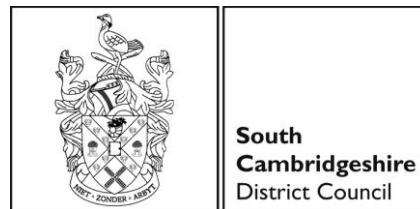


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9 October 2017

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, 17 OCTOBER 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.**

---

<b>AGENDA</b>		<b>PAGES</b>
<b>1. Declarations of Interest</b>		
<b>2. Minutes of Previous Meeting</b> The Portfolio Holder is asked to sign the minutes of the meeting held on 22 August 2017 as a correct record.		<b>1 - 6</b>
<b>3. Community Chest: Funding Applications</b>		<b>7 - 10</b>
<b>4. Work Programme</b> 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.		<b>11 - 16</b>
<b>5. Date of Next Meeting</b> Tuesday 21 November 2017 at 6pm (Full Business)		

## **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**

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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.

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# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Finance and Staffing Portfolio Holder's Meeting held on  
Tuesday, 22 August 2017 at 6.00 p.m.

**Portfolio Holder:** Councillor Simon Edwards

### Also in attendance:

Scrutiny and Overview Committee monitors  
and Opposition spokesmen: Councillor Philippa Hart  
Councillor John Williams

### Officers:

Gemma Barron	Head of Sustainable Communities and Wellbeing
Katie Brown	Revenues Manager
Elizabeth Davy	Project Officer
Susan Gardner Craig	Head of People and Organisational Development
Dawn Graham	Benefits Manager
Daniel Hasler	Accountancy Assistant
Mike Hill	Health and Environmental Services Director
Siobhan Mellon	Development Officer
Wilma Wilkie	Democratic Services

### 1. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 18<sup>th</sup> July 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.

The Head of Sustainable Communities and Wellbeing reported that the total fund for 2017/18 had been £55,000, with £35,761.79 remaining for allocation. This included £30,000 which the Finance and Staffing Portfolio Holder had agreed to vire from the Service Support Grant fund (minute 4 refers).

The Finance and Staffing Portfolio Holder considered each application against the accepted criteria of the scheme.

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

Name of Applicant	Project Description	Total Cost of Project (£)	Total Awarded (£)
Icklestock Festival	Start up costs for Icklestock Festival	£7,488.00	<b>£425.00</b>
South Cambs School Sport Partnership	Purchase of sports equipment	£999.99	<b>£999.99</b>
1 <sup>st</sup> Harston Scout Group	Purchase of a secure storage facility	£14,750.00	<b>£1,000</b>
Elsworth CE Primary School	Start up cost for a before & after school club	£4,000.00	<b>£1,000</b>
Cambridge Sport Lake Trust	Purchase of a 'stand up see saw' as part of the redevelopment of the play area at Milton Country Park	£898.18	<b>£898.18</b>
Cottenham Community Centre	Purchase of kitchen equipment as part of a wider upgrade	£75,000	<b>£1,000</b>
Dry Drayton Village Hall	Replacement LED lighting for the village hall	£1087.58	<b>£500</b>
Grantchester Village Hall Committee	Purchase of equipment for a computer club	£1001.39	<b>£1,000</b>

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

Name of Applicant	Project Description	Total Cost of Project (£)	Total Requested (£)	Reason for Deferral
SJ Judo Club	Purchase of judo & crash mats	£5,433.60	<b>£1,000</b>	More information required

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

Name of Applicant	Project Description	Total Cost of Project (£)	Total Requested (£)	Reason for Refusal
Over Parish Council	Purchase of signs	£1,118.90	<b>£1,000</b>	Did not meet criteria
West Wrating Parish Council	Repairs to the playground fencing	£1,408.60	<b>£1,000</b>	Did not meet criteria

#### 4. GRANTS TO THE VOLUNTARY SECTOR: 6-MONTHLY UPDATE

The Finance and Staffing Portfolio Holder considered a report on the delivery of grant programmes funded by the Council during the second six months of 2016/17.

It was noted that the closed Capital Grants programme retained a financial commitment to one project, the Hardwick Scout Group's new community building. The original grant agreement, dated 2<sup>nd</sup> November 2012, stated that the £30,000 grant should be claimed within 24 months of the date of the letter and that if it was not claimed within 3 years it may be withdrawn. On 21<sup>st</sup> June 2016 the Portfolio Holder agreed to keep the capital grant award relating to the Hardwick South and Guide Community Building 'live' for a further 12 months. No update had been received from this group since November 2016.

