

Recommendations as approved by Cabinet on 4 March 2014	Implementation Status as of Sept 2014
i. An agreed common approach to be put in place for coding all loans and grants on the Council's finance system to make them easily identifiable.	Not yet completed
ii. In regard to New Service Level Agreements (SLA): a) Where those agreements make reference to other documents e.g. performance management information, those documents must be attached as an appendix to the agreement. b) A template together with officer guidance notes to be introduced to support the process of producing an SLA, in line with that shown at Annexes B & C.	Guidance issued
iii. In regard to current SLAs, the new process detailed above to be implemented as part of a phased approach, as and when each SLA is reviewed.	Not started
iv. All Loans and grants over 50k to be agreed by Cabinet	In place – no new grants awarded
v. All grants over £100k or those deemed to be of higher risk, to have a legally binding grant funding agreement (GFA) rather than an SLA.	In progress
vi. The Council to make greater use of its website to	In progress – delayed by potential changes to

<p>share information on the loans and grants it provides, together with information on how to make loan/grant applications and details of those available to the voluntary sector.</p>	<p>council website</p>
<p>vii. Applications for loans should detail the applicants other attempts to find the appropriate funding</p>	<p>In place</p>
<p>viii. In regard to monitoring arrangement for loans – introduce a six monthly minimum requirement for reporting back on loans to a specified named officer or in the case of higher level loans, to the Cabinet.</p>	<p>In place</p>
<p>ix. In regard to defaulted loans:</p> <ul style="list-style-type: none"> <li>a) A separate recovery route on the Council Finance system to be set up to enable the Corporate Finance Team to easily identify and actively monitor those loans.</li> <li>b) Guidance to be given to ensure an improved understanding of the times allowed between each stage of the loan recovery process</li> </ul>	<p>In place</p> <p>Guidance issued</p>