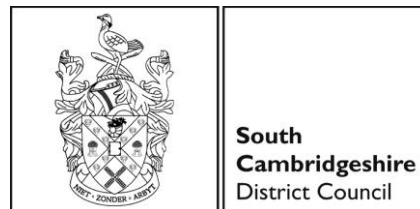


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10 July 2017

To: Councillor Simon Edwards, Portfolio Holder

Doug Cattermole
Philippa Hart

Hazel Smith
John Williams

Opposition Spokesman
Opposition Spokesman / Scrutiny and
Overview Committee Monitor
Opposition Spokesman
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **FINANCE AND STAFFING PORTFOLIO HOLDER'S MEETING**, which will be held in **SWANSLEY ROOM A, GROUND FLOOR** at South Cambridgeshire Hall on **TUESDAY, 18 JULY 2017** at **6.00 p.m.**

Yours faithfully
Beverly Agass
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA		PAGES
1. Declarations of Interest		
2. Minutes of Previous Meeting The Portfolio Holder is asked to sign the minutes of the meeting held on 20 June 2017 as a correct record.		1 - 6
3. Community Chest: Funding Applications		7 - 12
4. Work Programme The Portfolio Holder will maintain, for agreement at each meeting, a Work Programme identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The Programme will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the Work Programme.		13 - 18
5. Date of Next Meeting Tuesday 15 August 2017 at 6.00pm (Full Business meeting)		

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

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- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

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Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

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You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Finance and Staffing Portfolio Holder's Meeting held on
Tuesday, 20 June 2017 at 6.00 p.m.

Portfolio Holder: Simon Edwards

Councillors in attendance:

Scrutiny and Overview Committee monitors
and Opposition Spokesmen: Philippa Hart
Hazel Smith
John Williams

Officers:

Gemma Barron Head of Sustainable Communities and Wellbeing
Susan Gardner Craig Head of People and Organisational Development
Wilma Wilkie Democratic Services Team Leader
Elizabeth Davy Project Officer
Kirsty Human Programme Manager

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 16th May 2017 were **confirmed** as a correct record and signed by the Finance and Staffing Portfolio Holder.

3. COMMUNITY CHEST: FUNDING APPLICATIONS

The Finance and Staffing Portfolio Holder considered a report on recent applications for funding from the Community Chest grants scheme for 2017/18. Each application was considered against the scheme criteria.

The Head of Sustainable Communities and Wellbeing reported that the total amount of funding made available in the Community Chest in 2017/18 was £55,000 and this was allocated on a first come first served basis. The amount remaining for allocation was £30,225.16.

The Finance and Staffing Portfolio Holder **agreed** the following Community Chest funding:

Name of Applicant	Project Description	Total cost of project (£)	Total Awarded (£)
St Mary the Virgin Church	Purchase of materials to create a Community Peace Garden	£8,597.00	£805.88
Fen Drayton Parish Council	Purchase of notice board to be placed at the west end of the village	£2,023.68	£1,000.00
Cherry Hinton Baptist Church	Replacement chairs for the Family Centre	£905.76	£452.88
Linton Heights Junior School	Purchase of Forest School equipment	£991.98	£797.86

Melbourn Amateur Dramatics Society	Purchase of two stand alone spot lights to improve the lighting in the performance hall and a graphic equaliser to eliminate feedback from the sound system.	£987.00	£987.00
Smarties Pre School	Creation of a sensory garden. Including a new surface, wind chimes, wooden play features including an imaginative play kitchen.	£2866.29	£1,000.00
Hinxton Parish Council	Purchase & installation of a set of baby swings for the playground	£2329.20	£1,000.00
Hardwick Pre- school	Replacement of rotten decking.	£2,500	£1,000.00
Hardwick Play Parks Group	Purchase of a 'Tango Swing' as part of the redevelopment of the play area	£22,420.42	£1,000.00
Power 2 Inspire	Purchase of specialist sports equipment	£797.89	£398.95
Bethel Baptist Church	Purchase of a combined Electric Cooker/Microwave and hob for the kitchen as part of the kitchen refurbishment	£8,000	£1,000.00
Green Minds	Gardening project to help people to recover from a range of health problems by increasing social networks and self confidence.	£1,400.00	£890.00
Great Shelford Playscape	Construction of a bridge across a ditch as part of the transformation of the copse into a den building space with trails. This will make the area accessible for pushchairs and wheelchairs	£1,519.00	£1,000.00
1 st Orwell Guides	Purchase of new lightweight tents	£600.00	£600.00