With reference to the open grant programmes, all recipients were being actively monitored. It was noted that all organisations receiving grant support had delivered the agreed outputs to time and to budget, achieving the objectives of the individual grant programmes. The Finance and Staffing Portfolio Holder asked to receive further information on how the Citizens Advice Bureaux were funded; in particular which other bodies provided grant funding to these organisations.

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

- (a) To approve the continued provision of grant assistance to the current grant recipients supported through the Service Support Grant fund (subject to three year funding agreements) as agreed (Leader's Portfolio Holders Meetings, 16 December 2015 and 28 January 2016);
- (b) Not to extend the deadline for the Hardwick Scout Group to spend its allocated grant;
- (c) To vire the £30,000 released as a result of not proceeding with the Hardwick Scout Group grant from the Capital Grants Programme to the Community Chest fund; and
- (d) To note the delivery of all other grant programmes within the scope of this report, as currently delivered.

## 5. TREASURY MANAGEMENT REVIEW

The Finance and Staffing Portfolio Holder received a report on the performance of the treasury management function. Regular monitoring was a requirement of the Council's Borrowing and Investment Strategy.

Risk was being managed by spreading investments across available counterparties. It was noted that the current counterparty investment limit for Ermine Street Housing was £35m. This had enabled the Council to receive higher levels of interest than were currently available from other approved parties, with minimal risk. At 31<sup>st</sup> March 2017 Ermine Street's Property portfolio and other non-current assets was valued at £24.7million, supported by loans from the Council of £24.7million. The investment limit of £35million was expected to be reached during Quarter 3 of 2017/18. If the limit was increased to £45 million, predicted cash flow could sustain lending to Ermine Street until Quarter 2 of 2018/19. At the 31 March 2017 level of investment balances, this would represent 60% of the total invested.

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

- a) To note the performance of the treasury management function; and

- b) To increase the maximum investment limit with Ermine Street Housing from £35million to £45million while retaining maximum 60% proportion of portfolio.

#### **6. WRITE OFF - SCOTIA AID**

The Finance and Staffing Portfolio Holder considered a request to write off a debt of £68,600.27 in respect of Scotia Aid - Sierra Leone SC041617. All reasonable efforts to recover the debt had been tried and had proved unsuccessful. There was no likelihood of the debt being recovered and it was considered appropriate to write it off at this time, in line with good accounting practice.

With reference to Business Rates avoidance, the Finance and Staffing Portfolio Holder suggested that the Government should be asked to consider introducing legislation to limit this and he undertook to take this up with the Member of Parliament.

The Finance and Staffing Portfolio Holder **agreed** to the write off the debt of the amount of £68,600.27 in respect of Scotia Aid - Sierra Leone SC041617.

#### **7. WRITE OFF - M PORTS LTD.**

The Finance and Staffing Portfolio Holder considered a request to write off a debt of £40,381.51 in respect of M-Ports Ltd. (Dissolved). All reasonable efforts to recover the debt had been tried and had proved unsuccessful. There was no likelihood of the debt being recovered and it was considered appropriate to write it off at this time, in line with good accounting practice.

The Finance and Staffing Portfolio Holder **agreed** to write off the debt of the amount of £40,381.51 owed by M-Ports Ltd (dissolved).

#### **8. NNDR DISCRETIONARY RELIEF POLICY**

The Finance and Staffing Portfolio Holder considered a revised policy for the granting of Discretionary Rate Relief to Business properties. The aim of the policy was to ensure that billing and collection was carried out in accordance with the law and government requirements. It would benefit and support businesses who met the criteria, whilst minimising the risk of legal challenge.

As part of the Budget announced on 8<sup>th</sup> March 2017, the Chancellor announced that the Government would establish a £300m discretionary fund over four years from 2017/18, to support those businesses that faced the steepest increases in business rates bills as a result of re-evaluation. Billing authorities were expected to use their proportion of the funding to develop a new discretionary relief scheme to deliver targeted support to the most hard-pressed ratepayers.

It was noted that the scheme was based on the funding criteria set out by Government. This formed the basis for the award criteria, which was then modelled across the Council's own rating list in order to develop a scheme that provided real benefit to the ratepayers across the district. Based on the criteria it was estimated that approximately 300 ratepayers could benefit from Revaluation Relief, with an average award of £1200.00 in 2017/18. It was also proposed to create a separate fund of £50,000 to form a Revaluation Hardship Fund. This would be used to support ratepayers in the district that fell outside of the qualifying criteria but could demonstrate hardship caused by revaluation. It was acknowledged that whilst the scheme criteria and amounts that could be awarded were



set out within the policy, every case would be considered on its merits. Therefore there may be occasions when a decision was taken to award more than the guideline amount.

Any relief under this scheme would be granted for one year only. It was not yet clear if billing authorities would be able to flex award amounts across years. Once this was clarified, officers would consider how the scheme may operate in future years.

