



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Date: WEDNESDAY 16 JULY 2014

Time: 7.30 PM

Venue: COMMITTEE ROOM 5 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

Councillors on the Committee

Richard Lewis (Chairman)
Richard Mills (Vice-Chairman)
Robin Sansarpuri (Labour Lead)
Wayne Bridges
Tony Burles
Nick Denys
Narinder Garg
Raymond Graham
Carol Melvin

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Published: 8 July 2014

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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=2114&Ver=4>

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About this Committee

This Policy Overview Committee (POC) will undertake reviews in the areas covered by the Administration and Finance Directorates and can establish a working party (with another POC if desired) to undertake reviews if, for example, a topic is cross-cutting.

This Policy Overview Committee will consider and comment on budget and service plan proposals for the Administration and Finance Directorates.

The Cabinet Forward Plan is a standing item on the Committee's agenda.

The Committee will not consider call-ins of Executive decisions or investigate individual complaints about the Council's services.

To perform the policy overview role outlined above in relation to the following matters:

1. Democratic Services
2. Localism
3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
4. Capital programme, property, construction & facilities management
5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety
18. Any functions not included within the remit of the other Policy Overview Committees
19. Cross-cutting reviews that cover the remit of other Committees

Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of Meeting held on 26 June 2014 (**Pages 1-2**)
- 4 Exclusion of Press and Public
To confirm the items of business marked Part I will be considered in public and that items marked Part II will be considered in private.
- 5 Budget Planning Report for Administration and Finance Directorates (**Pages 3-6**)
- 6 Major Review - Council's Corporate Complaints Procedure (**Pages 7-12**)
- 7 Work Programme (**Pages 13-16**)
- 8 Forward Plan (**Pages 17-22**)

Minutes

Corporate Services and Partnerships Policy

Overview Committee

Thursday 26 June 2014

Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge UB8 1UW



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	<p>Members Present: Councillors Richard Lewis (Chairman), Richard Mills (Vice-Chairman), Wayne Bridges, Tony Burles, Nick Denys, Narinder Garg, Raymond Graham, Carol Melvin, and Robin Sansarpuri.</p> <p>Officers: Khalid Ahmed (Democratic Services Manager).</p>	
<p>3.</p>	<p>MINUTES OF THE MEETINGS HELD ON 13 MARCH 2014 AND 5 JUNE 2014</p> <p>Agreed as accurate records.</p>	
<p>4.</p>	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>	
<p>5.</p>	<p>REVIEW TOPICS FOR 2014/15</p> <p>Discussion took place on possible review topics for the Committee for the forthcoming Municipal Year.</p> <p>The Chairman of the Committee informed Members of two areas which would be interesting areas for reviews; the Council's Corporate Complaints Procedure and Members' Enquiries. Both topics would enable Members to examine the effectiveness of both these important areas and to propose any improvements or enhancements to the processes, to improve the service to residents.</p> <p>Reference was made to the area of Enforcement and anti-fraud activities which was within the Committee's remit and discussion took place on a possible review around Public Sector Fraud. Members were informed that this was topical with the Audit Commission reporting that Public Sector Fraud had increased by 20% in the last two years. Areas included the sub-letting of Council homes, abuse of the 'Single Person' Council Tax Discount, the underperformance of contractors etc.</p> <p>The Chairman asked that officers assess the appropriateness of these suggested review areas and that after consultation with the Chairman, a draft scoping report and background paper be prepared for the next meeting on the Committee's first review.</p>	<p>Action By:</p>

