



FINANCE AND GOVERNANCE CABINET ADVISORY BOARD WORK PROGRAMME

June 2018 - March 2019

This work programme sets out the decisions that will be brought to the Cabinet Advisory Board for consultation before the decision is made at the relevant Cabinet meeting. The work programme is linked to the Forward Plan which is updated on a continuous basis.

Further details regarding decisions to be made, or decisions that have been made, including information on consultations and background documents, can be obtained via the Council's website at <http://democracy.tunbridgewells.gov.uk/mgDelegatedDecisions.aspx?bcr=1>

If you have any questions regarding the Council's decision making process please contact Democratic Services at committee@tunbridgewells.gov.uk

| Advisory Board | Date of Decision by Cabinet | Report Title, Summary and Ward | Consultation Details | Background papers/materials | Relevant Officer | Portfolio Holder |
|---|-----------------------------|--|--|-----------------------------|--|-----------------------|
| Leader of the Council – Councillor Jukes | | | | | | |
| 10/07/18 | 02/08/18 | Property Transaction Report: January - June 2018 This report informs Cabinet of the property transactions completed under delegated authority between 1 January 2018 and 30 June 2018. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | John Antoniadis, Acting Property and Estates Manager | Leader of the Council |
| 21/08/18 | 13/09/18 | Performance Summary: Quarter 1 To review an outline of the Council's performance against key strategic indicators. Measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of June 2018. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Jane Clarke, Head of Policy and Governance | Leader of the Council |
| 13/11/18 | 06/12/18 | Performance Summary: Quarter 2 To review an outline of the Council's performance against key strategic indicators. Measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of September 2018. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Jane Clarke, Head of Policy and Governance | Leader of the Council |
| 13/11/18 | 06/12/18 | Complaints Summary: Quarter 1 and 2 A review of the complaints received under the Council's complaints procedure between 1 April | The relevant Cabinet Advisory Board will be consulted. | | Jane Clarke, Head of Policy and Governance | Leader of the Council |

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| | | 2018 and 30 September 2018. <i>All Wards</i> | | | | |
| 13/11/18 | 06/12/18 | Draft Asset Management Plan 2019/20 For the Cabinet to set its recommendations for the Asset Management Plan and to consult on proposed changes. <i>All Wards</i> | Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted. | | John Antoniadis, Acting Property and Estates Manager | Leader of the Council |
| 15/01/19 | 07/02/19 | Property Transaction Report: July - December 2018 This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2018 and 31 December 2018. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).</i> <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | John Antoniadis, Acting Property and Estates Manager | Leader of the Council |
| 15/01/19 | 07/02/19 | *Asset Management Plan 2019/20 To recommend to Full Council the revised Asset Management Plan following public consultation. <i>All Wards</i> | Public consultation January 2019. The relevant Cabinet Advisory Board will be consulted. | | John Antoniadis, Acting Property and Estates Manager | Leader of the Council |
| 12/02/19 | 07/03/19 | Performance Summary: Quarter 3 To review an outline of the Council's performance against key strategic indicators. Measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of December 2018. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Jane Clarke, Head of Policy and Governance | Leader of the Council |

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| Finance and Governance Portfolio – Councillor Reilly | | | | | | |
| 10/07/18 | 02/08/18 | Draft Council Tax Reduction Scheme 2019/20 To note the progress that has been made on the review of the scheme (jointly commissioned with other Kent authorities) and provide options for public consultation on the scheme for 2019/20. <i>All Wards</i> | Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted. | | Sheila Coburn, Head of Revenues and Benefits | Portfolio Holder for Finance and Governance |
| 10/07/18 | 02/08/18 | Budget Projection and Strategy 2019/20 To consider proposals for the draft budget. (Stage 1 of 4 in setting the forthcoming year's budget.) <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | Portfolio Holder for Finance and Governance |
| 21/08/18 | 13/09/18 | Revenue Management Report: Quarter 1 To receive the financial position as at the end of June 2018. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Jane Fineman, Head of Finance and Procurement | Portfolio Holder for Finance and Governance |
| 21/08/18 | 13/09/18 | Capital Management Report: Quarter 1 To receive the financial position as at the end of June 2018. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Jane Fineman, Head of Finance and Procurement | Portfolio Holder for Finance and Governance |
| 21/08/18 | 13/09/18 | Treasury and Prudential Indicator Management Report: Quarter 1 To receive the financial position as at the end of June 2018. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Jane Fineman, Head of Finance and Procurement | Portfolio Holder for Finance and Governance |
| 21/08/18 | 13/09/18 | Debt Recovery Policy Policy for the recovery of Council Tax and Business Rate debts. | The relevant Cabinet Advisory Board will be consulted. | | Sheila Coburn, Head of Revenues and | Portfolio Holder for Finance and Governance |

