



## Report to Housing Committee

9<sup>th</sup> June 2022

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**Report of:** Gillian Duckworth, Director of Legal and Governance

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**Subject:** Committee Work Programme

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**Author of Report:** Rachel Marshall, Principal Committee Secretary

### Summary:

The Committee's Work Programme is attached at Appendix 3 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this covering report, where applicable:

- Questions from the public (where notified sufficiently in advance)
- Petitions to this committee, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (the source of the items is specified)

The Work Programme will remain a live document and will be brought to each Committee meeting.

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**Type of item:**

|   |   |
|---|---|
| Reviewing of existing policy            | X |
| Informing the development of new policy | X |
| Statutory consultation                  | X |
| Performance / budget monitoring report  | X |
| Briefing paper for the Committee        | X |
| Other                                   | X |

**Recommendations:**

1. That, with reference to issues raised in this report, consideration be given to any further additions or adjustments to the work programme presented at Appendix 3.
2. That the committee's work programme as set out in Appendix 3 be agreed.
3. That consideration be given to any further issues to be explored by officers for inclusion in part 6 of the next work programme report, for potential addition to the work programme

**Background Papers:**

**Category of Report:** OPEN

**COMMITTEE WORK PROGRAMME****1.0 Prioritisation**

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, based on evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 3 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

**2.0 Member engagement, learning and policy development outside of Committee**

2.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix

2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

## 2.2 Training & Skills Development - Induction programme for this committee.

An induction programme is being developed for Housing Committee members. Items brought to the Committee will also be supported by relevant briefings developing on the approach that currently takes place in advance of formal member briefings and member decision making.

| <b>Title</b>                | <b>Description &amp; Format</b>  | <b>Date</b>                |
|-----------------------------|--|----------------------------|
| Whole Committee briefing    | Briefings on key topics for all members of the Committee. Could be provided in writing or via in-person presentations                    | From June 2022 as required |
| Individual member briefings | Tailored briefings for individual Committee members to increase knowledge/skills   | From June 2022 as required |
| Site visits/ work shadowing | Visits to operational services within the Committee remit – either for individuals or small groups of members                            | From June 2022 as required |
| Newsletters/ communications | Copies of relevant newsletters or communications provided to tenants and customers of services in scope of this Committee                | From June 2022 as required |
| Meetings with tenants       | Where relevant, support for members to engage with representative tenant groups to understand some of the issues from a user perspective | From June 2022 as required |

## 3.0 Public Questions

3.1 Any public questions to this meeting are listed here with officer commentary as appropriate:

1. A
2. B
3. C

## 4.0 Petitions

4.1 Any Petitions to this meeting are listed here with officer commentary as appropriate:

1. A
2. B
3. C

## 5.0 References from Council or other Committees

5.1 Any references sent to this Committee by Council or other committees since the last meeting are listed here, with officer commentary as appropriate:

1. A
2. B
3. C

## 6.0 List of other potential items not yet included in the work programme

6.1 The following issues have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee's next meeting, at the discretion of the Chair.

|  |   |
|--|---|
| <b>Topic</b>   | <i>[delete as appropriate from this column]</i>   |
| <b>Description</b>   |   |
| <b>Lead Officer/s</b>  |   |
| <b>Item suggested by</b>   | <i>Officer, Member, Committee, partners, public question, petition etc</i>  |
| <b>Type of item</b>  | <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> </ul> <i>Post-decision (service performance/ monitoring)</i> |
| <i>(re: decisions)</i><br><b>Prior member engagement/ development required</b><br><i>(with reference to options in Appendix 1)</i> |   |
| <i>(re: decisions)</i><br><b>Public Participation/ Engagement approach</b><br><i>(with reference to toolkit in Appendix 2)</i>     |   |
| <b>Final decision-maker (&amp; date)</b>   | <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>   |
| <b>Lead Officer Commentary</b>   |   |

## Appendix 1 – Menu of options for member engagement, learning and development prior to a formal decision

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers
- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 2

## **Appendix 2 – Public engagement and participation toolkit**

Toolkit to follow.