	<p>The Committee agreed that for the Municipal Year two major reviews be undertaken, together with, if appropriate, two single meeting reviews.</p> <p>RESOLVED –</p> <p>1. That the report be noted and officers be asked to submit a draft scoping report and a background paper on the Committee's first review topic, after consulting with the Chairman.</p> <p>2. That consideration of the Committee's second review topic be discussed later in the Municipal Year, together with topics for single meeting reviews.</p>	<p>Action By:</p> <p>Khalid Ahmed</p> <p>Khalid Ahmed</p>
6.	<p>WORK PROGRAMME 2014/15</p> <p>Noted. The Committee asked that the July meeting be re-arranged to enable the Chairman to be in attendance.</p> <p>The Committee agreed that for the next meeting a presentation be given on the agreed review topic.</p>	<p>Khalid Ahmed</p>
7.	<p>APPOINTMENT TO HILLINGDON SAFER NEIGHBOURHOOD BOARD</p> <p>It was noted that at the Council meeting on 5 June 2014 that Councillors Richard Mills and John Riley had been appointed to the Hillingdon Safer Neighbourhood Board.</p>	
8.	<p>CABINET FORWARD PLAN</p> <p>Noted.</p>	
	<p>Meeting commenced at 7.30pm and closed at 8.00pm Next meeting: 16 July 2014 at 7.30pm</p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. These minutes are circulated to Councillors, Officers, the Press and Members of the Public.

BUDGET PLANNING REPORT FOR ADMINISTRATION AND FINANCE 2015/16

Contact Officer: Bharat Jashapara
Telephone: 01895 277762

REASON FOR ITEM

This is the first opportunity for the Policy Overview Committee to discuss the current stage of development of budget planning work with regard to Administration and Finance. Within the context of the Council's overall financial position, this paper sets out the main financial issues facing the Group's services and the work being undertaken to respond to them. This paper gives a strategic context in which the detailed proposals to be discussed at Policy Overview Committee meetings in January 2015 will need to be considered.

OPTIONS AVAILABLE TO THE COMMITTEE

It is recommended that the Committee notes the development of the financial planning process undertaken to date, and comments as appropriate on the response to the issues being developed by the Group.

INFORMATION

- 1 This is the first of two opportunities within the planning cycle for the Policy Overview Committee to consider issues relating to budget planning for 2015/16. The focus of this report is the major issues that have been identified through the service and financial planning process for Administration and Finance. The report to be considered in January 2015 will set out the detailed budget proposals for the Group, those proposals having been included in the report to Cabinet on the Medium Term Financial Forecast (MTFF) on 18 December 2014.

Corporate Summary

- 2 While the focus of the discussion for the Policy Overview Committee should be the specific services within its remit, it is important that this discussion is conducted in the context of the overall corporate financial position.
- 3 The budget report to Council in February 2014 identified the savings requirement for 2015/16 as £20.3m and work is currently underway to refresh this figure. The finance settlement announced in December 2013 was only for the year 2014/15, although indicative figures for 2015/16 were released. However, until the final Corporate Services & Partnerships Policy Overview Committee - 16 July 2014

Part I – Members, Public and Press

settlement is announced towards the end of the year the final funding position will not be clarified.

- 4 In addition, there is significant other uncertainty within the budget for next year from increasing demographic pressures; from ongoing welfare reforms and from the impact of the introduction of the Better Care Fund and the Care Act.
 - The Better Care Fund (BCF) which Spending Round 2013 announced for introduction in 2015/16 will present an additional risk to be managed. This will see existing transfers from the NHS pooled with other Department of Health resources to create a national fund at £3,800m to support integrated working between the health and local government sectors. Hillingdon's share of this funding in 2015/16 is estimated at £17,991k, which will be managed through a section 75 pooling agreement. A provision of £1,000k per annum has been included in the Development and Risk Contingency to cover the risk of funding being insufficient to cover any new burdens transferring to the Council from 2015/16.
 - The Care Act 2014 impacts on adult social care funding arrangements, which includes the introduction of capped care costs and increased deferred payment arrangements. However, significant new burdens funding is expected in the medium-term. Local analysis will be completed over the coming months and any impacts managed through the 2015/16 MTFF cycle.
- 5 Alongside this, any other emerging pressures which arise throughout this financial year will have to be provided for in next year's budget. The budget gap will be monitored throughout the year and the budget strategy adjusted accordingly to ensure that a balanced budget for 2015/16 can be set.

Strategy to deal with the budget gap

- 6 The Council remains strongly placed to deal with the challenges ahead. We have a good track record of coming in or under budget each year and have accumulated balances of £35.9m by the end of 2013/14. We have a well established HIP programme that has helped steer the Council from a position of having low balances to one of having healthy balances at the same time as dealing with significant external challenges. This has been enhanced by the development of the BID programme as the main vehicle for delivering the fundamental changes required to the Council's structure and ways of working in order to address the reductions in funding going forward.

MTFF process update

- 7 The timetable for the budget process was refreshed in February 2014 and the first MTFF sessions with Groups took place during late June to review the detailed budget proposals developed by each group. Progress on the development and Corporate Services & Partnerships Policy Overview Committee - 16 July 2014

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delivery of these proposals will be monitored monthly by CMT and the Leader of the Council throughout the remainder of the year.

Timetable for 2015/16 Budget

8 The broad timetable is as follows:

Process	Timetable
Monthly BTB updates (March 14 to Feb 15)	Monthly
Initial discussion with the Leader	March
Subjective review of non-staffing expenditure	March - June
Analytical review of 2013/14 outturn	April - June
Completion of salary base budget reviews	June
Review of Budgets at Cost Centre level	May - July
CMT discussion on options to address 15/16 gap	April
MTFF Review – 1st Challenge Sessions	June
Initial Draft MTFF Report to Leader	End July
POC Meetings – Context of 2014/15 Budgets	July
MTFF Review – 2 nd Challenge Session	Sept/Early October
Second Draft MTFF Report to Leader	November
Joint CMT and Cabinet Awayday	November
Draft Local Government Finance Settlement	December
Draft MTFF reported to Cabinet	December
POC review of draft Group Plans and budget proposals	January
Council Tax setting	February

Budget Planning in Administration and Finance

Summary of Key Financial Issues

- 9 Administration and Finance were given a savings target for 2014/15 of £1.539m (which include the full year effect of 2012/13 savings of £142k) and are well on track to deliver this amount. The bulk of the savings identified were implemented in 2013/14 which contributed to a significant underspend of £1.021m at the year end and has also resulted in £1.435m of the savings target of £1.539m being banked at this early stage in the 2014/15 financial year. These proposals included restructures within Procurement, Revenue & Benefits and Policy, Performance & Partnerships and reflect efficiency savings from aligning Public Health responsibilities and objectives within Administration & Finance.
- 10 For Central Services for 2015/16, outline proposals have been developed and have been reviewed as part of the MTFF process. Extensive reviews of budgets have been undertaken and meetings held with Heads of Service to review service areas,
- Corporate Services & Partnerships Policy Overview Committee - 16 July 2014

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with specific regard to ensuring appropriate staffing structures and income streams.

- 11 Budgets continue to be closely monitored throughout the year to ensure that any expenditure is appropriate and essential and that robust controls are in place to challenge spend and ensure value for money continues to be achieved.

Next Steps

- 12 The Medium Term Financial Forecast setting out the draft revenue budget and capital programme will be considered by Cabinet on 18 December 2014 and issued for consultation during the remainder of December 2014 and January 2015. This will include detailed consideration by each of the Policy Overview Committees of the proposals relating to their respective services.

SUGGESTED COMMITTEE ACTIVITY

To consider whether there are suggestions or comments the Committee wish to make.

BACKGROUND PAPERS

The Council's Budget: General Fund Revenue Budget and Capital Programme 2014/15 – reports to Cabinet 13 February 2014 and Council 20 February 2014.

Agenda Item 6

COPROPRATE SERVICES & PARTNERSHIPS POC - MAJOR REVIEW - COUNCIL'S CORPORATE COMPLAINTS PROCEDURE

Contact Officers: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To enable the Committee to agree the scoping report for the review and to receive background information and a presentation on the topic.

OPTIONS OPEN TO THE COMMITTEE

The Committee is asked to note the draft scoping report (to follow) and the information provided on the review topic.