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| | | <i>All Wards</i> | | | Benefits | |
| 02/10/18 | 25/10/18 | Budget Update 2019/20 To consider an update on the Budget and the current financial position of the Council. (Stage 2 of 4 in setting the forthcoming year's budget.) <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | Portfolio Holder for Finance and Governance |
| 02/10/18 | 25/10/18 | *Council Tax Reduction Scheme 2019/20 To recommend to Full Council potential changes to the Council Tax Reduction Scheme for 2019/20 following public consultation. <i>All Wards</i> | Public consultation July/August 2019. The relevant Cabinet Advisory Board will be consulted. | | Sheila Coburn, Head of Revenues and Benefits | Portfolio Holder for Finance and Governance |
| 13/11/18 | 22/11/18 | Fees and Charges Setting 2019/20 To consider and agree the fees and charges set by the Council. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | Portfolio Holder for Finance and Governance |
| 13/11/18 | 06/12/18 | Revenue Management Report: Quarter 2 To receive the financial position as at the end of September 2018. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Jane Fineman, Head of Finance and Procurement | Portfolio Holder for Finance and Governance |
| 13/11/18 | 06/12/18 | Capital Management Report: Quarter 2 To receive the financial position as at the end of September 2018. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Jane Fineman, Head of Finance and Procurement | Portfolio Holder for Finance and Governance |
| 13/11/18 | 06/12/18 | Treasury and Prudential Indicator Management Report: Quarter 2 To receive the financial position as at the end of September 2018. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Jane Fineman, Head of Finance and Procurement | Portfolio Holder for Finance and Governance |

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| 13/11/18 | 06/12/18 | Calculation of Council Tax Base To consider proposals for setting the Council Tax and Business Rate Tax Base for 2019/20. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | Portfolio Holder for Finance and Governance |
| 13/11/18 | 06/12/18 | Draft Budget 2019/20 and Draft Medium Term Financial Strategy Update To consult on proposals for the Budget 2019/20 and Medium Term Financial Strategy. (Stage 3 of 4 in setting the forthcoming year's budget.) <i>All Wards</i> | Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted. | | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | Portfolio Holder for Finance and Governance |
| 15/01/19 | 07/02/19 | *Budget 2019/20 and Medium Term Financial Strategy To recommend to Full Council the Council's budget for 2019/20 and the revised Medium Term Financial Strategy following public consultation. (Stage 4 of 4 in setting the forthcoming year's budget.) <i>All Wards</i> | Public consultation January 2019. The relevant Cabinet Advisory Board will be consulted. | | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | Portfolio Holder for Finance and Governance |
| 15/01/19 | 07/02/19 | *Treasury Management Policy and Strategy To recommend to Full Council the Treasury Management Policy and Strategy to set the parameters and key information regarding the Council's treasury activity, with specific regards to investments and cash flow. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | Portfolio Holder for Finance and Governance |
| 12/02/19 | 07/03/19 | Revenue Management Report: Quarter 3 To receive the financial position as at the end of December 2018. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Jane Fineman, Head of Finance and Procurement | Portfolio Holder for Finance and Governance |
| 12/02/19 | 07/03/19 | Capital Management Report: Quarter 3 To receive the financial position as at the end of December 2018. | The relevant Cabinet Advisory Board will be consulted. | | Jane Fineman, Head of Finance and Procurement | Portfolio Holder for Finance and Governance |

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| 12/02/19 | 07/03/19 | Treasury and Prudential Indicator Management Report: Quarter 3 To receive the financial position as at the end of December 2018. <i>All Wards</i> | The relevant Cabinet Advisory Board will be consulted. | | Jane Fineman, Head of Finance and Procurement | Portfolio Holder for Finance and Governance |