

**INFORMATION BULLETIN**

	<b><u>Subject</u></b>	<b><u>Author</u></b>
Jan	<ul style="list-style-type: none"> <li>• Investment Management Monitoring</li> <li>• Environmental Health (Prosecutions &amp; Warnings)</li> <li>• Community Fund Grants</li> <li>• Bed and Breakfast Arrears</li> <li>• Social Housing Grant</li> <li>• Press monitoring statement</li> <li>• Council Tax monitoring statement</li> <li>• NNDR monitoring statement</li> <li>• Planning appeals</li> <li>• Monitoring of legal matters relating to Leisure Services</li> <li>• Benefits Statement</li> <li>• Monitoring of Council Staff</li> <li>• Applications for certificate of lawful use or development</li> <li>• <b>Planning enforcement and compliance (exempt)</b></li> </ul>	David Adlam Richard Ashworth Jayne Boitoult Sandra Burningham Sandra Burningham Michelle Curran Andrew Davis Andrew Davis Rebecca Lord Julia Salmon June Simpson Andrea Vincent Kate Wells <b>Laurie Lewis</b>
Feb	<ul style="list-style-type: none"> <li>• Supplementary revenue estimates and virements</li> <li>• Atrium Update</li> <li>• Town Partnerships Update</li> <li>• Homelessness Activity – position statements</li> <li>• Planning appeals</li> <li>• Planning Statistics</li> <li>• Pantomime out-turn report</li> <li>• Asset Management</li> <li>• Benefits Statement</li> <li>• Housing and Council Tax Benefit monitoring</li> <li>• Monitoring of Council Staff</li> </ul>	David Adlam Chas Bradfield Nicola Dawkins Clive Jinman Rebecca Lord Jane Luker Nick Mowat Charlie Savage June Simpson June Simpson Andrea Vincent
Mar	<ul style="list-style-type: none"> <li>• Write-off of bad debts (under £1000)</li> <li>• Planning appeals</li> <li>• Local Authority Mortgage interest rate</li> <li>• Monitoring of legal matters relating to Leisure Services</li> <li>• Benefits Statement</li> <li>• Monitoring of Council Staff</li> <li>• Applications for certificate of lawful use or development</li> </ul>	Anna Houseman Rebecca Lord Kelvin Menon Julia Salmon June Simpson Andrea Vincent Kate Wells

Apr	<ul style="list-style-type: none"> <li>• Supplementary revenue estimates and virements</li> <li>• Investment Management Monitoring</li> <li>• Capital Programme monitoring statement</li> <li>• Environmental Health (Prosecutions &amp; Warnings)</li> <li>• Community Fund Grants</li> <li>• Bed and Breakfast Arrears</li> <li>• Social Housing Grant</li> <li>• NNDR monitoring statement</li> <li>• Council Tax monitoring statement</li> <li>• Write-off of Council Tax and NNDR bad debts (under £1000)</li> <li>• Town Partnership grants and activities</li> <li>• Total Values Written Off and the Service they Refer</li> <li>• Planning appeals</li> <li>• Planning Appeals – annual summary and report</li> <li>• Benefits Statement</li> <li>• Monitoring of Council Staff</li> </ul>	<p>David Adlam  David Adlam  David Adlam  Richard Ashworth  Jayne Boitoult  Sandra Burningham  Sandra Burningham  Andrew Davis  Andrew Davis  Andrew Davis  Nicola Dawkins  Anna Houseman  Rebecca Lord  Rebecca Lord  June Simpson  Andrea Vincent</p>
May	<ul style="list-style-type: none"> <li>• Monitoring of Cleansing Contract Performance</li> <li>• Atrium Update</li> <li>• Homelessness Activity – position statements</li> <li>• Planning appeals</li> <li>• Planning Statistics</li> <li>• Monitoring of legal matters relating to Leisure Services</li> <li>• Planned property maintenance</li> <li>• Benefits Statement</li> <li>• Housing and Council Tax Benefit monitoring</li> <li>• Monitoring of Council Staff</li> <li>• Contingency Budget Monitoring</li> <li>• Applications for certificate of lawful use or development</li> <li>• <b>Planning enforcement and compliance (exempt)</b></li> </ul>	<p>Richard Ashworth  Chas Bradfield  Clive Jinman  Rebecca Lord  Jane Luker  Julia Salmon  Charlie Savage  June Simpson  June Simpson  Andrea Vincent  Judith Walmsley  Kate Wells  <b>Laurie Lewis</b></p>
June	<ul style="list-style-type: none"> <li>• Insurance Reserve monitoring statement</li> <li>• Repairs and Renewals monitoring statement</li> <li>• Supplementary revenue estimates and virements</li> <li>• Environmental Health (Prosecutions &amp; Warnings)</li> <li>• Procedures and Appeals – Licensing</li> <li>• Planning appeals</li> <li>• Benefits Statement</li> <li>• Monitoring of Council Staff</li> </ul>	<p>David Adlam  David Adlam  David Adlam  Richard Ashworth  Alan Charman  Rebecca Lord  June Simpson  Andrea Vincent</p>