BACKGROUND

1. At the last meeting of the Committee discussion took place on topics for the Committee's first major review of this Municipal Year. After further discussions with the Chairman, in consultation with officers, it was agreed that the first major review should be on the Council's Corporate Complaints Procedure.
2. There are three complaint procedures that operate within this Council.
 - Complaints made by children or on their behalf are governed by the Children Act 1989, Representations Procedure (England) Regulations 2006 (Statutory Instrument 2006 No. 1738).
 - Adults' services complaints are managed in line with the 'The Local Authority Social Services and National Health Service Complaints (England) Regulations 2009'
 - All other complaints are dealt with under the Corporate Complaints Procedure.
3. The first two complaint procedures are set by statute and the Council is required to follow legislation with little scope for doing otherwise. However, the Corporate Complaints is different because it is agreed locally and it is this procedure which Members will be considering as part of their review. The Corporate Complaints Procedure currently operates as follows;
 - Informal Complaints (Service requests)
 - Stage 1 – Response from the Head of Service or Deputy Director
 - Stage 2 – response from the relevant Corporate Director
 - Stage 3 – response from the Chief Executive of the Council
 - Stage 4 - Designated Person for the Council (**for housing complaints only**)

- Housing Ombudsman for Housing complaints with all other complaints being directed to the Local Government Ombudsman.
4. All Service areas within the Council, except those mentioned in paragraph 2 are covered by the Corporate Complaints Procedure. The Council is required to publish annual complaint reports which are first presented to the relevant Policy Overview Committee. For Children and Education Services, this is the Children's, Young People and Learning POC and for Housing and Adult Social Care this is the Social Services Housing and Public Health POC. The 2013/14 reports are due to be presented to both POC's in September and a snapshot of some of the statistics detailed in the reports will be reported orally to the Committee during the review.

PAPERS WITH REPORT

APPENDIX A - Corporate Complaints Procedure



HILLINGDON
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Corporate Complaints Procedure

Updated 22 July 2013

The Corporate Complaints Procedure

The Council is committed to putting people at the centre of everything we do and we aim to provide the best possible service. However, we know that sometimes things can go wrong. If you are not happy with the service you have received from the Council then please tell us so that we can, where possible, sort out the problem.

Our Complaints Procedure operates as follows:

Informal Complaint

We will try to resolve enquiries/concerns as quickly as possible by discussing the problem with you. If we can solve the problem at this stage we will do so. Please contact the service you are dissatisfied with directly, or through the appropriate Complaints Team.

Stage 1

We hope to resolve all complaints at Stage 1, please tell us what the problem is and what you would like us to do about it. We will write to you with our response within 10 working days.

We will acknowledge your complaint within 3 working days of receipt and tell you who is looking into it. We aim to give you a full reply within 10 working days and if we cannot finish our investigation in time, we will let you know.

Stage 2

If you are not happy with the outcome of your complaint at Stage 1, you can ask for your complaint to be reviewed. You will need to say why you are dissatisfied with the response at Stage 1 and what further action you expect.

We will acknowledge the complaint within 3 working days of receipt and tell you who is looking into it. We aim to give you a full reply within 10 working days and if we cannot finish our investigation in time, we will let you know.

Stage 3

If you are not happy with our response at Stage 2, you can ask the Chief Executive to look at your complaint. Just let the appropriate Complaints Team know that you want to do this and why.

The Chief Executive will acknowledge the complaint within 3 working days of receipt and will then review the previous decisions and decide if they were fair and reasonable. You should receive a response to your complaint within 15 working days. If we cannot complete it on time, we will let you know.

Taking your complaint further

If your complaint is about Housing management matters, (but NOT Lettings) please see section 1 below. For all other matters see section 2.

Section One - Designated Person and Housing Ombudsman

If your complaint is about a tenancy, leasehold, or other housing management issue, there are two further steps

Step 1 Designated person for local resolution

To promote complaints being resolved before involving the Housing Ombudsman, from April 2013, Registered Housing Providers complaints should be addressed to a 'designated person'. This can be your Councillor, MP or a Tenant Panel recognised by the Council. They will decide whether to consider the complaint and help resolve it, and they will talk to you about the issues and try to find a solution. If they do not feel that they can resolve it, they may refer the complaint to the Ombudsman. In any event, if 8 weeks elapse after your request to the designated person, you can go direct to the Housing Ombudsman

Step 2 Housing Ombudsman

The Housing Ombudsman Service is set up by law to look at complaints about registered providers of social housing and their service is free, independent and impartial. They will expect to see that the designate person step has been taken before taking on your complaint. The contact details of the Housing Ombudsman are:

Housing Ombudsman Service,
81 Aldwych,
London
WC2B 4HN.

