

## SHARED SERVICES JOINT COMMITTEE

### FORWARD PLAN

| Date of Meeting                  | Subject  | Lead Officer            |
|----------------------------------|--|-------------------------|
| 24 January 2011                  | Annual Audit Letter 2009/10  | GH/MN                   |
|                                  | Audit Fee & Opinion Plan 2010/11   | GH/MN                   |
|                                  | Performance Management Report  | GB/SG                   |
|                                  | Business Improvement Plan & Budget 2011/12   | GB/SG                   |
|                                  | Customer Satisfaction Improvement Programme  | GB/SG                   |
|                                  |  |                         |
| 28 March 2011                    | Performance Management Report  | GB/SG                   |
|                                  |  |                         |
| xx June 2011<br>(Annual Meeting) | Appointment of Chairman & Vice Chairman  |                         |
|                                  | Annual Report 2010/11  | GH/MN                   |
|                                  | Performance Management Report  | GB/SG                   |
|                                  | Draft Statement of Accounts 2010/11  | GH/MN                   |
|                                  |  |                         |
| xx September 2011                | Audited Statement of Accounts 2010/11<br>a) Auditor's Annual Governance Report<br>b) Audited Statement of Accounts 2010/11 | External Audit<br>GH/MN |
|                                  |  |                         |
| xx October 2011                  | Performance Management Report  | GB/SG                   |
|                                  | Business Planning for 2012/13  | GH/MN                   |
|                                  |  |                         |
| xx January 2012                  | Annual Audit & Inspection Letter 2010/11   | GH/MN                   |
|                                  | Audit Fee & Opinion Plan 2011/12   | GH/MN                   |
|                                  | Performance Management Report  | GB/SG                   |
|                                  | Business Improvement Plan & Budget 2012/13   | GB/SG                   |