Appendix 3 – Work Programme

| Items which the committee have agreed to add to an agenda, but for which no date is yet set. |             |                |  |  |  |   |
|--|-------------|----------------|--|--|--|---|
| Topic  | Description | Lead Officer/s | Type of item   | (re: decisions)<br>Prior member engagement/ development required<br><i>(with reference to options in Appendix 1)</i> | (re: decisions)<br>Public Participation/ Engagement approach<br><i>(with reference to toolkit in Appendix 2)</i> | Final decision-maker (& date)   |
|  |             |                | <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul> |  |  | <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul> |
|  |             |                |  |  |  |   |

| Meeting 1  | June 2022   |                |   |  |  |                               |
|--|---|----------------|---|--|--|-------------------------------|
| Topic  | Description   | Lead Officer/s | Type of item                                    | (re: decisions)<br>Prior member engagement/ development required<br><i>(with reference to options in Appendix 1)</i> | (re: decisions)<br>Public Participation/ Engagement approach<br><i>(with reference to toolkit in Appendix 2)</i> | Final decision-maker (& date) |
| Overview of the Housing and Neighbourhoods Service | An overview presentation giving Members background about the services provided to tenants and residents | Janet Sharpe   | Post-decision (service performance/ monitoring) | N/A  | N/A  | N/A                           |

|                           |  |                          |                   |     |   |                |
|---------------------------|--|--------------------------|-------------------|-----|---|----------------|
| Rent Recovery Policy      | Approval of policy and procedure for rent recovery   | Carl Mullooly            | Decision          | Yes | Consultation with service users in formulating the policy | This Committee |
| Standing items            | <ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul> |                          |                   |     |   |                |
| Revenue Monitoring Report | Finance Report for Housing General Fund and, Housing Revenue Account   | Janet Sharpe/Helen Damon | Monitoring Report | Yes | N/A   | This Committee |

| Meeting 2                               | September 2022  | Time            |   |   |   |   |
|---|---|-----------------|---|---|---|---|
| Topic                                   | Description   | Lead Officer/s  | Type of item <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul> | (re: decisions)<br><b>Prior member engagement/ development required</b><br><i>(with reference to options in Appendix 1)</i> | (re: decisions)<br><b>Public Participation/ Engagement approach</b><br><i>(with reference to toolkit in Appendix 2)</i> | Final decision-maker (& date) <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul> |
| Temporary Accommodation - new provision | Approval of plans for new provision of temporary accommodation for households in need | Suzanne Allen   | Decision  | Yes   |   | This Committee  |
| Net-Zero Roadmap - for existing public  | Approval of plans for achieving Net Zero across SCC homes - Stage 1                   | Nathan Robinson | Decision  | Yes   |   | This Committee  |

|  |  |                     |  |     |  |                |
|--|--|---------------------|--|-----|--|----------------|
| and private homes  |  |                     |  |     |  |                |
| New Home, New Deal (including consultation and decision on Introductory Tenancies) | Approval of policy and procedure for supporting new tenants  | Suzanne Allen       | Pre-decision (policy development)              | Yes |  | This Committee |
| Asbestos Management Plan for Non-Domestic and Domestic Property                    | Annual Review and update of Policy and the Asbestos Management Plan for properties managed by the Housing and Neighbourhoods Service | Nesreen Lowson      | Post-decision (service performance/monitoring) | N/A |  | N/A            |
| District/Community Heating Pricing Review  | Consideration of a mid-year update to District Heating charges because of energy price rises   | Fiona Orr           | Referral to decision-maker                     | Yes |  | Full Council   |
| Gas Servicing policy and procedure   | Approval of a new policy and procedure for managing gas servicing cases and enforcement of annual inspections                        | Alison Charlesworth | Decision                                       | Yes |  | This Committee |
| Housing Strategy (draft for consultation)  | Approval of draft Housing Strategy to be published for public consultation   | Suzanne Allen       | Pre-decision (policy development)              | Yes |  | This Committee |
| Homelessness Prevention and Rough Sleeper Strategy                                 | Approval of final Homelessness Prevention and Rough Sleeper Strategy   | Suzanne Allen       | Decision                                       | Yes |  | This Committee |

|   |  |  |  |     |  |                |
|---|--|--|--|-----|--|----------------|
| HRA Business Plan 22/23 mid-year review       | Review of HRA Business Plan 22/23 and consideration of priorities for 23/24  | Janet Sharpe                                   | Pre-decision (policy development)                                    | Yes |  | This Committee |
| HNS and Repairs Performance Report            | Bi-annual overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)   | Janet Sharpe                                   | Post-decision (service performance/ monitoring)                      | N/A |  | N/A            |
| Charged Gardening Scheme                      | <ul style="list-style-type: none"> <li>Consideration of a charged gardening scheme for council tenants</li> </ul>  | Helen Scott                                    | Policy and Implementation  | Yes |  | This Committee |
| Service Charges and Consultation arrangements | <ul style="list-style-type: none"> <li>Consideration of the possible introduction of service charges for council tenants</li> </ul>  | Carl Mullooly                                  | Pre-decision (policy development) – to commence formal consultation. | Yes |  | This Committee |
| Standing items                                | <ul style="list-style-type: none"> <li><i>Public Questions/ Petitions</i></li> <li><i>Work Programme</i></li> <li><i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul> |  |  |     |  |                |
| Capital Approvals                             | Approval of Capital Business Cases   | Nesreen Lawson / Alison Charlesworth/ Jo Payne | Referral to decision-maker   | N/A |  | N/A            |
| Capital Finance Report                        | Approval of Capital Finance Monitoring Report  | Nesreen Lawson /                               | Post-decision (service   | N/A |  | N/A            |

|  |  |                     |                          |  |  |  |
|--|--|---------------------|--------------------------|--|--|--|
|  |  | Alison Charlesworth | performance/ monitoring) |  |  |  |
|--|--|---------------------|--------------------------|--|--|--|

| Meeting 3   | November 2022   | Time            |   |   |   |   |
|---|---|-----------------|---|---|---|---|
| Topic   | Description   | Lead Officer/s  | Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul> | (re: decisions)<br>Prior member engagement/ development required<br>(with reference to options in Appendix 1) | (re: decisions)<br>Public Participation/ Engagement approach<br>(with reference to toolkit in Appendix 2) | Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul> |
| Older Persons Independent Living Strategy           | Approve draft OPIL Strategy for consultation  | Georgina Parkin | Pre-decision (policy development)   | Yes   |   | This Committee  |
| Private Sector Assistance Policy                    | Approve amendments to existing policy   | Georgina Parkin | Decision  | Yes   |   | This Committee  |
| Garage and Outhouses Repair and Investment Strategy | To review and approve the approach to carrying out investment options and repairs to the remainder of the HRA garages stock | Nesreen Lowson  | Decision  | Yes   |   | This Committee  |
| Gypsy and Traveller New Pitch and Sites Plan        | Plans for new site provision of G&T sites to meet shortfall   | Georgina Parkin | Decision  | Yes   |   | This Committee  |

|                                  |  |  |  |     |  |                               |
|----------------------------------|--|--|--|-----|--|-------------------------------|
| Gleadless Valley Delivery Plan   | Consultation and approval of the Gleadless Valley Delivery Plan  | Dean Butterworth                               | Decision                                       | Yes |  | This Committee                |
| HRA Business Plan 2023/24        | Approval of the final HRA Business Plan and tenant charges for 23/24 prior to referral to Full Council   | Janet Sharpe                                   | Referral to decision-maker                     | Yes |  | This Committee & Full Council |
| Housing-related Support Review   | Consultation of proposals for SCC housing-related support services   | Suzanne Allen                                  | Pre-decision (policy development)              | Yes |  | This Committee                |
| Leaseholder Charging Policy      | Approval of the Leaseholder Charging Policy  | Catherine Hill                                 | Decision                                       | Yes |  | This Committee                |
| SIP Monitoring Report and Update | Performance/delivery update on the Stock Increase Programme  | Kerry Bollington                               | Post-decision (service performance/monitoring) | N/A |  | N/A                           |
| Standing items                   | <ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul> |  |  |     |  |                               |
| Capital Approvals                | Approval of Capital Business Cases   | Nesreen Lawson / Alison Charlesworth/ Jo Payne | Referral to decision-maker                     | N/A |  | N/A                           |
| Capital Finance Report           | Approval of Capital Finance Monitoring Report  | Nesreen Lawson / Alison Charlesworth           | Post-decision (service performance/monitoring) | N/A |  | N/A                           |

| Meeting 4                             | TBC  | Time                |   |   |   |   |
|---------------------------------------|--|---------------------|---|---|---|---|
| Topic                                 | Description  | Lead Officer/s      | Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul> | (re: decisions)<br>Prior member engagement/ development required<br>(with reference to options in Appendix 1) | (re: decisions)<br>Public Participation/ Engagement approach<br>(with reference to toolkit in Appendix 2) | Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul> |
| Housing Strategy                      | Approve final Housing Strategy   | Suzanne Allen       | Referral to decision-maker  | Yes   |   | This Committee and Full Council   |
| Domestic heating strategy             | To review and approve 10-year heating strategy for domestic dwellings in our aim to achieve net zero.              | Alison Charlesworth | Decision  | Yes   |   | This Committee  |
| Commercial heating strategy and plans | To approve heating strategy for commercial heating systems to achieve net zero and upgrade failing systems.        | Alison Charlesworth | Decision  | Yes   |   | This Committee  |
| Gypsy and Traveller Pitch Fees        | Approval of annual charges for Gypsy and Traveller Pitch Fees  | Jonathan South      | Decision  | Yes   |   | This Committee  |
| HNS and Repairs Performance Report    | Bi-annual overview of HNS performance (including Capital Programme and Stock Increase Programme updates)           | Janet Sharpe        | Post-decision (service performance/ monitoring)   | N/A   |   | This Committee  |
| Review of Selective Licensing/ City   | <ul style="list-style-type: none"> <li>Consultation/Approval of any changes to Selective licensing/City</li> </ul> | Catherine Hughes    | Pre-decision (policy development)   | Yes   |   | This Committee  |

|  |  |  |   |     |  |                |
|--|--|--|---|-----|--|----------------|
| wide Licensing Scheme                                | Wide Licensing schemes   |  |   |     |  |                |
| HRA Community Buildings – BIP                        | <ul style="list-style-type: none"> <li>• Consideration of possible changes to the provision of HRA community buildings</li> </ul>  | Peter Brown                                    | Pre-decision (policy development)               | Yes |  | This Committee |
| Customer access points – Review, BIP                 | <ul style="list-style-type: none"> <li>• Consideration of possible changes to HRA-managed customer access points</li> </ul>  | Dean Fearon                                    | Pre-decision (policy development)               | Yes |  | This Committee |
| Consultation on amendments to the Allocations Policy | <ul style="list-style-type: none"> <li>• Approval of proposed Allocation policy amendments.</li> </ul>   | David Wilkinson                                | Pre-decision (policy development)               | Yes |  | This Committee |
| Standing items                                       | <ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul> |  |   |     |  |                |
| Capital Approvals                                    | Approval of Capital Business Cases   | Nesreen Lowson / Alison Charlesworth/ Jo Payne | Referral to decision-maker                      | N/A |  | N/A            |
| Capital Finance Report                               | Approval of Capital Finance Monitoring Report  | Nesreen Lowson / Alison Charlesworth           | Post-decision (service performance/ monitoring) | N/A |  | N/A            |

| Meeting 5                          | TBC   | Time   |  |  |  |  |
|------------------------------------|---|--|--|--|--|--|
| Topic                              | Description   | Lead Officer/s                                 | Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/monitoring)</li> </ul> | (re: decisions)<br><b>Prior member engagement/development required</b><br><i>(with reference to options in Appendix 1)</i> | (re: decisions)<br><b>Public Participation/Engagement approach</b><br><i>(with reference to toolkit in Appendix 2)</i> | <b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul> |
| Shared Ownership Policy            | Approval of amendments to existing Shared Ownership policy  | Georgina Parkin                                | Decision   | Yes  |  | This Committee   |
| Communal Areas Investment Strategy | Approval of the 5-year investment plan for communal areas for low rise flats.   | Nesreen Lowson                                 | Decision   | Yes  |  | This Committee   |
| SIP Monitoring Report and Update   | Performance/delivery update on the Stock Increase Programme   | Kerry Bollington                               | Post-decision (service performance/monitoring)   | N/A  | N/A  | N/A  |
| Standing items                     | <ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Work Programme</li> <li>[any other committee-specific standing items eg finance or service monitoring]</li> </ul> |  |  |  |  |  |
| Capital Approvals                  | Approval of Capital Business Cases  | Nesreen Lowson / Alison Charlesworth/ Jo Payne | Referral to decision-maker   | N/A  | N/A  | N/A  |

|                        |   |                                      |   |     |     |     |
|------------------------|---|--------------------------------------|---|-----|-----|-----|
| Capital Finance Report | Approval of Capital Finance Monitoring Report | Nesreen Lowson / Alison Charlesworth | Post-decision (service performance/ monitoring) | N/A | N/A | N/A |
|------------------------|---|--------------------------------------|---|-----|-----|-----|

| Meeting 6                          | TBC   | Time   |   |  |  |   |
|------------------------------------|---|--|---|--|--|---|
| Topic                              | Description   | Lead Officer/s                                 | Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul> | (re: decisions) Prior member engagement/ development required<br>(with reference to options in Appendix 1) | (re: decisions) Public Participation/ Engagement approach<br>(with reference to toolkit in Appendix 2) | Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul> |
| HNS and Repairs Performance Report | Bi-annual overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)  | Janet Sharpe                                   | Post-decision (service performance/ monitoring)   | N/A  |  | This Committee  |
| Standing items                     | <ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Work Programme</li> <li>[any other committee-specific standing items eg finance or service monitoring]</li> </ul> |  |   |  |  |   |
| Capital Approvals                  | Approval of Capital Business Cases  | Nesreen Lowson / Alison Charlesworth/ Jo Payne | Referral to decision-maker  | N/A  | N/A  | N/A   |

|                        |   |                                      |   |     |     |     |
|------------------------|---|--------------------------------------|---|-----|-----|-----|
| Capital Finance Report | Approval of Capital Finance Monitoring Report | Nesreen Lowson / Alison Charlesworth | Post-decision (service performance/ monitoring) | N/A | N/A | N/A |
|------------------------|---|--------------------------------------|---|-----|-----|-----|

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