Telephone 0300 111 3000
Fax 020 7831 1942
Email info@housing-ombudsman.org.uk

Section 2 - Local Government Ombudsman

If your complaint is about any other Council service, and you feel we have treated you unfairly, you can complain to the Local Government Ombudsman. The Ombudsman is an independent watchdog which makes sure that all councils act fairly and follow their own policies and procedures. The Ombudsman will usually only consider your complaint following the Chief Executive's review at stage 3.

You can contact the Local Government Ombudsman at:
Local Government Ombudsman
PO Box 4771
Coventry
CV4 0EH

Telephone: 0300 061 0614 (Mon-Fri 8.30am to 5pm)
Text: 0762 480 4299
Online: [Local Government Ombudsman's Online Complaint Form](#)

1. The purpose of this document is to provide a comprehensive overview of the current status of the project and to identify the key challenges that must be addressed in order to ensure successful completion.

2.1. Project Overview

The project is currently in the planning phase, with the primary objective of developing a robust and scalable system architecture. The initial scope includes the design and implementation of the core data management and processing components. Key milestones have been established, and the project team is actively engaged in the procurement of necessary hardware and software resources. The timeline for the initial phase is expected to be completed by the end of the quarter.

2.2. Key Challenges

Several key challenges have been identified that could potentially impact the project's progress. These include limited resources, particularly in the area of specialized personnel, and the need for more detailed requirements gathering. Additionally, the complexity of the system architecture requires a high level of coordination and communication among all stakeholders. Addressing these challenges will be critical to the project's success.

2.3. Recommendations

Based on the current findings, the following recommendations are proposed: First, a dedicated resource should be assigned to manage the procurement process to ensure timely delivery of equipment. Second, a more thorough requirements analysis should be conducted to clarify the project's scope and objectives. Finally, regular communication and reporting mechanisms should be established to maintain transparency and accountability throughout the project lifecycle.

2.4. Conclusion

In conclusion, the project is progressing as planned, but the identified challenges must be proactively managed. By implementing the recommended actions, the project team can mitigate risks and ensure the timely and successful completion of the project. The next steps involve finalizing the project plan and initiating the development phase.

Agenda Item 7

WORK PROGRAMME 2014/15

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

INFORMATION

All meetings to start at 7.30pm

Meetings	Room
26 June 2014	CR 6
16 July 2014	CR 5
16 September 2014	CR 4
14 October 2014	CR 4
11 November 2014	CR 5
8 January 2015	CR 5
3 February 2015	CR 5
12 March 2015	CR 6
28 April 2015	CR 5

Corporate Services & Partnerships Policy Overview Committee

2014/15 DRAFT Work Programme

Meeting Date	Item
26 June 2014	Corporate Services & Partnerships Policy Overview Committee Possible Review Topics 2014/15
	Work programme for 2014/15
	Cabinet Forward Plan

16 July 2014	Budget Planning Report for Administration and Finance Directorates
	Scoping Report for next Major Review and presentation
	Work Programme
	Cabinet Forward Plan

16 September 2014	Major Review - Witness Session
	Single Meeting Review
	Cabinet Forward Plan
	Work Programme

14 October 2014	Major Review - Witness Session and consideration of draft recommendations
	Implementation of recommendations of preview POC reviews
	Cabinet Forward Plan
	Work Programme

11 November 2014	Major Review - Draft Final Report
	Scoping Report for Second Major Review and presentation
	Cabinet Forward Plan
	Possible Second Review Topics

	Work Programme
8 January 2015	Budget Proposals Report for 2015/16
	Witness Session
	Cabinet Forward Plan
	Work Programme
3 February 2015	Witness Session for Second Review
	Single Meeting Review
	Cabinet Forward Plan
	Work Programme
12 March 2015	Witness Session for Second Review
	Cabinet Forward Plan
	Work Programme
29 April 2014	Cabinet Forward Plan
	Work Programme

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Agenda Item 8

Cabinet Forward Plan

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The Committee is required to consider the Forward Plan and provide Cabinet with any comments it wishes to make before the decision is taken.

