

**SWALE BOROUGH COUNCIL
FORWARD PLAN AND NOTICE OF KEY DECISIONS**

November 2014 - February 2015

Notes:

A key decision is defined as 'an Executive decision which is likely to (a) result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.'

The key decision threshold, confirmed by Council, is set at 100,000 (this relates to (a) of the definition above).

Where the decision will be made by Cabinet the Members of the Cabinet are:

Councillor Andrew Bowles - Leader

Councillor Kenneth Pugh - Cabinet Member for Community Safety and Health

Councillor David Simmons - Cabinet Member for Environmental and rural affairs

Councillor Duncan Dewar-Whalley - Cabinet Member for Finance

Councillor John Wright - Cabinet Member for Housing

Councillor Mike Whiting - Cabinet Member for Localism

Councillor Ted Wilcox - Cabinet Member for Performance

Councillor Mike Cosgrove - Cabinet Member for Regeneration

Councillor Gerry Lewin - Deputy Leader and Cabinet Member for Planning

Subject to any prohibition or restriction on their disclosure, copies or extracts of any documents listed below can be viewed at Swale House, East Street, Sittingbourne, Kent, ME10 3HT. Please contact Democratic Services to arrange a time to view the documents or to request copies by post by e-mailing democraticservices@swale.gov.uk or by telephone on: 01795 417330. Fees may be charged in accordance with the Council's Fees and Charges policy.

Other documents relevant to the decision item may be submitted to the decision maker; please contact Democratic Services (contact details above) to request details of these documents as they become available.

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Members' Localism Grant 2013/14 Report</p> <p>The report brings together and interprets statistical information for the Members' Localism Grant fund during the financial year 2013/14 to show how grants were spent. It also reviews awarding of the grants, lessons learnt and actions for 2014/15.</p>	<p>Cabinet 5 November 2014</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Localism Brooke Butfield</p>
	<p>Faversham Creek Neighbourhood Plan - Submission Consultation</p> <p>To agree that if the Neighbourhood Plan meets the requirements in the legislation when it is submitted, that it can be taken through Cabinet and out to a 6 week consultation.</p>	<p>Cabinet 5 November 2014</p>	<p>Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Cabinet Member for Planning Natalie Earl, James Freeman</p>
	<p>Disposal of land at Sheppey Court Marshes, Sheerness</p> <p>To consider the potential disposal of surplus land at Sheppey Court Marshes, Sheerness.</p>	<p>Cabinet 5 November 2014</p>	<p>Non-Key This is not a key decision because it is not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on</p>	<p>Part exempt</p>		<p>Cabinet Member for Finance</p>

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			communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Thistle Hill Pitch Asset Transfer To agree the Asset Transfer of the Thistle Hill Pitch.	Cabinet 5 November 2014	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Councillor Duncan Dewar-Whalley duncandewar-whalley@swale.gov.uk Charlotte Hudson
	Swale Fisherman's Association - Lease Proposal to offer Swale Fisherman's Association a twenty year lease for the moorings and quayside for the Fisherman's	Cabinet 5 November 2014	Non-Key This is not a key decision because is it not likely to result in the local authority incurring	Open		Leader Len Mayatt

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	Quay at Queenborough.		expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Local Engagement Forum Update To consider the quarterly update on the Local Engagement Forums.	Cabinet 5 November 2014	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism
	Discretionary Rate Relief Policy This policy covers the discretionary help that can be given to local businesses which includes charities, non-profit making organisations and rural businesses. Under the Localism Act Members could put in place a scheme which encourages new businesses to move to the borough or to help a specific area of the Borough. This is a key decision because the cost of discretionary relief to the Borough is currently £150,000.	Cabinet 5 November 2014	Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Finance Zoe Kent

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	Minutes of the Local Development Framework Panel held on 28 October 2014.	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Planning
	Quinton Hall Asset Transfer Decision as to whether Quinton Hall should be transferred to Ichtus Trust on 125 year leasehold.	Cabinet 5 November 2014	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Localism Sophia Ramm
	Household Recycling & Waste Collection Policy The Household Recycling and Waste Policy confirms the Councils approach to recycling	Cabinet 5 November 2014	Key It is significant in terms of its effect on communities living or working	Open		Cabinet Member for Environmental and Rural Affairs

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	and collection of waste. It is intended to form the protocol that council officers will follow on behalf of the Council when liaising with residents.		in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Review of Fees and Charges Cabinet is asked to make recommendations to Council to approve the proposed fees and charges for 2015/16.	Cabinet 5 November 2014	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	Council Tax Support Scheme 2015-16 The Council Tax Support Scheme has to be approved by full Council by 31 January each year. Members need to decide whether we go with the same scheme as last year reducing CTS by 15% or a different scheme.	Cabinet 5 November 2014	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance
	Review of Community Asset Transfer Policy This report will be advising members of the review of the existing community asset transfer policy and making recommendations regarding changes to the policy.	Cabinet 5 November 2014	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its	Open		Cabinet Member for Localism

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			effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Sheerness Heritage Centre To consider a proposed new lease for Sheerness Heritage Centre.	Cabinet 5 November 2014	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Finance Anne Adams
	Award of Markets Service Contract to 2018 To consider the Award of Markets Service Contract to 2018 following a procurement process	Cabinet 3 December 2014	Key It is likely to result in the Council incurring expenditure	Fully exempt		Cabinet Member for Regeneration Lyn Newton

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	for the three town markets in Sittingbourne, Faversham and Sheerness.		above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.			
	<p>Medium Term Financial Plan and 2015/16 Revenue and Capital Budgets</p> <p>Cabinet is asked to consider the Council's Medium Term Financial Plan and the Revenue and Capital Budget proposals for 2015/16.</p>	Cabinet 3 December 2014	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Finance</p> <p>Nick Vickers nickvickers@swale.gov.uk</p>
	<p>Revenues and Benefits Service Debt Recovery Policy</p> <p>In a previous internal audit it was recommended that the Revenues and Benefits service should have its own debt recovery policy in addition to the corporate policy. A policy has therefore been written to ensure that residents and especially vulnerable persons are treated equally and fairly when collecting debt. The policy outlines how debts will be collected covering the processes and possible methods of</p>	Cabinet 3 December 2014	<p>Non-Key</p> <p>This is not a key decision because it is not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area</p>	Open		<p>Councillor Duncan Dewar-Whalley duncandewar-whalley@swale.gov.uk</p> <p>Zoe Kent</p>

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	collection.		comprising two or more wards or electoral divisions in the area of the local authority.			
	Financial Management Report Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.	Cabinet 3 December 2014	Non-Key This is not a key decision as it is for information only.	Open		
	Discretionary Housing Payment Policy This policy covers the extra help given to claimants receiving Housing Benefit. Housing Benefit has been cut for some groups under the welfare reform changes the policy needs to be reviewed so that Members can decide whether the fund is being distributed to those who need the most help in the Borough. This is a key decision because the grant received is £345,000.	Cabinet 3 December 2014	Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Finance
	Minutes of the Swale Rural Forum held on 18 November 2014.	Cabinet 3 December 2014	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs

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	Minutes of the Local Development Framework Panel held on 4 December 2014.	Cabinet 7 January 2015	Non-Key	Open		Cabinet Member for Planning
	Minutes of the Swale Joint Transportation Board meeting held on 8 December 2014.	Cabinet 7 January 2015	Non-Key	Open		Councillor Mike Whiting
	Medium Term Financial Plan and 2015/16 Revenue and Capital Budgets Cabinet is asked to consider the Council's Medium Term Financial Plan and the Revenue and Capital Budget proposals for 2014/15.	Cabinet 4 February 2015	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	Local Engagement Forum Update To receive an update on the quarterly Local Engagement Forum.	Cabinet 4 February 2015	Non-Key This is not a key decision as it is for information only.	Open		

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	Minutes of the Swale Rural Forum held on 10 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs
	Local Development Framework Panel held on 12 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Planning
	Financial Management Report Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.	Cabinet 11 March 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	Minutes of the Swale Joint Transportation Board meeting held on 9 March 2015.	Cabinet 15 April 2015	Non-Key	Open		Councillor Mike Whiting