

## Finance and Staffing Portfolio Holder – Work Plan 2015-16

Date of meeting	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
<b>20 October 2015</b> <b>Reports to Democratic Services Officer by 5pm on Fri 9 October</b>	Write offs	Key	1	Decision	Katie Brown
	Treasury Management quarterly review	Non-key		Monitoring	Sally Smart
	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham
	Rural Settlements List	Key	2	Decision	Katie Brown
<b>19 January 2016</b> <b>Reports to Democratic Services Officer by 5pm on Fri 8 January</b>	Write offs	Key	1	Decision	Katie Brown
	Treasury Management quarterly review	Non-key		Monitoring	Sally Smart
	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham

<b>19 April 2016</b> <b>Reports to Democratic Services Officer by 5pm on Fri 8 April</b>					
<b>19 July 2016</b> <b>Reports to Democratic Services Officer by 5pm on Fri 8 July</b>					

### 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)).