

Forward Plan

Budget and Administration Committee

Appendix K

Tuesday, 09 November 2021

| Meeting | Month     | Payments Made | Quarterly Report | Other   | Notes    | Reason        |
|---------|-----------|---------------|------------------|---|----------|---------------|
| 1       | June      | M12 2020-21   | Q4 2020-21       | Summary of Accounts   |          | Best practice |
| 2       | July      | M1 2021-22    |                  |   |          | Best practice |
| 2       | July      | M2            |                  |   |          | Best practice |
| 3       | August    | M3            | Q1               |   |          | Best practice |
| 4       | September | M4            |                  |   |          | Best practice |
| 5       | October   | M5            |                  | Budget 1  |          | Best practice |
| 5       | October   |               |                  | Further proposals for growth and savings  |          | Best practice |
| 6       | November  | M6            | Q2               | Budget 2  |          | Best practice |
| 7       | December  | M7            |                  | Budget 3  | Tax Base | Best practice |
| 8       | January   | M8            |                  |   |          | Best practice |
| 9       | February  | M9            | Q3               |   |          | Best practice |
| 9       | February  |               |                  | Register of Reserves  |          | Best practice |
| 10      | March     | M10           |                  |   |          | Best practice |
| 11      | April     | M11           |                  |   |          | Best practice |
|         |           |               |                  | Review of salaries and job descriptions   |          | Best practice |
|         |           |               |                  | Review of use of accruals   |          | Best practice |
|         |           |               |                  | Review of reports provided to council / committee, before / after Quarter 2 reports |          | Best practice |