

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) *
16 January 2018 (provisional)	Friday 5 January	Grants – Community Chest	Non-key		Decision	Gemma Barron	
20 February 2018 - Full Business	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	People and Organisational Development Strategy refresh	Non-key		Decision	Susan Gardner-Craig	
	Friday 9 February	NNDR local discretionary relief – Policy review			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 – Full Business	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	Gemma Barron	
17 July 2018 (provisional)	Friday 6 July	Grants – Community Chest	Non-key		Decision	Gemma Barron	
21 August 2018 – Full Business (to be confirmed)	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	
18 September 2018 (provisional)	Friday 7 September	Grants – Community Chest	Non-key		Decision	Gemma Barron	

Tuesday 16 October 2018 (provisional)	Friday 5 October	Grants – Community Chest	Non-key		Decision	Gemma Barron	
20 November 2018	Friday 9 November	Community Chest			Decision	Gemma Barron	
	Friday 9 November	Grants to Voluntary Sector – 6-month report			Monitoring	Gemma Barron	
	Friday 9 November	Write offs	Key		Decision	Katie Brown	
	Friday 9 November	Treasury Management			Monitoring	Dan Hasler	
	Friday 9 November	Performance – Revenues and Benefits			Monitoring	Katie Brown / Dawn Graham	
	Friday 9 November	Quarterly report on Sickness absence			Monitoring	Susan Gardner Craig	

	Friday 9 November	Quarterly report on staff turnover			Monitoring	Susan Gardner Craig	
11 December 2018 (or 18th?)	Friday 30 November (or 7 December)	Community Chest			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.