



# **GENERAL PURPOSES COMMITTEE WORK PLAN and ACTION LIST 2023/24**

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**GENERAL PURPOSES COMMITTEE WORK PLAN 2023/24**

## ACTIONS LIST

<b>Action number</b>	<b>Title</b>	<b>Action Owner</b>	<b>Originating Meeting/Item</b>	<b>Due Date / Comment</b>
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
3.	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
4.	Communicating electoral changes to residents	Robert Curtis, Head of Electoral Services	June 2023	Report presented to September 2023 meeting.

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

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<b>13 JUNE 2023</b>			
<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
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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<b>28 SEPTEMBER 2023</b>			
<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
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	

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<b>12 DECEMBER 2023</b>			
<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
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. Review of polling places	To note and inform the annual review of polling places in the borough.	Robert Curtis Head of Electoral Services	Full Council, 24th Jan 24
4. Guidance to Members serving on outside bodies	To present the guidance, following comment from the Standards Advisory Committee	Matthew Mannion, Head of Democratic Services	SAC September 2023

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<b>27 FEBRUARY 2024</b>			
<b>REPORT TITLE</b>	<b>BRIEF SUMMARY</b>	<b>LEAD OFFICER</b>	<b>OTHER CTTEE MEETINGS</b>
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	