



Civic Centre,  
Arnot Hill Park,  
Arnold,  
Nottinghamshire,  
NG5 6LU

# Agenda

## Cabinet

Date: **Thursday 24 September 2015**

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Time: **12.30 pm**

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Place: **Reception Room**

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For any further information please contact:

**Lyndsey Parnell**

Senior Elections and Members' Services Officer

0115 901 3910

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# Cabinet

## Membership

**Chair** Councillor John Clarke

**Vice-Chair** Councillor Michael Payne

Councillor Peter Barnes  
Councillor David Ellis  
Councillor Kathryn Fox  
Councillor Jenny Hollingsworth  
Councillor Henry Wheeler

**Observers:** Councillor Chris Barnfather

## **AGENDA**

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- 2 To approve, as a correct record, the minutes of the meeting held on 30 July 2015.** 5 - 10
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Report of the Corporate Director.
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- 6 Recording of Meetings.** To Follow  
  
Report of the Service Manager, Elections and Members' Services.
- 7 Forward Plan** 21 - 26  
  
Report of the Service Manager Elections and Members' Services.
- 8 Progress Reports from Portfolio Holders.**
- 9 Member's Questions to Portfolio Holders.**
- 10 Any other items the Chair considers urgent.**

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## MINUTES CABINET

Thursday 30 July 2015

Councillor John Clarke (Chair)

Councillor Peter Barnes  
Councillor David Ellis

Councillor Jenny Hollingsworth  
Councillor Henry Wheeler

Observers: Councillor Bruce Andrews

Absent: Councillor Michael Payne, Councillor Kathryn Fox  
and Councillor Chris Barnfather

Officers in Attendance: J Robinson, H Barrington, S Healey, L Juby,  
C Mckenzie, V Rimmington, D Wakelin and  
A Dubberley

### 11 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors Fox and Payne and Councillor Barnfather (observer). Councillor Andrews attended as substitute observer.

### 12 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 25 JUNE 2015.

#### RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

### 13 DECLARATION OF INTERESTS.

None

### 14 QUARTERLY BUDGET MONITORING, PERFORMANCE DIGEST & VIREMENT REPORT

The Chief Executive introduced a report, which had been circulated prior to the meeting, updating Cabinet on the likely outturn of the Revenue and Capital Budgets for the 2015/2016 financial year.

It was noted that performance information for the same period would be reported to the September meeting of Cabinet.

**RESOLVED to:**

- 1) Approve the General Fund Revenue Budget virements included within Appendix 1 of the report;
- 2) Approve the changes to the Capital Programme included in paragraph 2.2.3 of the report;
- 3) Note the virements and transfers to/from reserves and funds during the last quarter as detailed in appendices 3 and 4 to the report.

**15 PRUDENTIAL CODE INDICATOR MONITORING 2015/16 AND QUARTERLY TREASURY ACTIVITY REPORT FOR QUARTER ENDED 30 JUNE 2015**

The Service Manager, Audit and Asset Management introduced a report, which had been circulated prior to the meeting, informing Members of the performance monitoring of the 2015/16 Prudential Code Indicators, and advising Members of the quarterly treasury activity, as required by the Treasury Management Strategy.

**RESOLVED:**

To note the report, together with the Treasury Activity Report for Quarter 1 at Appendix 1 to the report, and the Prudential and Treasury Indicator Monitoring for Quarter 1 at Appendix 3 to the report.

**16 DRAFT COMMUNITY ASSET TRANSFER POLICY FOR CONSULTATION**

Corporate Director Dave Wakelin and the Service Manager for Community Relations introduced the report, which had been circulated prior to the meeting, setting out a draft Community Asset Transfer Policy for consultation.

**RESOLVED to:**

- 1) Agree the Draft Community Asset Transfer policy for consultation; and
- 2) Commence a six week period of consultation to seek the views of stakeholders and the local community on the proposed policy.

**17 CONSULTATION RESPONSE TO THE NOTTINGHAMSHIRE COUNTY COUNCIL (NCC) WASTE REDUCTION, REUSE, RECYCLING AND COMPOSTING PLAN 2015-16.**

Corporate Director Dave Wakelin and the Service Manager for Waste introduced a report, which had been circulated prior to the meeting, giving details of the current consultation being undertaken by

Nottinghamshire County Council concerning waste disposal. The report also set out a draft response from the Council.

