

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

April 2015 - July 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, Sport, Culture and Heritage

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>Parking Enforcement Contract Extension To consider extending the contract for parking enforcement by two years in accordance with the terms of the existing contract.</p>	<p>Cabinet 15 April 2015</p>	<p>Key It is likely to result in the Council incurring expenditure 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>	<p>Open</p>		<p>Cabinet Member for Environmental and Rural Affairs Jeff Kitson</p>
	<p>Thistle Hill Pitch Asset Transfer To agree the Asset Transfer of the Thistle Hill Pitch.</p>	<p>Cabinet 15 April 2015</p>	<p>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</p>	<p>Open</p>		<p>Cabinet Member for Localism, Sport, Culture and Heritage Charlotte Hudson</p>

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			in the area of the local authority.			
	Swale's Playing Pitch Strategy A draft playing pitch strategy for Swale has been developed and now needs to be consulted on for 12 weeks.	Cabinet 15 April 2015	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 Localism, Sport, Culture and Heritage Emma Wiggins emmawiggins@swale.gov.uk
	The Meads Community Centre Asset Transfer To consider the asset transfer of The Meads Community Centre.	Cabinet 15 April 2015	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	Open		Cabinet Member for Localism, Sport, Culture and Heritage Charlotte Hudson

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	Minutes of the Swale Joint Transportation Board meeting held on 9 March 2015.	Cabinet 15 April 2015	Non-Key	Open		Cabinet Member for Localism, Sport, Culture and Heritage
	<p>Cabinet Delegated Decision - Guidance on policy/strategy development, consultation and adoption Cabinet Delegated Decision to be taken by the Leader.</p> <p>This guidance is aimed at officers who have been asked to write a council policy or strategy. It offers advice on the most appropriate routes through the Council's sometimes complex decision-making processes, as well as establishing a standard Council approach to external consultation on new policies and strategies.</p>	Cabinet 15 April 2015	<p>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.</p>	Open		<p>Leader</p> <p>David Clifford davidclifford@swale.gov.uk</p>
	Regeneration Project Management Service Contract To award the contract for Regeneration Project Management Service.	Cabinet 27 May 2015	<p>Key It is likely to result in the Council incurring expenditure</p>	Fully exempt		<p>Cabinet Member for Regeneration</p> <p>Emma Wiggins emmawiggins@swale.gov.uk</p>

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			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>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 collection.</p>	<p>Cabinet 27 May 2015</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Finance Zoe Kent</p>

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	<p>Treasury Management Services Contract</p> <p>To advise Members of the results of the Treasury Management Services tender evaluations and to make decisions as to which of the offered options should be accepted.</p>	<p>Cabinet 27 May 2015</p>	<p>Key</p> <p>It is likely to result in the Council incurring expenditure 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>	<p>Fully exempt</p>		<p>Cabinet Member for Finance</p> <p>Nick Vickers nickvickers@swale.gov.uk</p>
	<p>Outside Body nominations to be made by Cabinet</p>	<p>Cabinet 27 May 2015</p>	<p>Non-Key</p>			<p>Leader</p> <p>Philippa Davies philippadavies@swale.gov.uk</p>
	<p>Information Commissioner's Office (ICO) Freedom of Information Act Publication Scheme</p> <p>Under the Freedom of Information Act 2000 the Council is required to produce a publication scheme, setting out what information we routinely make available to the public, how it can be obtained and whether there is a charge for it. Under the Act, the Information Commissioner has to approve councils' publication schemes, but</p>	<p>Cabinet 15 July 2015</p>	<p>Non-Key</p> <p>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</p>	<p>Open</p>		<p>Leader</p> <p>Ian Mackenzie</p>

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	<p>the Commissioner can also produce a 'model scheme' which can be adopted wholesale by councils without further approval.</p> <p>Swale Borough Council has previously adopted the model scheme, but this has recently been updated by the Information Commissioner and now needs to be re-adopted in its revised format by the Council. The changes are intended to provide a harmonised approach to data transparency for local authorities, avoiding unnecessary duplication.</p>		<p>in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>			