

RECORD OF OPEN DECISIONS**FINANCE AND MANAGEMENT COMMITTEE**

At the Meeting of the Finance and Management Committee held on 1st December 2011, the following decisions were taken.

Urgent decisions or those exempt from call-in are indicated in the third column of the table. These decisions cannot be called in and are effective immediately.

All other decisions may be called in until 5.00 p.m. on Friday, 9th December 2011.

A request to call in a decision must be made by at least three Members, including at least one Member of the controlling group. The request must be made in writing to the Chief Executive¹.

If no request to call in a decision is received within this time limit then the decision becomes effective immediately.

<u>Agenda Item No.</u>	<u>OPEN REPORTS</u>	<u>Urgent/ Call-in Exempt</u>
7.	<u>AGENDA ITEM</u> COMPLAINTS AND FREEDOM OF INFORMATION (FOI) REQUESTS – APRIL TO SEPTEMBER 2011	
	<u>DECISION:</u> That the complaints and FOI requests, as detailed in the report are noted.	
8.	<u>AGENDA ITEM</u> CORPORATE DOCUMENT RETENTION POLICY	
	<u>DECISION:</u> (1) That the Committee approves the Document Retention Policy as submitted. (2) That the Committee delegates responsibility to the Head of Corporate Services to ensure that the Policy is kept up to date.	
9.	<u>AGENDA ITEM</u> CORPORATE SERVICES STRATEGIC PARTNERSHIP: ANNUAL REPORT 2010/11	
	<u>DECISION:</u> That the annual report detailing the performance of the Partnership is received.	
10.	<u>AGENDA ITEM</u> PROGRESS REPORT ON PROCUREMENT AND BUSINESS IMPROVEMENT WORK PLAN	
	<u>DECISION:</u> That progress on the Procurement and Business Improvement Plan is noted.	

11.	<u>AGENDA ITEM</u> CORPORATE PLAN 2009 TO 2014: PERFORMANCE MANAGEMENT REPORT (1 ST JULY 2011 TO 30 TH SEPTEMBER 2011)	
	<u>DECISION:</u> That progress for the period 1 st July to 30 th September 2011 in relation to the Council's Corporate Plan 2009-14 is noted.	
12.	<u>AGENDA ITEM</u> BUDGET AND FINANCIAL MONITORING 2011/12	
	<u>DECISION:</u> That the latest budget and financial monitoring figures for 2011/12 are approved.	
13.	<u>AGENDA ITEM</u> CAPITAL INVESTMENT PROPOSALS: PROGRESS ON EVALUATION	
	<u>DECISION:</u> That a Task and Finish Service and Financial Planning Working Group be appointed to consider the result of proposals for new capital investment, comprising 5 Members (3 Members of the Conservative Group and 2 Members of the Labour Group) and that Group Leaders confirm nominations in due course.	
14.	<u>AGENDA ITEM</u> COUNCIL TAX DISCOUNT AND REFORM	
	<u>DECISION:</u> That the Committee defers consideration of this matter and that a Special Meeting of the Committee be convened later in December to consider the Government's proposals for Council Tax discount and reform.	
15.	<u>AGENDA ITEM</u> WORK PROGRAMME	
	<u>DECISION:</u> That the Committee receives the updated Work Programme.	

DATED: 2nd December 2011
Chief Executive

- ¹ Although it is not necessary to use a prescribed form, copies are available from the Chief Executive.
- ² NOTE – this gives an outline of the committee decision for call-in purposes but it does not necessarily reflect the final wording for minute purposes.
- ³ Insert both the agenda item number and its heading.