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To: All Members of the Council
Chief Executive

Please ask for Martin Elliott

Direct Line 01246 345236

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Our Ref
Your Ref

Dear Councillor,

Record of Decision taken by Cabinet - 16 May, 2017

At a meeting of the Cabinet held on 16 May, 2017, the following decisions were reached on the items listed in the attached schedule.

The implementation of these Cabinet decisions is suspended until the call-in period has expired without a call-in being validly invoked. Any Member of the Council shall be entitled to call for a decision to be suspended by giving notice to the Monitoring Officer *either by telephone, fax, email or in writing not later than 5.00 pm on the day following the date of the Cabinet meeting.*

Any decision so suspended shall not be capable of implementation for a period of five calendar days from the date of the Cabinet meeting which will expire on 21 May, 2017.

(DURING THE CALL-IN PERIOD A REQUEST MAY BE MADE IN RESPECT OF ANY DECISION SO SUSPENDED BY NOT LESS THAN ONE QUARTER OF THE TOTAL MEMBERSHIP OF THE OVERVIEW AND PERFORMANCE SCRUTINY COMMITTEE. TO DO THIS YOU WILL NEED TO NOTIFY THE MONITORING OFFICER IN WRITING, BY FAX OR BY EMAIL BY 5.00 PM ON 21 MAY, 2017 BEING FIVE DAYS FOLLOWING THE DAY OF THE CABINET MEETING.)

continued

Public Information

7. Review of Code of Corporate Governance and Annual Governance Statement

***RESOLVED –**

1. That the following documents be noted and referred to the Standards and Audit Committee for approval:
 - a) the Annual Review of the Local Code of Corporate Governance for 2016/17;
 - b) The review of the key elements that comprise the Council's governance arrangements;
 - c) the Annual Governance Statement, subject to a minor revision of the action plan relating to "devolution" ;
 - d) the Annual Governance Statement Action Plan, subject to a minor revision of the action plan relating to "devolution" ;.
2. That a review of the Code of Corporate Governance be undertaken in 12 months' time.
3. That progress on the Action Plan be monitored by the Corporate Management Team.

REASONS FOR DECISIONS

To enable the Cabinet and the Standards and Audit Committee to influence the development of, and monitor compliance with, the Code of Corporate Governance.

In order to comply with the requirements of the Accounts and Audit Regulations 2015.

To support the maintenance of sound governance arrangements within the Council.

8. Adaptations Policy and Procedure 2017 - 2020

***RESOLVED –**

1. That the Adaptations Policy and Procedure 2017 – 2020 be approved and implemented.
2. That the way in which adaptation works are recorded be reviewed, and that a new method of recording and reporting on adaptations work be developed.
3. That an ongoing review of the impact of the implementation of the Adaptations Policy and Procedure 2017 – 2020 be carried out, and that a report on its impact be brought to Cabinet by April, 2019.

REASON FOR DECISIONS

To provide a robust framework that promotes equality and fairness along with compliance with disability legislation, and to meet the increasing demands and needs of our tenants whilst enabling effective management of the service and budget.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Sandy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer