

TRUSTS AND CHARITIES COMMITTEE – 4 JANUARY 2013

Title of paper:	Trusts and Charities Committee Provisional Work Programme for 2012/13 and beyond	
Director(s)/ Corporate Director(s):	Tony Kirkham Director of Strategic Finance	Wards affected: All
Report author(s) and contact details:	Barry Dryden, Senior Finance Manager, Financial Planning and Development barry.dryden@nottinghamcity.gov.uk 0115 8762799	
Other colleagues who have provided input:		
Relevant Council Plan Strategic Priority:		
World Class Nottingham		
Work in Nottingham		
Safer Nottingham		
Neighbourhood Nottingham		
Family Nottingham		
Healthy Nottingham		
Leading Nottingham		✓
Summary of issues (including benefits to citizens/service users):		
This report outlines the provisional work programme for 2012/13 and beyond for the Trusts and Charities Committee.		
Recommendation(s):		
1	It is recommended that the Trusts and Charities Committee notes the provisional work programme set out in Appendix 1 .	

1. **BACKGROUND**

Following the establishment of the Trusts and Charities Committee in May 2011, this report details an annual provisional work programme. The Work Programme attached at **Appendix 1** has been developed to ensure that the Committee's Terms of Reference are covered.

2. **WORK PROGRAMME**

The work programme includes items which relate to the Committee's terms of Reference as follows:

- upon receipt from colleagues, to administer and approve annual reports and accounts;
- approve Charity Commission returns and all other regulatory documents;
- respond to enquiries from Auditors or Independent Examiners;
- to compile and maintain a comprehensive and up to date list of all City Trusts and Charities;
- to take any other action deemed appropriate or necessary to ensure the proper management and administration of all City Trusts and Charities.

3. **REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)**

None.

4. **OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS**

None.

5. **RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS, CRIME AND DISORDER ACT IMPLICATIONS AND EQUALITY AND DIVERSITY IMPLICATIONS)**

None.

6. **EQUALITY IMPACT ASSESSMENTS (EIAs)**

No – this report does not include proposals for new or changing policies, services or functions

7. **LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS
OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION**

None

8. **PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

None

Meeting Date / Report Type	Report Title	Deadline for Reports	Lead
January 2013		7/12/12	
Required	Bridge Estate Annual Governance Report		External Audit
February 2013		1/2/13	
Approval	Approve public benefit statements 2012/13		Finance
Approval	Approve accounting policies 2012/13		Finance
Monitoring	Trusts and Charities Qtr 3 Budget Monitoring		Finance
Approval	Approval of annual budget		Finance
April 2013		5/4/13	
Required	Present a comprehensive and up to date list of all City Trusts and Charities		Finance
Approval	Approve public benefit statements 2013/14		Finance
Approval	Approve draft accounting policies 2013/14		Finance
June 2013			
Monitoring	Trusts and Charities Year End Budget Monitoring 2012/13		Finance
July 2013			
Monitoring	Trusts and Charities Qtr 1 Budget Monitoring		Finance
Monitoring	Annual Governance Statement – mid-year update and progress		Finance
September 2013			
	None		
November 2013			
Approval	Approve Charitable Trusts Annual Reports		Finance
Monitoring	Trusts and Charities Qtr 2 Budget Monitoring		Finance