OPTIONS OPEN TO THE COMMITTEE

1. Decide to comment on any items coming before Cabinet
2. Decide not to comment on any items coming before Cabinet

INFORMATION

1. The Forward Plan is updated on the 15th of each month. An edited version to include only items relevant to the Committee's remit is attached below. The full version can be found on the front page of the 'Members' Desk' under 'Useful Links'.
2. The Forward Plan attached has not been updated since the last meeting of the Committee held on 26 June. However, an updated version of the Forward Plan published on 15 July will be distributed on the evening of the POC meeting.

SUGGESTED COMMITTEE ACTIVITY

1. Members decide whether to examine any of the reports listed on the Forward Plan at a future meeting.

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Cabinet - 24 July 2014

010	Award of Contract: Young People Housing Advice and Support Services	Approval from Cabinet will be sought to award the contract for the provision of Young People's Housing Advice and Support Services for a three year term from 1st October 2014.	All		Cllr David Simmonds	FD - Richard Robbins / Sam Taylor	Service Users, Corporate Consultees	NEW	Private (3)
015	Purchase of Carbon Allowances	Phase I of the Carbon Reduction Committee Energy Efficiency Scheme ended on 31st March 2014. Approval is sought for the purchase of Carbon Allowances for the final compliance year of the phase 2013-14.	N/A		Cllr Jonathan Bianco	RS - Richard Coomber		NEW	
012	Government Procurement Cards - Approval of Contract	Approval from Cabinet will be sought to award the contract for the provision of our Government Procurement Card (GPC) in use by Council employees conducting Council business.	N/A		Cllr Scott Seaman-Digby	FD - Tracy Tully	Corporate consultees		Private (3)
013	Provision of Agency & Temporary Worker Resources	Cabinet will be asked to make the necessary procurement decisions with regard to the provision of agency and temporary workers.	N/A		Cllr Scott Seaman-Digby	AD - Mike Talbot / Sue McNeill	Corporate consultees		Private (3)

Cabinet Member Decisions - July 2014

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various	All	AD - Democratic Services	Various
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> August 2014

No Cabinet is currently scheduled during August 2014

SI	Interim Cabinet-level decisions	During the intervening summer period where there is no Cabinet meeting scheduled, the Leader of the Council may be granted delegated authority to make a wide variety of key and non-key financial, policy, contractual decisions, which would otherwise be reserved constitutionally to the Cabinet. This will provide for continuity of executive decision-making, if and when required. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. A fuller notice period for any key decisions to be taken will be given, where practicably possible.	Various	Clir Ray Puddifoot MBE	AD - Democratic Services	Various	Possibly Private (1,2,3)
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Cabinet Member Decisions - August 2014

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various	All	AD - Democratic Services	Various
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Cabinet meeting - 25 September 2014

SI	Topic	Description	Various	Cllr David Simmonds & Cllr Jonathan Bianco	RS - David Murnaghan	Corporate consultees	Public / Private (3)
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various	Cllr David Simmonds & Cllr Jonathan Bianco	RS - Murnaghan	Corporate consultees	Public / Private (3)
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All	Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington		Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All	Cllr Jonathan Bianco	FD - Paul Whaymand		
SI	Reports from Policy Overview & Scrutiny Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC	TBC	AD - Democratic Services		
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All	Cllr Keith Burrows	RS - Jales Tippell / Vanessa Scott		
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting a long leases to schools who wish to convert to Academy Status.	Various	Cllr Jonathan Bianco	RS - Michael Patterson		Private (3)