**RESOLVED**

**to:**

- 1) Note the draft Nottinghamshire County Council Waste reduction, Reuse, Recycling and Composting Plan 2015/16; and
- 2) Authorise the Corporate Director to submit the Council's formal response set out at Appendix 2 to the report.

**18 REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) ANNUAL AUDIT AND POLICY UPDATE**

The Council Solicitor and Monitoring Officer introduced a report, which had been circulated prior to the meeting, presenting the Annual RIPA audit and policy update.

**RESOLVED to:**

- 1) Note the outcome of the 2014-2015 Regulation of Investigatory Powers Act (RIPA) internal audit; and
- 2) Approve the amended RIPA Policy at Appendix A to the report.

**19 REVIEW OF COMPLAINTS RECEIVED BY THE COUNCIL AND ANNUAL REVIEW LETTER – LOCAL GOVERNMENT OMBUDSMAN 2014/15**

The Council Solicitor and Monitoring Officer introduced a report, which had been circulated prior to the meeting, informing Members of the receipt of the Annual Review letter from the Office of the Local Government Ombudsman and the complaints dealt with by the Council through the internal Complaints Procedure during the year 2014/15.

**RESOLVED:**

To note the report.

**20 SCRUTINY REPORT. TRANSPORT LINKS TO, AND WITHIN GEDLING BOROUGH.**

Consideration was given to a report, which had been circulated prior to the meeting, presenting the findings of a scrutiny review into transport links within the Borough.

**RESOLVED:**

To thank the Committee for the recommendations made and refer the report to the appropriate Portfolio Holder in order that a response is made to the October Overview and Scrutiny Committee.

**21 FORWARD PLAN**

Consideration was given to a report of the Service Manager, Elections and Members' Services, which had been circulated prior to the meeting, detailing the Executive's draft Forward Plan for the next four month period.

**RESOLVED:**

To note the report.

**22 PROGRESS REPORTS FROM PORTFOLIO HOLDERS.**

**Councillor Peter Barnes (Environment)**

- Work to procure a contractor to install a temporary car park at Gedling Country Park was ongoing and, due to the value of the works, a lengthier than anticipated process would need to be followed.
- Activities for young explorers would be taking place in the park through the summer period.
- Green flag awards had been given to Jubilee Burton Road and Arnot Hill Parks which is a testament to the hard work of the Parks department.
- A meeting would take place shortly to agree an action plan for Christmas lighting for this year.
- A new network of grit bins, provided by the Council, would be installed in time for the winter period.

**Councillor Henry Wheeler (Housing, Health and Well-being)**

- A consultation into the future of mental health services in the county was currently taking place.
- Free swimming sessions had launched at the Borough's leisure centres and were proving popular.
- A newly refurbished fitness suite has opened at Redhill Leisure Centre.



- A sport development “Goals for Life” project for young people was underway and looked to be a successful way to improve mental wellbeing.

#### **Councillor David Ellis (Public Protection)**

- The Deregulation Act 2015 has been introduced and means that the Council must alter Taxi Licensing policy. A revised policy would therefore be consulted upon shortly.
- An application from the taxi operator Uber had been made to Nottingham City Council. Officers would be monitoring this development.
- Recent media coverage about child sexual exploitation had prompted a review of how Council policies could be aligned to protect vulnerable children.

#### **Councillor Jenny Hollingsworth (Growth and Regeneration)**

- A recent visit to a Keepmoat development site in Coventry was held and this proved to be a useful insight into the way the company engages with the local community. Keepmoat have been appointed as developer for the former Gedling colliery site.
- A worthwhile visit has been made to the local Clear Head Clinic which gives long term unemployed residents advice on personal presentation and hygiene.
- Four out of seven Borough high schools were now taking part in the Council’s employability audit work for their students.
- A refreshed master plan for Top Wighay would be presented in September.
- Affordable homes at Dunstan Street and the Blue Note site were being progressed.
- An assessment on greenbelt land had been recently carried out and was now available.

#### **Councillor John Clarke (Leader of the Council)**

- The Council’s Organisational Development Team had recently secured an accreditation to deliver training accredited by the Chartered Management Institute. The team is also accredited to deliver training accredited by City and Guilds and the Institute of Leadership and Management. The training brings in additional

income to the Council and Mike Calladine, Training Officer, has been particularly instrumental in the success of the project.

