

**Finance and Management Committee  
Work Programme for the Municipal Year 2023/24**

<b>Work Programme Area</b>	<b>Date of Committee Meeting</b>	<b>Contact Officer (Contact details)</b>
Corporate Plan 2020-24: Performance Report (2022-2023 Quarter 4 – (1 April to 31 March)	08 June 2023	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Consultation of Customer Access Strategy 2023-2026	08 June 2023	Catherine Grimley Head of Customer Services (07979149583)
Treasury Management Annual Report	20 July 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Final Revenue Budget Out-turn 22-23	20 July 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Final Capital Out-turn 22-23	20 July 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Corporate Plan 2020-24: Performance Report (2023-2024 Quarter 1 – (1 April to 30 June)	24 August 2023	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Q1 Quarterly Budget Monitoring Report	24 August 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>

Q1 Treasury Management Report	24 August 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Comments, Compliments, Complaints and Freedom of Information Requests 01 October 2022 to 31 March 2023	24 August 2023	Tracy Bingham Strategic Director (Corporate Resources) <a href="mailto:Tracy.bingham@southderbyshire.gov.uk">Tracy.bingham@southderbyshire.gov.uk</a>
Budget Setting Approach 2024/25	05 October 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Long Term Lease of Shardlow Allotments to Shardlow and Great Wilne Parish Council (Exempt)	05 October 2023	Sean McBurney Head of Cultural and Community Services <a href="mailto:Sean.mcburney@southderbyshire.gov.uk">Sean.mcburney@southderbyshire.gov.uk</a>
Write off: Council Tax Business Rates Benefit Overpayment (Exempt)	05 October 2023	Catherine Grimley Head of Customer Services <a href="mailto:Catherine.grimley@southderbyshire.gov.uk">Catherine.grimley@southderbyshire.gov.uk</a>
Sharpe's Pottery Heritage and Arts Trust (Exempt)	05 October 2023	Mike Roylance Head of Economic Development <a href="mailto:Mike.roylance@southderbyshire.gov.uk">Mike.roylance@southderbyshire.gov.uk</a>
Regrade of Post – Project Officer Environment (HO132) (Exempt)	05 October 2023	Paul Whittingham Head of Housing <a href="mailto:Paul.whittingham@southderbyshire.gov.uk">Paul.whittingham@southderbyshire.gov.uk</a>
Outstanding Internal Audit Recommendations	05 October 2023	Tracy Bingham Strategic Director (Corporate Resources) <a href="mailto:Tracy.bingham@southderbyshire.gov.uk">Tracy.bingham@southderbyshire.gov.uk</a>

Devolution Retrofit Funding	05 October 2023	Craig Lodey Low Carbon Homes Manager <a href="mailto:Craig.lodey@southderbyshire.gov.uk">Craig.lodey@southderbyshire.gov.uk</a>
IT Protocol	05 October 2023	Anthony Baxter Head of Business Change, Digital & ICT <a href="mailto:Anthony.baxter@southderbyshire.gov.uk">Anthony.baxter@southderbyshire.gov.uk</a>
Q2 Quarterly Budget Monitoring Report	23 November 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Q2 Treasury Management Report	23 November 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Draft Consolidated Budget 2024-25	23 November 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Corporate Plan 2020-24: Performance Report (2023-2024 Quarter 2 – (1 July to 30 September)	23 November 2023	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Service Base Budget 2024-25	11 January 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Council Tax Base 2024-25 and Surplus for 2023-24	11 January 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>

Leisure Management Contract Procurement (exempt)	11 January 2024	Sean McBurney Head of Cultural and Community Services <a href="mailto:Sean.mcburney@southderbyshire.gov.uk">Sean.mcburney@southderbyshire.gov.uk</a>
CTS Banded Scheme	15 February 2024	Catherine Grimley Head of Customer Services <a href="mailto:Catherine.grimley@southderbyshire.gov.uk">Catherine.grimley@southderbyshire.gov.uk</a>
Comments, Compliments, Complaints and Freedom of Information Requests 1 April 2023 to 30 September 2023	15 February 2024	Tracy Bingham Strategic Director (Corporate Resources) <a href="mailto:Tracy.bingham@southderbyshire.gov.uk">Tracy.bingham@southderbyshire.gov.uk</a>
Capital Strategy, Treasury Management Strategy & Prudential Indicators	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Final Proposed Revenue Budget and Capital Programme 2024/25	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Local Plan Budget	15 February 2024	Steffan Saunders Head of Planning and Strategic Housing <a href="mailto:Steffan.saunders@southderbyshire.gov.uk">Steffan.saunders@southderbyshire.gov.uk</a>
Legal and Democratic Services Resources (FMC1) (exempt)	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Corporate Resources Directorate Resources (FMC2) (exempt)	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>

