



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 |
| | Communicating electoral changes to residents | Robert Curtis, Head of Electoral Services | June 2023 | Report scheduled for September 2023 meeting. |

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

GENERAL PURPOSES COMMITTEE WORK PLAN 2023/24

| 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 | |

GENERAL PURPOSES COMMITTEE WORK PLAN 2023/24

| 28 SEPTEMBER 2023 | | | |
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| 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 | |
| 2. Constitution Update | To receive any updates to the Constitution | Matthew Mannion Head of Democratic Services | |
| 3. Elections Act 2022 (Electorate Engagement) | To set out communications and engagement to inform residents of changes as a result of new electoral legislation. | Robert Curtis Head of Electoral Services | |

GENERAL PURPOSES COMMITTEE WORK PLAN 2023/24

| 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 | |
| 2. Constitution Update | To receive any updates to the Constitution | Matthew Mannion, Head of Democratic Services | |

GENERAL PURPOSES COMMITTEE WORK PLAN 2023/24

| 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 | |
| 2. Constitution Update | To receive any updates to the Constitution | Matthew Mannion Head of Democratic Services | |