- The Leader had recently attended his first meeting of Gedling Homes Board which proved very useful.
- ERASMUS funding had recently been secured to support local business development.
- The Revenues department had recently collected an additional £200,000 in unpaid council tax following a review of households incorrectly claiming single person discount.
- The Chief Executive updated the meeting about the ongoing work to establish a combined authority for devolved power. He said that submissions had been made to government for a combined Nottinghamshire and Derbyshire and two separate county combined authorities. Feedback received from government had suggested that Leicestershire should be considered as part of the combined authority. He added that the situation was ever changing, especially in light of the new direction set by ministers appointed after the general election, and much uncertainty remained. He said that a meeting was scheduled with the Secretary of State to progress the work in the next few days and members would be updated accordingly.

**23 MEMBER'S QUESTIONS TO PORTFOLIO HOLDERS.**

None received.

**24 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.**

None.

The meeting finished at 2.05 pm

Signed by Chair:  
Date:



## Report to Cabinet

**Subject:** ERASMUS + European Funding programme - Process for distributing grant and associated matters

**Date:** 24 September 2015

**Author:** Corporate Director (Stephen Bray)

### Wards Affected

All

### Purpose

The purpose of this report is:

1. To authorise GBC to hold the grant monies and to distribute in accordance with the successful ERASMUS + bid and grant agreement;
2. To authorise GBC to enter into contracts with European and Canadian partner organisations to deliver the programme contracts and ensure that the money is spent in accordance with the ERASMUS + bid and grant agreement;
3. To establish, by virement, the income and expenditure budgets for GBC's share of the grant received from the European Union for the ERASMUS + programme.

### Key Decision

This is not a Key Decision

#### 1. Background

Following consultation with the Leader of the Council (decision ref D304 refers), the Council submitted a funding bid in March 2015 to the EU's Erasmus+ programme to support development of apprenticeships in Small and Medium Sized Enterprises (SMEs). The Council is the lead coordinator/partner, working with partner organisations in the UK, Poland, Germany, Bulgaria and Canada. This is the first time the Council has bid for direct EU funds.

The project will involve learning from best practice in the area of SMEs

employing apprentices in other parts of Europe and then sharing and practicing that good practice locally in year 2 and beyond, with the aim of improvements being self-sustaining once project funding ends. The main outcome will be more SMEs taking on apprentices - across the partnership the aim is for 270 SMEs to take on an apprentice over the three year programme, 90 of whom would be in the UK. There is a very strong fit with the Council's priorities around youth unemployment and deprivation, its aspirations to help develop small businesses, and to improve the skills of our younger residents

Notification was received at the end of June that the bid had been successful. A maximum amount of €373,553 (£273,500 approximately based on current exchange rates) has been awarded to the partnership. This is less than the €433,207 (£320,500) bid for but still represents a major success for the Borough. It is however expected all the outputs and outcomes set out in the bid are delivered. The project will run for three years from 1 September 2015.

The funding will be paid to the Borough Council in three instalments of 40%, up to 40% and up to 20% respectively. The first payment will be made in advance; the second midway through the project and the final payment paid in arrears at the conclusion of the project. Conditions around outcomes being delivered to time are attached to the release of the second and third payments. The EU's agency can reclaim funds if outputs are not secured and progress reports not submitted accurately and in a timely way.

As lead partner, the Council will need to enter into separate contractual agreements with each of the partner agencies and release appropriate proportions of the funds made available for partners to deliver the project. The Council will monitor the performance of each contractor against the outputs and outcomes required.

Since July, further negotiations have taken place with the EU agency managing the project and contracts between the Council and the agency have been signed.

This report seeks formal approval to enter into partnerships and funding agreements with partner organisations and for establishment of the associated budgets to allow the Council to progress its role as the lead partner for implementation of the programme.

## **2. Proposal and Risk Assessment**

The Council's financial regulations specify the key controls and responsibilities that govern the management of partnership arrangements and specifically requires a risk management appraisal to be prepared before entering into agreements with external bodies.

Accordingly a risk appraisal of the proposed partnership for delivery of the ERASMUS + programme has been completed.

Major potential risks identified include: -

- Failure of partners to deliver against agreed outcomes resulting in recovery of funding
- Failure of partners to report back on progress in an accurate and timely manner, thus putting funding in jeopardy
- Failure of the Council to understand the requirements of the EU in terms of monitoring and reporting of progress
- Failure to attract and engage the interest of employers, schools, colleges and young people to participate in the programme
- Lack of capacity at the Council to deliver the programme alongside its other economic development activities
- Failure to keep accurate records to inform funding claims.