The Finance and Staffing Portfolio Holder **approved** the "Discretionary Business Rate Relief Policy" as shown in Appendix A of the report.

## 9. LOCALISED COUNCIL TAX SUPPORT SCHEME

The Finance and Staffing Portfolio Holder reviewed the operation of the 2016/2017 and 2017/18 Localised Council Tax Support Scheme (LCTS) and considered how it should be changed to take account of the impact of Universal Credit.

The current LCTS had been in operation since April 2013 and remained almost unchanged since implementation. The general principles of the scheme, based on a maximum of 91.5% LCTS for those who were not in protected groups, remained currently viable. It was proposed to continue the scheme with some minor technical changes to allow time to evaluate the impact of the full service roll out of Universal Credit (UC), which for the majority of South Cambridgeshire residents would begin in June 2018. The roll out of UC was likely to be unpredictable and the impact on all teams would be carefully monitored during 2018/19.

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

- (a) To note the report; and
- (b) To consult on amending the current scheme with minor necessary technical changes which relate only to Universal Credit for operation in 2018/19.

## 10. REVENUES AND BENEFITS PERFORMANCE REPORT

The Finance and Staffing Portfolio Holder **received and noted** a report on the current performance of the Revenues and Benefits Section.

It was noted that at the end of the first quarter of 2017/18, the Council Tax collection rate was 34.5%, against a target of 30.7%. Net payments collected totalled £36.8m, compared to £35.8m in 2016/17. The Finance and Staffing Portfolio Holder noted sustained performance levels and asked if it was appropriate to introduce a more challenging target. In response, the Housing Benefits Manager explained that the service faced a number of challenges and maintaining performance at this level would be challenging.

In response to a request from the Finance and Staffing Portfolio Holder, the Housing Benefits Manager agreed that the collection analysis (Appendix 1) would include details of target collection rates.

The Finance and Staffing Portfolio Holder congratulated the Revenues Manager and Benefits Manager for another excellent performance report.

## 11. SICKNESS ABSENCE

The Finance and Staffing Portfolio Holder **received and noted** the quarterly monitoring report on sickness absence for the period 1<sup>st</sup> April 2017 to 30<sup>th</sup> June 2017.

The first quarter performance had shown a decrease on the previous quarter's figure. However, this still represented an increase compared to the same reporting period last year. It was however encouraging to see a reduction in absence levels or, maintenance of good attendance levels in all but one service area across the Council. The Finance and Staffing Portfolio Holder welcomed progress made.

A key area of concern was continued delays in the notification of absences and completion of return to work meetings. The report contained details of this at service level. The Finance and Staffing Portfolio Holder stressed the need to reinforce the requirement for service managers to be aware of their responsibilities for active attendance management in line with the Attendance Management policy. He indicated he would use the information on service level performance as a basis for discussion with portfolio holder colleagues.

## 12. RETENTION AND TURNOVER

The Finance and Staffing Portfolio Holder **received and noted** a report analysing the turnover of staff between 1<sup>st</sup> April 2017 and 30<sup>th</sup> June 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.

## 13. WORK PROGRAMME

The Finance and Staffing Portfolio Holder **noted** the work programme which identified items for discussion at future meetings. A report confirming proposed changes to the Localised Council Tax Support Scheme would need to be added to the agenda for the November meeting.

## 14. DATE OF NEXT MEETING

It was noted that the next meeting would take place at 6.00 p.m. on Tuesday 19<sup>th</sup> September 2017.

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**The Meeting ended  
at 8.05 p.m.**

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# Agenda Item 3



South  
Cambridgeshire  
District Council

**Report To:** Finance and Staffing Portfolio Holder  
**Lead Officer:** Director, Health and Environmental Services

17 October 2017

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## 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 amount of funding made available in the Community Chest in 2017/18 was £55,000. At the Finance & Staffing Portfolio Holder meeting on the 22 August and additional £30,000 was allocated to the fund, following the withdrawal of funding from an expired capital grant, bringing the total for 2017/18 to £85,000. The funding is allocated on a first-come first-served basis.

### **Considerations**

9. There are 11 applications for funding to be considered at this meeting. The applications were received between 1 September 2017 and 30 September 2017.

In addition there was one application received from overseas. This has not been included for consideration.

The total funding requested equals £9,121.00. The amount of funding remaining for allocation is £ 26,790.62

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).