Chief Executive Management Structure (FMC3) (exempt)	15 February 2024	Tracy Bingham Strategic Director (Corporate Resources) <a href="mailto:tracy.bingham@southderbyshire.gov.uk">tracy.bingham@southderbyshire.gov.uk</a>
Review of Communications Team (exempt)	15 February 2024	Fiona Pittam Head of Organisational Development and Performance <a href="mailto:Fiona.pittam@southderbyshire.gov.uk">Fiona.pittam@southderbyshire.gov.uk</a>
Q3 Quarterly Budget Monitoring Report	14 March 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Q3 Treasury Management Report	14 March 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Medium Term Financial Strategy	14 March 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Sundry Debtor Write Offs (Exempt)	14 March 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Acquisition of Two Bungalows in Repton	14 March 2024	Eileen Jackson Strategic Housing and Development Manager <a href="mailto:Eileen.jackson@southderbyshire.gov.uk">Eileen.jackson@southderbyshire.gov.uk</a>
Arts Melbourne(Exempt)	25 April 2024	Mike Roylance Head of Economic Development <a href="mailto:Mike.roylance@southderbyshire.gov.uk">Mike.roylance@southderbyshire.gov.uk</a>

Transformation 2020-2024 Review and Summary of Next Transformation Activities	25 April 2024	Anthony Baxter Head of Business Change and ICT <a href="mailto:Anthony.baxter@southderbyshire.gov.uk">Anthony.baxter@southderbyshire.gov.uk</a>
Market Supplement Policy and Market Supplement Procedure	25 April 2024	Fiona Pittam Head of Organisational Development and Performance <a href="mailto:Fiona.pittam@southderbyshire.gov.uk">Fiona.pittam@southderbyshire.gov.uk</a>
Levelling Up Fund (Exempt)	25 April 2024	Mike Roylance Head of Economic Development <a href="mailto:Mike.roylance@southderbyshire.gov.uk">Mike.roylance@southderbyshire.gov.uk</a>
Economic Development and Growth Service (Exempt)	25 April 2024	Mike Roylance Head of Economic Development <a href="mailto:Mike.roylance@southderbyshire.gov.uk">Mike.roylance@southderbyshire.gov.uk</a>
Environmental Health & Licensing software procurement	25 April 2024	Matt Holford Head of Environmental Services <a href="mailto:Matt.holford@southderbyshire.gov.uk">Matt.holford@southderbyshire.gov.uk</a>
Discretionary Rate Relief application	25 April 2024	Catherine Grimley Head of Customer Services <a href="mailto:Catherine.grimley@southderbyshire.gov.uk">Catherine.grimley@southderbyshire.gov.uk</a>
Benefits restructure proposal (Exempt)	25 April 2024	Catherine Grimley Head of Customer Services <a href="mailto:Catherine.grimley@southderbyshire.gov.uk">Catherine.grimley@southderbyshire.gov.uk</a>
BCF Update (Exempt)	25 April 2024	Eileen Jackson Strategic Housing and Development Manager <a href="mailto:Eileen.jackson@southderbyshire.gov.uk">Eileen.jackson@southderbyshire.gov.uk</a>

Customer Access Strategy	June 2024	Catherine Grimley Head of Customer Services <a href="mailto:Catherine.grimley@southderbyshire.gov.uk">Catherine.grimley@southderbyshire.gov.uk</a>
Environmental Services Commercialisation Plan Review	July 24	Matt Holford Head of Environmental Services <a href="mailto:Matt.holford@southderbyshire.gov.uk">Matt.holford@southderbyshire.gov.uk</a>
Climate and Environmental Action Plan Review	July 24	Matt Holford Head of Environmental Services <a href="mailto:Matt.holford@southderbyshire.gov.uk">Matt.holford@southderbyshire.gov.uk</a>
Empty Homes Policy & Strategy	August 2024	Matt Holford Head of Environmental Services <a href="mailto:Matt.holford@southderbyshire.gov.uk">Matt.holford@southderbyshire.gov.uk</a>
Proposed Policy for Paying Market Supplements	TBC	Fiona Pittam Head of Organisational Development & Performance <a href="mailto:Fiona.pittam@southderbyshire.gov.uk">Fiona.pittam@southderbyshire.gov.uk</a>
Environmental Services Commercialisation Plan review	TBC	Matt Holford Head of Environmental Services <a href="mailto:Matt.holford@southderbyshire.gov.uk">Matt.holford@southderbyshire.gov.uk</a>
Sustainable Energy Viability and Options Appraisal	March 2025	Matt Holford Head of Environmental Services <a href="mailto:Matt.holford@southderbyshire.gov.uk">Matt.holford@southderbyshire.gov.uk</a>

