

<b>Checklist for:</b>	Discretionary Rates Relief
	FWP (submitted)

<b>Planned submission timeline (complete all that apply)</b>	<b>Body</b>	<b>Target date</b>
	DMT	25.1.24
	Clearance Meeting	5.2.24 (papers needed by 30.1.24)
	LMT	22.2.24 (papers by 20.2.24)
	Mayoral briefing	Tbc
	Scrutiny	n/a
	Pre-Executive	27.2.23 (papers by 23.2.24)
	Executive /	13.3.24 (papers needed by 4.3.24)
	Council committee	
	Full Council	

**No report should be submitted to any of the above bodies until all of the questions below have been answered. Good time must be allowed to engage corporate governance leads to ensure they have the time and space to fully consider your report. A minimum of 5 working days for comments should be planned into report development.**

<b>Corporate Governance discipline</b>	<b>Question</b>	<b>Answer Y/N</b>	<b>If you answered yes</b>	<b>Record of action</b>
Projects and Programmes	Is the report seeking approval to start a new project?	N	No report must be submitted to Members until the business case for a new project has been agreed by LMT. The Council's approach to programmes and project management is set out in the <u>Programme and Project Management Policy</u> and supporting <u>Programme and Project Management Framework</u> .	
Projects and Programmes	Is the report presenting a business case for a new project or seeking to revise an existing business case?	N	The <u>Programme and Project Management Framework</u> requires that all business are approved by the Heads of Strategy, Information and Governance and Financial Planning	

Corporate Governance discipline	Question	Answer Y/N	If you answered yes	Record of action
Revenue Finance	Does the report have revenue expenditure or income implications for the organisation?	Y	The Finance Business Partner must be engaged and give approval that the financial implications are accurately described and the planned approval route is in line with the constitution.	<i>Update of existing policy, any expenditure has been assessed accordingly</i>
Capital Finance	Does the report require any capital borrowing or change the Council's approach to planned capital borrowing	N	The Head of Finance and Investment must be engaged and give approval that the capital implications are accurately described and the planned approval route is in line with the constitution.	
Tax implications	Is the report likely to impact the councils tax position, for example in relation to VAT liabilities of the Council?	N	The Senior Financial accountant must be engaged and give approval to the representation of VAT and taxation liabilities outlined in the report.	
Assets	Does the report involve the acquisition, enhancement, disposal of an asset? Does it involve any kind of asset leasing arrangement?	N	The Head of Asset Management must be engaged and the <u>Asset Disposal Policy</u> should be adhered to.	
Grant / funding obligations	Will the Council incur grant / funding obligations as a result of this report? This should include any new grant / funding, any decision to repurpose an existing grant or funding	N	The Finance Business Partner must be engaged and give approval that the grant implications are accurately and fully described, along with a plan to manage them and the planned approval route is in line with the constitution.	
Insurance	Will the report impact on the Council's insurance position?	N	The Insurance manager must be engaged and give approval that the recommendations reflect the impact on the Council's insurance posture.	
Risk	Does the report impact on the Council's known risks or create a new risk to the organisation?	N	The Risk assessment section of the report must set this out in full. Advice should be sought from the Risk Business Partner to ensure new risks are captured once the report is agreed. The Risk Business Partner must be engaged to seek guidance on capturing all risks. The Council's approach to risk is set out in the <u>Risk and Opportunity Management Policy</u> .	
Workforce	Will the report involve decisions to establish new posts, restructure or delete posts? Will it involve procurement of interim or agency staff?	N	The Head of HR and the must be engaged Discuss where this goes:  Establishment control – finance business partner / HR  Control over agency – procurement / finance business partner	
Public Sector Equality Duty	Is the report relevant to the PSED?	N	A screening impact assessment must be completed and appended to the report. The Governance and Information Manager must be engaged and give approval that the	

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			assessment is robust. The process is set out in <a href="#">the Impact Assessment Policy</a> . Guidance can be sought from the Policy Business Partner.	
Consultation	Is the report seeking approval to consult?	N	The Governance and Information Manager must be engaged and approve the approach to consultation. The policy will be updated in 2023, attached is a link to the existing <a href="#">policy</a> .	
Data Protection	Does the report have implications for data protection? Does it seek to gather new data or use existing data in a different way	Y	The <a href="#">Data Protection</a> officer must be engaged and approve the proposed use of data.	Applications relating to this policy are not published. Any data collected is used in accordance with the Residents & Business existing privacy notice.
Legal	Does the report have legal implications?	N	All reports must be submitted to the Monitoring officer for legal services views.	
ICT	Does the report have implications for ICT? This could include procuring or using a new ICT system, decommissioning systems(s), expanding access to existing systems.	N	The Head of Strategy, Business and Customer who is responsible for ICT must be engaged and approve the proposed ICT implications.	
Procurement and commissioning	Will the report trigger new procurement and commissioning activity, including: commence, change or cease a service. Enter into a new contract, vary a contract, terminate a contract?	N	The Head of Commissioning and Procurement must be engaged and approve the proposed approach to ensure it is in line with the <a href="#">strategy</a> , constitution and legislation	
Partnership governance	Will the report create, change or cease partnership arrangements	N	The Head of Strategy, Information and Governance must be engaged and approve that the recommendations are in line with the Council's <a href="#">Policy for Partnership Governance</a>	
Health inequalities	Will the report have an impact on health inequalities or is there an opportunity to use the proposed outcomes to impact positively on health inequalities?	N	The Public Health Principal must be engaged and approve the proposed approach to ensure that it is in line with the Council's commitment to reduce health inequalities as set out in the <a href="#">Health and Wellbeing Strategy</a> .	

**Checklist completed by:**

<b>Name</b>	<b>DI/AP</b>
<b>Date</b>	<b>6.12.23</b>