Risks regarding delivery and reporting will be managed primarily through separate formal contractual agreements between the Council and each of the partner agencies in the UK, Canada, Germany, Poland and Bulgaria as outlined above. Specimen contacts have been developed that meet with EU requirements for such agreements. These will ensure that partner agencies are contractually bound to deliver against outputs and outcomes and will form the basis of performance management of partners. 50% of the funding for each partner for each tranche will be held back pending delivery of those outputs and outcomes. There will also be ongoing liaison with partners, informally and through formal transnational meetings that form part of the delivery programme.

It is therefore proposed that Gedling, as the lead authority, develops and puts in place contractual agreements with each of the five partner agencies, drawing on best practice model agreements. These agreements will set out arrangements for the distribution the grant to the partners; agreed outputs and outcomes, performance monitoring framework, payment schedule and claw-back arrangements.

Risk regarding the Council's skills and capacity are being addressed through engagement with consultants with more detailed knowledge of EU reporting requirements and processes, to build up knowledge and expertise within the Council.

Risk relating to attracting interest in the programme is addressed in part through good quality engagement with businesses, schools, colleges and young people and partly by passporting elements of that risk to the contractor responsible for project delivery in the UK.

Risks related to the Council's capacity will be addressed through the recruitment of staff to support the Economic Development team throughout the EU contract period. Extra staff can be funded from the funding awarded, as long as it can be demonstrated that the work being done relates directly to the project. The staff involved can either work on the project themselves, or can be employed to allow current Council staff to focus on delivery of the project.

Risks relating to record keeping can be addressed by the use of clear timesheets that allow for time worked on the project to be accurately logged. Partner agencies will be encouraged to use similar systems for this purpose.

In terms of member oversight, there will be ongoing updates on progress reported at scheduled meetings between the relevant portfolio holder and officers working on the project. It is suggested that the relevant portfolio holder reports back to members on progress of the project as part of Portfolio Holder Updates scheduled on Cabinet agendas.

It may also be appropriate for periodic meetings with members to update and report on progress more formally. Such meetings might usefully tie in with key milestone dates in the project - for example reports back to the EU.

### **3. Alternative Options**

Alternatives include entering into less formal agreements with partners, though this may not meet with EU requirements and expectations, or making all funding available to partners as soon as it is received, though this has the potential to put the Council at greater risk of clawback of Funds if partners do not deliver outcomes. Neither option would be appropriate due to increased financial risk

### **4. Financial Implications**

As outlined above, as lead partner the Council will receive the grant funding of €373,533 (£273,500) in three instalments. The first payment, of 40%, is paid at the start of the project on exchange of contracts. The second payment, of up to 40%, is paid at a mid-point in the project – the exact amount paid will depend on outputs having been secured at that point. The final payment, of up to 20%, is paid after the project is completed and a satisfactory final report submitted.

In accordance with financial regulations revenue budgets will need to be established for the Borough Council's share of the grant for the management and co-ordination of the project and its expenditure on project delivery by the following virement:

Economic Development - SME Apprenticeship Project	£93,400
Economic Development – European Grant Income	(£93,400)

The budgets will be profiled to the appropriate financial year in accordance with the project timescales.

As project coordinator GBC will act as agent on behalf of the partner organisations in receipt of the grant and its subsequent distribution in accordance with the grant agreement and as such these transactions will not form part of the Council’s budget or financial statements.

GBC will distribute the award to partner organisations in line with the amounts allocated by the EU in the successful bids. It is proposed that payments at each stage are split, such that 50% at each stage is paid to partners in advance, with the balance dependent on agreed results being secured.

Exact amounts awarded will vary depending on outcomes being secured.

**5. Appendices**

None

**6. Background Papers**

ERASMUS + bid – March 2015

ERASMUS + grant agreement – July 2015

**7. Recommendation(s)**

- To authorise GBC to hold the grant monies and to distribute in accordance with the successful ERASMUS + bid;
- To authorise GBC to enter into contracts with European and Canadian partner organisations to deliver the programme contracts and ensure that the money is spent in accordance with the ERASMUS + grant agreement;
- To establish by virement the income and expenditure budgets for GBC’s share of the grant received from the European Union for the ERASMUS + programme as detailed in paragraph 4.

**Reasons for Recommendations**

**To ensure that the ERASMUS + EU funding is distributed in accordance with the proposals in the bid and grant agreement**

**To ensure that outputs and outcomes set out in the successful ERASMUS + bid are delivered**

**To use the funding grant to enhance the delivery of apprenticeships in SMEs in Gedling and in partner areas in Poland and Bulgaria, drawing on best practice in Germany and Canada.**





## Report to Cabinet

**Subject:** Performance Information for Quarter 1 of the Financial Year

**Date:** 24 September 2015

**Author:** Senior Leadership Team

### Wards Affected

Borough-wide.

### Purpose

To inform Cabinet of the position against Improvement Actions and Performance Indicators in the 2015/2016 Gedling Plan.

### Key Decision

This is not a key decision.

### Background

The information referred to in this report provides a “snapshot in time” of how the organisation is performing against its plans and expectations. For completeness the paper should be read alongside the financial information for quarter 1 which has already been published and was considered by Cabinet on 30 July 2015.

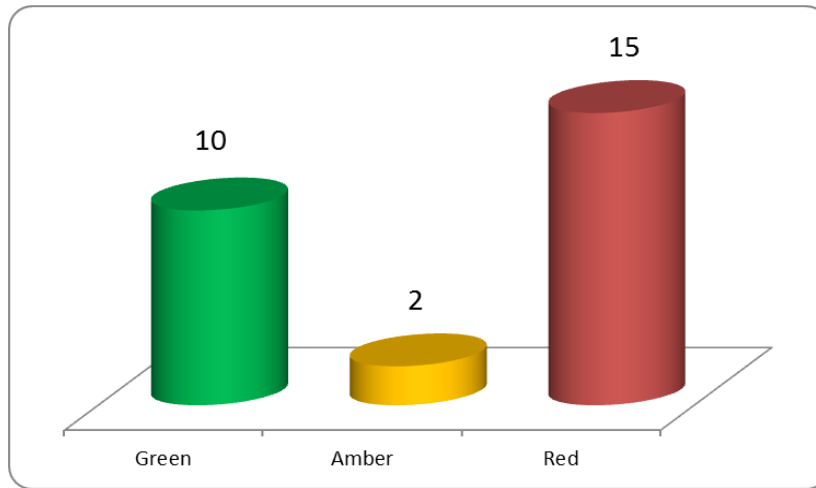
- 1.1. An overview of our performance can be seen on our website and can be accessed via the following link.

<http://www.gedling.gov.uk/aboutus/howwework/prioritiesplansperformance/performance/>.

- 1.2. The assessment criteria used for actions and indicators is based on red amber and green traffic light symbols. To be assessed as green, performance indicators must be in line with their expected performance at this stage of the year whilst actions must be on target against the “completed” or “assigned; in progress” milestones determined within Covalent.

When Cabinet has agreed to an amended target, progress is assessed against that amended target rather than the original target.

- 1.3. Overall performance at the end of quarter 1 is positive but largely below target. 10 of the 29 performance indicators that are appropriate for quarterly monitoring are on target and of the remainder, two are at amber status and 15 are red. Targets have yet to be set for two indicators relating to crime within the South Nottinghamshire Community Safety Partnership.



- 1.4. It must be noted that the data in this report refers to the first quarter of the financial year only and it is expected that performance targets identified for the year will be met.
- 1.5. Currently, all 63 actions are either on target or completed.
- 1.6. In addition to a general overview of information, the webpage contains the following, more detailed, reports:
  - Indicators Quarter 1
  - Actions Quarter 1
  - Outcomes Quarter 1
- 1.7. These reports contain explanations of variances from expected performance together with trend arrows for performance indicators (note that an upward arrow indicates improved performance, irrespective of whether improvement is represented by a higher or lower value) and progress bars for actions showing progress made against project milestones.
- 1.8. Hard copies of these reports are available in the Members' Room for information.
- 1.9. There are no requests for changes to any of the targets.

## **Proposal**

2. It is proposed that Members note the performance information for quarter 1

## **Alternative Options**

The information presented shows a factual account of our performance to date. Where performance is below that which is expected it may be necessary to consider if the target is both still a high priority and also achievable and if so whether additional resources need to be diverted to improve the position. Consideration may be given to altering a target.

## **Financial Implications**

The financial position for quarter 1 has already been reported.

## **Appendices**

None.

## **Background Papers**

Information is drawn from our internal performance management system, Covalent (Gedling.covalentcpm.com ) and from data produced for Gedling Insight (<http://www.gedling.gov.uk/aboutus/howwework/prioritiesplansperformance/performance/> ).