July	<ul style="list-style-type: none"> <li>• Community Fund Grants</li> <li>• Bed and Breakfast Arrears</li> <li>• Social Housing Grant</li> <li>• Complaints monitoring statement</li> <li>• Press monitoring statement</li> <li>• Council Tax monitoring statement</li> <li>• NNDR monitoring statement</li> <li>• Planning appeals</li> <li>• Draft final accounts and financial statements</li> <li>• Complaints and requests for assistance (Env. Health)</li> <li>• Leisure Services Annual Report</li> <li>• Leisure Services, monitoring of legal matters</li> <li>• Leases to Council properties – subsidy to Community Organisations</li> <li>• Benefits Statement</li> <li>• Monitoring of Council Staff</li> <li>• Applications for certificate of lawful use or development</li> </ul>	<p>Jayne Boitout Sandra Burningham Sandra Burningham Kevin Cantlon Michelle Curran Andrew Davis Andrew Davis Rebecca Lord Kelvin Menon Tim Pashen Tim Pashen Julia Salmon Charlie Savage</p> <p>June Simpson Andrea Vincent Kate Wells</p>
Aug	<ul style="list-style-type: none"> <li>• Supplementary revenue estimates and virements</li> <li>• Atrium Update</li> <li>• Town Partnerships Update</li> <li>• Homelessness Activity – position statements</li> <li>• Annual Housing Activity</li> <li>• Planning appeals</li> <li>• Planning Statistics</li> <li>• Benefits Statement</li> <li>• Housing and Council Tax Benefit monitoring</li> <li>• Monitoring of Council Staff</li> </ul>	<p>David Adlam Chas Bradfield Nicola Dawkins Clive Jinman Clive Jinman Rebecca Lord Jane Luker June Simpson June Simpson Andrea Vincent</p>
Sept	<ul style="list-style-type: none"> <li>• Environmental Health (Prosecutions &amp; Warnings)</li> <li>• Write-off of bad debts (under £1000)</li> <li>• Planning appeals</li> <li>• Local Authority mortgage interest rate</li> <li>• Treasury Management Annual report</li> <li>• Unfitness (housing) update of position</li> <li>• Leisure Services, monitoring of legal matters</li> <li>• Benefits Statement</li> <li>• Action Holiday, out-turn report</li> <li>• Monitoring of Council Staff</li> <li>• Applications for certificate of lawful use or development</li> <li>• <b>Planning enforcement and compliance (exempt)</b></li> </ul>	<p>Richard Ashworth Anna Houseman Rebecca Lord Kelvin Menon Kelvin Menon Tim Pashen Julia Salmon June Simpson Derek Truman Andrea Vincent Kate Wells <b>Lawrie Lewis</b></p>

Oct	<ul style="list-style-type: none"> <li>• Investment Management Monitoring</li> <li>• Community Fund Grants</li> <li>• Bed and Breakfast Arrears</li> <li>• Social Housing Grant</li> <li>• NNDR monitoring statement</li> <li>• Council Tax monitoring statement</li> <li>• Write-off of Council Tax and NNDR bad debts (under £1000)</li> <li>• Planning appeals</li> <li>• Supplementary revenue estimates and virements</li> <li>• Capital Programme monitoring statement</li> <li>• Benefits Statement</li> <li>• Monitoring of Council Staff</li> </ul>	<p>David Adlam Jayne Boitoult Sandra Burningham Sandra Burningham Andrew Davis Andrew Davis Andrew Davis Rebecca Lord Kelvin Menon Kelvin Menon June Simpson Andrea Vincent</p>
Nov	<ul style="list-style-type: none"> <li>• Monitoring of Cleansing Contract Performance</li> <li>• Atrium Update</li> <li>• Homelessness Activity – position statements</li> <li>• Planning appeals</li> <li>• Planning Statistics</li> <li>• Planned property maintenance</li> <li>• Benefits Statement</li> <li>• Housing and Council Tax Benefit monitoring statement</li> <li>• Action Holiday (Financial out turn and report on tennis tournament)</li> <li>• Monitoring of Council Staff</li> <li>• Applications for certificate of lawful use or development</li> <li>• Leisure Services, monitoring of legal matters</li> </ul>	<p>Richard Ashworth Chas Bradfield Clive Jinman Rebecca Lord Jane Luker Charlie Savage June Simpson June Simpson Derek Truman</p> <p>Andrea Vincent Kate Wells Kate Wells</p>
Dec	<ul style="list-style-type: none"> <li>• Discretionary Fees and Charges x 7 portfolios</li> <li>• Supplementary revenue estimates and virements</li> <li>• Insurance reserve monitoring statement</li> <li>• Repairs and renewals monitoring statement</li> <li>• Community Fund Grants</li> <li>• Procedures and Appeals – Licensing</li> <li>• Planning appeals</li> <li>• External Audit – management letter</li> <li>• Benefits Statement</li> <li>• Monitoring of Council Staff</li> </ul>	<p>David Adlam David Adlam David Adlam David Adlam Jayne Boitoult Alan Charman Rebecca Lord Derek McManus June Simpson Andrea Vincent</p>

### **Ad hocs**

Contingency Fund approvals  
Appointments to outside bodies  
Statutory Fees and Charges as and when changes arise  
All consultations from Government etc