.

4.3 It is proposed that the Work Programme will be included as a standing item going forward, replacing 'Matters Arising' and 'Any Other Business'. This will avoid any items being considered at Joint Committee without the requisite advance notice being given.

Background Papers

None

For further information please contact Sue Bearman Clerk to the Committee, sue.bearman@nsdc.info, 01636 655935.

Appendix

Report Title	Brief Summary of the Agenda Item	Lead Officer	Report Author
7 September 2020			
Operations Update Report	An update on staffing restructure and current operational issues	Sarah Troman, Head of Neighbourhoods Mansfield DC	Julie Snowdon, Mansfield DC
Financial Management Review Report	The forecasted year end position for the current financial year	Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Mansfield DC
Provision of New Mercury Abatement Equipment	An update on the provision of new equipment	Rob Purser, Development Manager Mansfield DC	Rob Purser, Development Manager Mansfield DC
Planned Preventative Works Programme	An update on the programme	Rob Purser, Development Manager Mansfield DC	Rob Purser, Development Manager Mansfield DC
Urgency Decisions and Crematorium Updates	Urgency Decisions made and information updates circulated to Members since last meeting of the Joint Committee	Sue Bearman, Clerk to the Committee	Sue Bearman, Clerk to the Committee
Work Programme	Review of Work Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
7 December 2020			
Financial Management Review Report			
Annual Review of Fees and Charges			
Revenue and Capital Budget			
Work Programme	Review of Work Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
22 February 2021			
Financial Management Review Report			
Business Plan for a Commercial Review of the Crematorium Service	A progress report on the commissioning of business and	Head of Finance, Mansfield District Council	

	marketing expertise to undertake a commercial review of the crematorium service		
Work Programme	Review of Work Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Xx May 2021			
Annual Statement of Accounts			
Work Programme	Review of Work Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Xx September 2021			
Financial Management Review Report			
Work Programme	Review of Work Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC