

**POLICY, FINANCE AND DEVELOPMENT COMMITTEE**

**ACTION LIST**

**Arising from the Meeting held on Tuesday, 26 November 2019**

No.	Minute Ref. / Item of Business	*Action Details / Action Due Date	Responsible Officer(s)' Initials	Action Status
1.	40. Review of Scale of Fees & Charges (2020/21)	Further information to be provided before the next meeting of the Committee on 11 February 2020, including the justifications and usage of charges in relation to hire of community facilities and the garden waste collection service.  <b><i>Due by Mar-20</i></b>	ChRa	Complete
		The information requested was featured in the 'Draft 2020/21 Budget (including approval of Council Tax) & Medium-Term Financial Strategy (2021/22 to 2024/25)' report and 'Draft 2020/21 Budget Book' as was approved for recommendation by the Committee at its meeting on 11 February to Full Council.		
2.	41. Collection and Write-Off of Miscellaneous Debtors (Q2 2019/20)	A report to be provided to a future meeting of the Committee detailing the Council's use of collection agents.  <b><i>Due by Jun-20</i></b>	ChRa	On Target to Complete
		This report will be authored by the new Revenues and Benefits Manager once in-post and will be considered by this Committee at a future meeting provisionally scheduled on either 16 June or 15 September 2020.		
3.	44. Environment Strategy & Action Plan (November 2019)	Where paper processes and transactions are migrated to online forms, thorough testing and regular monitoring of the online forms should be in place to ensure continuity and reliability of these services.  <b><i>Due by Ongoing</i></b>	PhFi	Ongoing
		The migration and creation of online forms will be completed and tested in an Officer-determined order of priority, and will be regularly monitored to ensure service continuity and reliability.		
4.	47. Financial Outturn Report (Q2 2019/20)	Updates regarding Tendring Drive footpath and Oadby Grange Country to be provided to the	DaGi	Complete

		January 2020 meeting of Service Delivery Committee. <b><i>Due by Jan-20</i></b>		
		A report and verbal update was provided to and considered at the Service Delivery Committee meeting on 28 January 2020.		
<b>5.</b>	<b>47. Financial Outturn Report (Q2 2019/20)</b>	An update regarding the Pest Control Service to be provided to the March 2020 Licensing and Regulatory Committee. <b><i>Due by Mar-20</i></b>	<b>ToCa</b>	Complete
		An exempt report and verbal update is to be provided to and considered at the next Licensing and Regulatory Committee meeting scheduled on 5 March 2020.		

\* | All actions listed are those which are informally raised by Members during the course of debate upon a given item of business which do not form part of - but may be additional, incidental or ancillary to - any motion(s) carried. These actions are for the attention of the responsible Officer(s).