The Finance and Staffing Portfolio Holder **refused** the following applications:

Name of Applicant	Project Description	Total cost of project (£)	Total Awarded (£)	Reason for Refusal
Meadow Primary School	Purchase and installation of a Willow Structure for the children to play in and improve the grounds	£938.40	0	Does not comply with the Community Chest criteria
Coton Primary School	Purchase of folding exhibition display boards and cotton bags to support the start up of the Great Plastics Quest project	£1,386.40	0	Does not comply with the Community Chest criteria

The Finance and Staffing Portfolio Holder **deferred** the following applications:

Name of Applicant	Project Description	Total cost of project (£)	Total Awarded (£)	Reason for Deferral
Horseheath Cricket Club	Repair and replace the windows in the pavilion and equipment to maintain the playing field	£4750.00	Pending	Further information needed
Stepping Stones	Breakfast & After School Club	£2310.00	Pending	Further information needed
ICU Steps Cambridge	Set up costs for a support group for families of patients who have been admitted to ICU & ex patients suffering from PTSD	£868.00	Pending	Further information needed

4. APPRENTICESHIPS

The Finance and Staffing Portfolio Holder received a report which set out details of the Government's new Apprenticeship Scheme and considered a draft Apprenticeship Strategy for South Cambridgeshire District Council.

The Apprenticeship Scheme required all employers with at least 250 staff operating in the UK, with an annual pay bill of over £3,000,000 to make an investment in apprenticeships. This involved payment of an apprenticeship levy equating to 0.5% of their annual pay bill. The levy would be collected by HM Revenue and Customs monthly and could be accessed by employers through an online digital service account. Levy funding could be used for direct training and assessment costs for apprentices but could not be used to support apprentice wages.

Employers who paid the levy and were committed to apprenticeship training would be able to access more funds than the amount of levy paid through a 'top up' to their Apprentice Digital accounts. It was not yet clear how this would work but it was anticipated that employers would be able to bid for additional funding based on certain criteria.

The Government had also set a target for public sector bodies with 250 or more staff to employ an average of at least 2.3% of their workforce as new apprentices over the period 1st April 2017 to 31st March 2021. Apprenticeships could be considered either for new recruits or as part of career development for existing staff.

It was noted that the annual levy payment for South Cambridgeshire District Council was £66,686. This was based on a 0.5% levy of the Council's gross salary bill and included a £15,000 Government allowance. The apprenticeship target, based on 2.3% of the current headcount (426), equated to a requirement for 11 apprentices to start each year for the next three years. The Portfolio Holder was invited to consider a draft strategy which set out how South Cambridgeshire District Council would optimise use of its apprenticeship levy contributions and meet the Government's public sector apprenticeship targets.

The Portfolio Holder raised a number of issues related to partnership working, in particular 3C Shared Services partners. In response to a question it was noted that it would be difficult to spread costs across partners as the employing body was ultimately responsible for paying the levy. The Council would however endeavour to work with partners to

optimise use of the apprenticeship levy and where possible procure training providers. It would also seek to take advantage of opportunities arising from the Greater Cambridge City Deal skills funding initiatives. The Council would also work with village colleges to promote opportunities. The possibility of holding an open day to showcase South Cambridgeshire District Council as a potential employer was suggested.

The Finance and Staffing Portfolio Holder **agreed**:

- (a) To note the report setting out details of the Government's new Apprentice Scheme and apprenticeship levy; and
- (b) To approve the Council's 4 year Apprenticeship Strategy.

5. RETENTION AND TURNOVER REPORT

The Finance and Staffing Portfolio Holder **received and noted** a report analysing the turnover of staff between 1st January and 31st March 2017.

The report emphasised that regular reporting of turnover was intended to highlight trends, inform recruitment decisions and where necessary, promote change within a team or service in order to achieve the Council's objectives.

The Portfolio Holder noted changes to the exit interview process. He welcomed the increase in the number of exit interviews completed, but felt there remained room for further improvement. In response to a question about work experience, it was noted that arrangements were in place to offer eight two week placements. This would include for the first time students from Cambourne Village College. It was acknowledged that this would present an ideal opportunity to promote the benefits of securing an apprenticeship with the Council.

The Portfolio Holder suggested that it might be timely to review the Council's recruitment process balancing the desire to offer job opportunities to existing staff against the benefits of attracting 'new blood' via external advertising campaigns.

6. WORK PROGRAMME

The Finance and Staffing Portfolio Holder **noted** the work programme identifying items for discussion at future meetings.

7. DATE OF NEXT MEETING

It was **noted** that the next meeting would take place at 6.00 p.m. on Tuesday 20th June 2017.

8. SICKNESS ABSENCE 1 JANUARY 2017 - 31 MARCH 2017

The Finance and Staffing Portfolio Holder **received and noted** a confidential report containing information about sickness absence for the period 1st January 2017 to 31st March 2017. This report was the latest in a quarterly cycle of monitoring reports, and detailed performance as at the end of 2016/17.

The Head of People and Organisational Development reported that there had been a significant increase in absence during this quarter and explained that an analysis of available data had established this was mainly attributable to an increase in headcount following the TUPE transfer undertaken within the Shared Waste Service. Management

action was being taken to address this.

It was noted that a key area of concern was the continuing delays caused by line managers in the notification of absences and completion of return to work meetings. This could result in a delay in putting in place appropriate measures to support employees as well as causing inaccurate reporting. The Portfolio Holder reinforced the role and responsibility of service managers in terms of active attendance management in particular, the need for prompt reporting of absences and close liaison with HR in terms of employee support, in line with the Council's Attendance Management Policy. He undertook to look at this in more detail, where necessary raising concerns with the appropriate service Portfolio Holder. With that in mind, he asked that the next monitoring report contain a more detailed breakdown on performance.

**The Meeting ended
at 7.20 p.m.**

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Agenda Item 3



South
Cambridgeshire
District Council

Report To: Finance and Staffing Portfolio Holder
Meeting

18 July 2017

Lead Officer: Director, Health and Environmental Services

Community Chest: Funding Applications

Purpose

1. To consider recent applications for funding from the Community Chest grant funding scheme during 2017/18.
2. This is not a key decision, however, has been bought before the Portfolio Holder following agreement at Leader's Portfolio Holder meeting on 17 July 2014 to make decisions on future Community Chest applications at Portfolio Holder meetings. The responsibility for grants was transferred to the Finance and Staffing Portfolio Holder in May 2016.

Recommendations

3. It is recommended that the Portfolio Holder:
 - (a) considers all new applications for funding that are set out in Appendix A of this report and makes a decision regarding the level of funding (£0 - £1,000) to be awarded for each or defer a decision if further information is required from grant applicants.

Reasons for Recommendations

4. The Portfolio Holder has responsibility to approve policies and criteria for the approval of grant schemes under which no award exceeds level one (£5,000).
5. The Portfolio Holder makes all decisions regarding grant funding unless there is a conflict of interest. On 17 July 2014 the Leader agreed to make decisions on future Community Chest applications at Portfolio Holder meetings. The responsibility for grants was transferred to the Finance and Staffing Portfolio Holder in May 2016.

Background

6. The Community Chest is grant funding available to voluntary and community sector groups, charities, parish councils and public sector bodies wishing to further improve quality of life in South Cambridgeshire. Applicants may apply for up to £1,000 for:
 - Improvements to community facilities (i.e. village halls / pavilions / play areas)
 - Repairs to historic buildings / monuments / memorials
 - Tree and hedge planting
 - Equipment / capital purchase
 - Materials
 - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).

7. The guidance notes and eligibility criteria for 2017/18 can be found at <https://www.scamb.gov.uk/communitychest>
8. The total amount of funding made available in the Community Chest in 2017/18 is £55,000. The funding is allocated on a first-come first-served basis.

Considerations

9. There are 15 new applications for funding to be considered at this meeting (plus a further three deferred applications for which further information is awaited) The new applications were received between 1 June 2017 and 30 June 2017. The total funding requested equals £15,268.40. The amount of funding remaining for allocation is £18,292.59 A summary of the applications can be found at Appendix A (copies of the application forms are available from the Sustainable Communities and Partnerships Team upon request).

