



GENERAL PURPOSES COMMITTEE WORK PLAN and ACTION LIST 2023/24

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GENERAL PURPOSES COMMITTEE WORK PLAN 2023/24

ACTIONS LIST

Action number	Title	Action Owner	Originating Meeting/Item	Due Date / Comment
1.	Interim and Acting Up Arrangements	Musrat Zaman, Dir Workforce, OD and Business Support	February 2023	Added to Human Resources Committee work plan following changes to GPC terms of reference.
2.	Headteacher Forum	Farhad Ahmed, Head of Governor Services	February 2023	To be carried into 23-24 work plan. To report on engagement with the Headteacher forum
	Constitution Working Group	Janet Fasan, Director of Legal and Monitoring Officer / Matthew Mannion, Head of Democratic Services	February 2023	To report as necessary on the work of the Constitution Working Group

N.B. once concluded - actions should remain on the list marked 'complete' for the remainder of the municipal year.

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13 JUNE 2023			
REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
1. Annual administrative reports	To receive the ordinary annual reports such as to note terms of reference, membership, quorum and meeting dates.	Matthew Mannion Head of Democratic Services	
2. Local Authority Governor Applications	To endorse nominations for appointments to Local Authority Schools	Farhad Ahmed Head of Governance Information and Traded Services	
3. Constitution Update	To receive any updates to the Constitution	Matthew Mannion Head of Democratic Services	
4. Update on the Elections Act 2022	To receive an update on the Elections Act 2022	Robert Curtis Head of Electoral Services	
5. Appointment of Deputy Electoral Registration Officer	Appointment of Deputy Electoral Registration Officer	Robert Curtis Head of Electoral Services	

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28 SEPTEMBER 2023			
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1. Local Authority Governor Applications	To endorse nominations for appointments to Local Authority Schools	Farhad Ahmed, Head of School Governance, Information and Traded Services	
2. Constitution Update	To receive any updates to the Constitution	Matthew Mannion Head of Democratic Services	

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12 DECEMBER 2023			
REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
1. Local Authority Governor Applications	To endorse nominations for appointments to Local Authority Schools	Farhad Ahmed, Head of School Governance, Information and Traded Services	
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27 FEBRUARY 2024			
REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
1. Local Authority Governor Applications	To endorse nominations for appointments to Local Authority Schools	Farhad Ahmed, Head of Governance Information and Traded Services	
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