The detailed reports showing performance against actions and indicators and the report showing outcomes and achievements are held as hard copies in the Members' Room.

## **Recommendation**

### **THAT:**

Members note the performance information for quarter 1.

## **Reasons for Recommendations**

To inform Members of the Council's performance against targets and expectations for the first financial quarter of the year.

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## **Report to Cabinet**

**Subject:** Forward Plan

**Date:** 24 September 2015

**Author:** Service Manager, Elections and Members' Services

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### **Wards Affected**

Borough-wide.

### **Purpose**

To present the Executive's draft Forward Plan for the next four month period.

### **Key Decision**

This is not a Key Decision.

### **Background**

- 1 The Council is required by law to give to give notice of key decisions that are scheduled to be taken by the Executive.

A key decision is one which is financially significant, in terms of spending or savings, for the service or function concerned (more than £500,000), or which will have a significant impact on communities, in two or more wards in the Borough.

In the interests of effective coordination and public transparency, the plan includes any item that is likely to require an Executive decision of the Council, Cabinet or Cabinet Member (whether a key decision or not). The Forward Plan covers the following 4 months and must be updated on a rolling monthly basis. All items have been discussed and approved by the Senior Leadership Team.

### **Proposal**

- 2 The Forward Plan is ultimately the responsibility of the Leader and Cabinet as it contains Executive business due for decision. The Plan is therefore presented at this meeting to give Cabinet the opportunity to discuss, amend or delete any item that is listed.

### **Alternative Options**

- 3.1 Cabinet could decide not agree with any of the items are suggested for inclusion in the plan. This would then be referred back to the Senior Leadership Team.
- 3.2 Cabinet could decide to move the date for consideration of any item.

### **Financial Implications**

- 4 There are no financial implications directly arising from this report.

### **Appendices**

- 5 Appendix 1 – Forward Plan

### **Background Papers**

- 6 None identified.

### **Recommendation(s)**

It is recommended THAT Cabinet note the contents of the draft Forward Plan making comments where appropriate.

### **Reasons for Recommendations**

- 7 To promote the items that are due for decision by Gedling Borough Council's Executive over the following four month period.

Issue	Key Decision or Council Decision?	Who will decide and date of decision	Documents to be considered (only applicable to executive Key decisions)	Who will be consulted?	From whom can further information be obtained and representations made?
Waiver of Standing Orders - Banking Services Contract	Not Key	Council 16 September 2015	Waiver of Standing Orders - Banking Services Contract		
ERASMUS + European Funding programme	Not Key	Cabinet 24 September 2015	ERASMUS + European Funding programme		Stephen Bray, Corporate Director stephen.bray@gedling.gov.uk
Approval of the Information Security Policy Update and Delegated Powers for Future Minor Updates	Not Key	Cabinet 22 October 2015	Approval of the Information Security Policy Update and Delegated Powers for Future Minor Updates	Data Security Group	Mark Lane, Service Manager, Customer Services and I.T. mark.lane@gedling.gov.uk

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Issue	Key Decision or Council Decision?	Who will decide and date of decision	Documents to be considered (only applicable to executive Key decisions)	Who will be consulted?	From whom can further information be obtained and representations made?
Quarterly Budget Monitoring, Performance Digest & Virement Report	Key	Cabinet 12 November 2015		Not applicable	Alison Ball, Service Manager Finance, Colleen Warren, Principal Accountant alison.ball@gedling.gov.uk, colleen.warren@gedling.gov.uk
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 24</p> Local Planning Document - Publication Draft	Key	Cabinet 17 December 2015	Local Planning Document - Publication Draft	The purpose of the report is to ask Cabinet to agree the Publication Draft Local Planning Document for consultation with residents and stakeholders.	Jo Gray, Planning Policy Manager joanna.gray@gedling.gov.uk
Top Wighay Farm Development Brief	Not Key	Cabinet 17 December 2015	Top Wighay Farm Development Brief		Jo Gray, Planning Policy Manager joanna.gray@gedling.gov.uk



Issue	Key Decision or Council Decision?	Who will decide and date of decision	Documents to be considered (only applicable to executive Key decisions)	Who will be consulted?	From whom can further information be obtained and representations made?
Quarterly Budget Monitoring, Performance Digest & Virement Report	Key	Cabinet 11 February 2016		Not applicable	Alison Ball, Service Manager Finance, Colleen Warren, Principal Accountant alison.ball@gedling.gov.uk, colleen.warren@gedling.gov.uk

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