In addition a further application was received from overseas. This has not been included for consideration.

Options

10. The Portfolio Holder may consider all applications for funding that are set out in Appendix A of this report and
 - (a) award the amount of funding requested
 - (b) award an alternative amount of funding, including zero funding, or
 - (c) defer a decision if further information is required from grant applicants.

Implications

11. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

Risk Management

12. Applicants are required to provide supporting documents such as copies of their constitution and quotes where applicable. Applicants must agree to the grant conditions before funds are released.

Consultation responses

13. Local members have been consulted on applications that directly affect their local area.
14. The Youth Council has been consulted on applications of interest.

Effect on Strategic Aims

15. The corporate aims are referenced in the criteria and guidance notes for the Community Chest.

Report Author: Gemma Barron – Sustainable Communities and Partnerships Manager
Telephone: 01954 713340

Liz Davy – Project Officer
Telephone: 01954 713111

COMMUNITY CHEST APPLICATIONS: 1 June 2017 – 30 June 2017

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
Humpty Dumpty Pre-school	Charity	Oakington	Purchase of sensory equipment.	Equipment/Capital Purchase	£3,500	£1,000	Complete
Wilbrahams Memorial Hall & Recreation Ground Trustees	Community Group	Great & Little Wilbraham	Installation of acoustic wall ceiling tiles.	Improvements to community facilities	£4771.20	£1,000	Complete
Hatley Village Association	Community Group	East Hatley & Hatley St George	Advertising material for the village fete	Materials	£350	£350	Pending
1 st Comberton Scout Group	Community Group	Comberton, Caldecote, Bourn & Hardwick	Towing hitch and metal frame work for box trailer	Equipment/Capital Purchase	£936.00	£936.00	Complete
1st Oakington Scout Group	Community Group	Oakington, Girton & Longstanton	Purchase of two Patrol tents	Equipment/Capital Purchase	£1230.00	£1,000	Complete
Horseheath Parish Council	Parish Council	Horseheath	Purchase of two football goals	Equipment/Capital Purchase	£1145.84	£1,000	Pending
Castle Camps Playground Group	Community Group	Castle Camps, Shudy Camps, Nosterfield End, Camps End	Purchase of a roundabout for the playground	Equipment/ Capital Purchase	£8,818	£1,000	Complete
Castle Camps Parish Council	Parish Council	Castle Camps	Purchase of CCTV equipment	Equipment/Capital Purchase	£1,881.60	£1000	Complete
Willingham Parish Council	Parish Council	Willingham	Improvements to the access at Ploughmans Hall	Improvements to community facilities	£4,820	£1,000	Complete

Appendix A

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
The Thriplow Society	Community Group	Thriplow, Fowlmere, Newton, Foxton, Harston & Duxford	Purchase of display boards with stands	Equipment/Capital Purchase	£1,133	£380	Complete
Cambridge Kangaroos Trampoline Club	Sports Group	Sawston	Purchase of safety matting	Equipment/Capital Purchase	£1,788	£1000	Complete
Magpas Air Ambulance	Charity	District wide	Purchase of a Syringe Pump	Equipment/Capital Purchase	£1,000	£1,000	Complete
Willingham Action Group	Community Group	Willingham	Purchase of benches	Improvements to community facilities	£1,600	£1,000	Complete
Great Shelford Bowling Club	Sports Group	Great Shelford & surrounding villages	Purchase of bowl collectors	Equipment/Capital Purchase	£362.40	£362.40	Complete
Cambourne Basketball Club	Sports Group	Cambourne & surrounding villages	Purchase of equipment	Equipment/Capital Purchase	£1,740	£740	Pending
ICU Steps Cambridge	Community Group	TBC	Set up costs for a support group for families of patients who have been admitted to ICU & ex patients suffering from PTSD	Set up costs	£868.00	£500.00	Pending from May meeting
Stepping Stones	Community Group	Barton	Breakfast & After School Club	Start-up costs	£2310.00	£1,000	Pending from May meeting
Horseheath Cricket Club	Sports Group	Horseheath	Repair & Replace the windows in the pavilion and equipment to maintain the playing field	Equipment/Capital Purchase. Improvements to community facilities	£4750.00	£1,000	Pending from June meeting

Appendix A

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
TOTAL						£ 15,268.40	

Total budget	=	£55,000.00
Total previously allocated	=	£36,707.41
Total remaining in budget	=	£18,292.59
Total requested	=	£15,268.40

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Finance and Staffing Portfolio Holder – Work Plan 2017-18

Date of meeting	Reports to be signed off and sent to Democratic Services by 5.00pm on	Title of Report	Key or Non-Key?	Reason Key Specify no(s) listed below	Purpose of Report, ie For Recommendation / Decision / Monitoring	Lead Officer / Report Author	Date added to Corporate Forward Plan (contact: Victoria Wallace) *
15 August 2017	Friday 4 August	Write offs	Key	1	Decision	Katie Brown	
	Friday 4 August	Treasury Management quarterly review	Non-key		Monitoring	Dan Hasler	
	Friday 4 August	Localised Council Tax Support Scheme	Non-key		Recn to Council in Jan 2018 or decn to consult and refer to Cabinet in Sep / Nov 2017 to rec to Council	Dawn Graham	
	Friday 4 August	Quarterly Reports on Sickness and Leavers	Non-key		Monitoring	Susan Gardner-Craig / Helen Cornwell	

	Friday 4 August	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham	
	Friday 4 August	Grants – Community Chest	Non-key		Decision	Gemma Barron	
	Friday 4 August	Grants to Voluntary Sector			Monitoring	Gemma Barron	
19 September 2017 provisional	Friday 8 September	Grants – Community Chest	Non-key		Decision	Gemma Barron	
17 October 2017 Provisional	Friday 6 October	Grants – Community Chest	Non-key		Decision	Gemma Barron	
21 November 2017	Friday 10 November	Treasury Management quarterly review	Non-key		Monitoring	Dan Hasler	
	Friday 10 November	People and Organisational Development Strategy refresh	Non-key		Decision	Susan Gardner-Craig	

	Friday 10 November	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham	
	Friday 10 November	Quarterly Reports on Sickness and Leavers	Non-key		Susan Gardner-Craig / Helen Cornwell		
	Friday 10 November	Write offs	Key	1	Decision	Katie Brown	
	Friday 10 November	Grants – Community Chest	Non-key		Decision	Gemma Barron	
	Friday 10 November	People and Organisational Development Strategy Refresh	Non-key		Decision	Susan Gardner-Craig	
19 December 2017 Provisional	Friday 8 December	Grants – Community Chest	Non-key		Decision	Gemma Barron	
16 January 2018 (provisional)	Friday 5 January	Grants – Community Chest	Non-key		Decision	Gemma Barron	

20 February 2018	Friday 9 February	Grants – Community Chest	Non-key		Decision	Gemma Barron	
	Friday 9 February	Treasury Management	Non-key		Monitoring	Dan Hasler	
	Friday 9 February	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham	
	Friday 9 February	Quarterly Reports on Sickness and Leavers	Non-key		Monitoring	Susan Gardner Craig / Cornwell	
	Friday 9 February	Write offs	Key	1	Decision	Katie Brown	
20 March 2018 (provisional)	Friday 9 March	Grants – Community Chest	Non-key		Decision	Gemma Barron	
17 April 2018 (provisional)	Friday 6 April	Grants – Community Chest	Non-key		Decision	Gemma Barron	

15 May 2018	Thursday 3 May (7 May is a Bank Holiday)	Grants – Community Chest	Non-key		Decision	Gemma Barron	
	Thursday 3 May (7 May is a Bank Holiday)	Treasury Management	Non-key		Monitoring	Dan Hasler	
	Thursday 3 May (7 May is a Bank Holiday)	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham	
	Thursday 3 May (7 May is a Bank Holiday)	Quarterly Reports on Sickness and Leavers	Non-key		Monitoring	Susan Gardner- Craig / Helen Cornwell	
	Thursday 3 May (7 May is a Bank Holiday)	Write-offs	Key	1	Decision	Katie Brown	
19 June 2018 (provisional)	Friday 8 June	Grants – Community Chest	Non-key		Decision		

Key Decisions

1. it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or

2. it is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards. In determining the meaning of `significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance)).

- Key decisions can only be made after they have been on the Corporate Forward Plan for at least 28 clear calendar days not including the day on which they first appear on the Forward Plan or the day on which the decision is to be made.