### **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 September 2017 – 30 September 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
Cambridge Sea Cadets & Royal Marine Cadets	Community Group	Elsworth, Comberton, Cambourne & Over	Purchase of trailers	Equipment/Capital Purchase	£1,000	<b>£1,000</b>	Complete
1 <sup>st</sup> Papworth Scout Group	Community Group	Papworth Everard	Purchase of tents	Equipment/Capital Purchase	£1045.50	<b>£1,000</b>	Complete
Hatley Parish Council	Parish Council	Hatley St George & East Hatley	Website Development	Other	£1,500	<b>£500</b>	Complete
Ladybird Preschool	Community Group	Cottenham, Rampton, Histon & Willingham	Sensory Garden	Improvements to community facilities	£1,218	<b>£1,000</b>	Complete
Sing Papworth	Community Group	Papworth, Cambourne, Caxton, Hilton, Graveley, Elsworth & Eltisley	Keyboard & choir folders	Equipment/Capital Purchase	£895	<b>£895</b>	Complete
ESOL Cafe	Education Provider	Expanding Remit into South Cambs	International Women in the community – English, Exercise & First Aid Tuition	Start–up costs	£500	<b>£500</b>	Pending
Cambourne Parish Council	Parish Council	Cambourne & surrounding villages	Replacement sports equipment	Equipment/Capital Purchase	£1,654.50	<b>£827</b>	Complete
All Saints Melbourn Community Hall	Community Group	Melbourn & surrounding villages	Hall Stereo Sound System	Equipment/Capital Purchase	£399	<b>£399</b>	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
1 <sup>st</sup> Whittlesford & Duxford Scout Group	Community Group	Whittlesford, Duxford, Ickleton, Hinxtton, Thriplow & Heathfields	Purchase of pioneering poles	Equipment/Capital Purchase	£2,296	<b>£1,000</b>	Complete
Friends of Pendragon Primary School	Community Group	Papworth Everard	Purchase of picnic tables	Improvements to community facilities	£1,134	<b>£1,000</b>	Complete
Bar Hill Parish Council	Parish Council	Bar Hill	Purchase of seating & shrubs for the play area	Improvements to community facilities	£2,000	<b>£1,000</b>	Complete

**TOTAL**

**£ 9,121.00**

Total budget	=	£85,000.00
Total previously allocated	=	£58,209.38
Total remaining in budget	=	£26,790.62
Total requested	=	<b>£ 9,121.00</b>

## 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) *
<b>21 November 2017 – Full Business</b>	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		Monitoring	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	Grants to Voluntary Sector: Six monthly Update (April - September 2017).	Non-key		Monitoring	Gemma Barron / Siobhan Mellon	
	Friday 10 November	Localised Council Tax Scheme – proposed changes			Decision	Katie Brown / Dawn Graham	
<b>19 December 2017 Provisional</b>	Friday 8 December	Grants – Community Chest	Non-key		Decision	Gemma Barron	
<b>16 January 2018 (provisional)</b>	Friday 5 January	Grants – Community Chest	Non-key		Decision	Gemma Barron	
<b>20 February 2018 - Full Business</b>	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	
	Friday 9 February	NNDR local discretionary relief – Policy review			Decision	Katie Brown	
<b>20 March 2018 (provisional)</b>	Friday 9 March	Grants – Community Chest	Non-key		Decision	Gemma Barron	
<b>17 April 2018 (provisional)</b>	Friday 6 April	Grants – Community Chest	Non-key		Decision	Gemma Barron	

<b>15 May 2018 – Full Business</b>	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	
<b>19 June 2018 (provisional)</b>	Friday 8 June	Grants – Community Chest	Non-key		Decision	Gemma Barron	
<b>17 July 2018 (provisional)</b>	Friday 6 July	Grants – Community Chest	Non-key		Decision	Gemma Barron	

<b>21 August 2018 – Full Business (to be confirmed)</b>	Friday 10 August	Write offs	Key	1	Decision	Katie Brown	
	Friday 10 August	Treasury Management quarterly review	Non-key		Monitoring	Dan Hasler	
	Friday 10 August	Localised Council Tax Support Scheme	Non-key		Recn to Council in Jan 2019 or decn to consult and refer to Cabinet in Sep / Nov 2018 to rec to Council	Dawn Graham	
	Friday 10 August	Quarterly Reports on Sickness and Leavers	Non-key		Monitoring	Susan Gardner-Craig / Helen Cornwell	
	Friday 10 August	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham	
	Friday 10 August	Grants – Community Chest	Non-key		Decision	Gemma Barron	
	Friday 10 August	Grants to Voluntary Sector			Monitoring	Gemma Barron	

<b>18 September 2018 (provisional)</b>	Friday 7 September	Grants – Community Chest	Non-key		Decision	Gemma Barron	
<b>Tuesday 16 October 2018 (provisional)</b>	Friday 5 October	Grants – Community Chest	Non-key		Decision	Gemma Barron	

### 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.