

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

**September 2015 - December 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](mailto: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>Combating Fraud - Council Tax and Business Rates</p> <p>The investigation of Housing Benefit fraud will move to the Department for Work and Pensions from March 2016. The MKIP shared fraud service is looking to move to investigating possible fraud and error within the award of Council Tax and Business rates exemptions.</p>	<p>Cabinet 2 September 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>Open</p>		<p>Cabinet Member for Finance</p> <p>Ginny Wilkinson</p>
	<p>Discretionary Housing Payment Policy</p> <p>The Borough is able to award discretionary rate relief to help Housing Benefit claimants who have a shortfall between their rent and Housing Benefit payments. A consultation was carried out earlier in the year so approval is sought for the policy.</p>	<p>Cabinet 2 September 2015</p>	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Cabinet Member for Finance</p> <p>Zoe Kent</p>
	<p>Discretionary Rate Relief Policy</p> <p>The Borough is able to award discretionary rate relief to help businesses within Swale. A consultation was carried out earlier in the year so approval is sought for the policy.</p>	<p>Cabinet 2 September 2015</p>	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Cabinet Member for Finance</p> <p>Zoe Kent</p>

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	<p>Faversham Recreation Ground - Proposed Heritage Lottery Fund Bid</p> <p>The purpose of this report will be to seek Members agreed to a draft masterplan and bid to the Heritage Lottery Fund for approximately £1.6m to improve Faversham Recreation Ground.</p>	<p>Cabinet 2 September 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>Open</p>		<p>Cabinet Member for Environmental and Rural Affairs</p> <p>Graeme Tuff</p>
	<p>Cabinet Delegated Decision - Guidance on policy/strategy development, consultation and adoption</p> <p>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</p>	<p>Cabinet 2 September 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>David Clifford</p>

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	establishing a standard Council approach to external consultation on new policies and strategies.		in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Swale's Sports Facilities Strategy 2015 - 2025 A draft sports facilities strategy for Swale has been developed and now needs to be consulted on for 8 weeks	Cabinet 2 September 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  Len Mayatt
	Teynham Car Park - Community Asset Transfer This report seeks approval for the transfer under the Community Asset Transfer Policy of the car park to Teynham Parish Council who already manage the car park under a short-term lease.	Cabinet 2 September 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	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Kent Parker

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			electoral divisions 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 8 weeks.	Cabinet 2 September 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  Len Mayatt
	Minutes of the Swale Rural Forum held on 25 August 2015	Cabinet 2 September 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Environmental and Rural Affairs  Kellie MacKenzie
	Financial Management Report: April - June 2015 This report shows the revenue and capital projected outturn for 2015/16 as at the end of period 3, covering the period from April to June 2015.	Cabinet 2 September 2015	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	Open		Cabinet Member for Finance  Nick Vickers

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
			function to which the decision relates.			
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during June 2015. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 2 September 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Brooke Buttfield
	Cabinet Delegated Decision - Food Service Plan 2015-16 Cabinet Delegated Decision - 15 September 2015.  The authority is required to produce a food service plan outlining how Swale Borough Council will meet the food law expectation from the Food Standards Agency. The plan summaries how we will deliver a service that is effective, risk based, proportionate and consistent with national expectations. This is a revision of the Food Service Plan 2013 and forms part of the Mid Kent Food Service Plan.  Food service plans are an important part of the process of how national priorities and	Cabinet Delegated Decisions 15 September 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 Environmental and Rural Affairs  Peter Lincoln

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	<p>standards are addressed and delivered locally. The plan also identifies:</p> <p>The principles of good food regulation;  focus on key delivery issues and outcomes;  provide an essential link with corporate and financial planning;  set objectives for the future, and identify major issues that cross service boundaries;  provide a means of managing performance and making performance comparisons; and  provide information on an authority's service delivery to stakeholders, including businesses and consumer</p>					
	<p>Former Council offices, Trinity Road - long term future  This report sets out the options that have been considered for the long-term future of the former Council offices and makes recommendations regarding the option to be taken forward.</p>	<p>Cabinet  7 October 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</p>	<p>Open</p>		<p>Cabinet Member for Finance  Anne Adams</p>

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			in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>The Meads Community Centre Asset Transfer</p> <p>This report seeks approval for the transfer of The Meads Community Centre to The Meads Community Centre Trust.</p>	<p>Cabinet</p> <p>7 October 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 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 Localism, Sport, Culture and Heritage</p> <p>Charlotte Hudson</p>
	<p>Mid Kent Planning Support Review</p> <p>Following Tunbridge Wells Borough Council's decision to withdraw from the shared support service (subject to confirmation from Tunbridge Wells Borough Council Cabinet on 28 June</p>	<p>Cabinet</p> <p>7 October 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</p>	<p>Open</p>		<p>Cabinet Member for Planning</p> <p>James Freeman</p>



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	2015), the report will review options and way forward for Swale Borough Council.		are, significant having regard to the local authority's budget for the service or function to which the decision relates.			
	Minutes of the Local Development Framework Panel held on 17 September 2015	Cabinet 7 October 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 local authority.	Open		Cabinet Member for Planning  Gill Harris
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during September 2015. To suggest topics as agenda items	Cabinet 4 November 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Brooke Butfield

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	for future local Engagement Fora.					
	Review of Fees and Charges The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2016/17 for submission to Council. Charges will take effect from 1 April 2016.	Cabinet 4 November 2015	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
	Medium Term Financial Plan and 2016/17 Budget This report sets out the Council's Medium Term Financial Plan and proposals for the 2016/17 Budget.	Cabinet 2 December 2015	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.	Open		Cabinet Member for Finance  Nick Vickers
	Minutes of the Swale Rural Forum held on 17 November 2015	Cabinet 2 December 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Environmental and Rural Affairs  Kellie MacKenzie

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	Financial Management Report: April to September 2015	Cabinet 2 December 2015	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.	Open		Cabinet Member for Finance  Nick Vickers
	Minutes of the Local Development Framework Panel held on 3 December 2015	Cabinet 6 January 2016	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	Open		Cabinet Member for Planning  Gill Harris

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			in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during December 2015. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 3 February 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Brooke Buttfield
	Treasury Management Strategy Statement and Investment Strategy 2015/16 This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2016/17. It will be proposed to Council at the meeting on 17 February 2016.	Cabinet 3 February 2016	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
	Medium Term Financial Plan and 2016/17 Budget This report sets out the Council's Medium Term Financial Plan and proposals for 2016/17 Budget.	Cabinet 3 February 2016	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

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	<p>Financial Management Report: April - December 2015  This report shows the revenue and capital projected outturn for 2015/16 as at the end of period 9, covering the period from April to December 2015.</p>	<p>Cabinet  2 March 2016</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 Finance    Nick Vickers</p>
	<p>Minutes of the Local Development Framework Panel held on 11 February 2016</p>	<p>Cabinet  2 March 2016</p>	<p>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</p>	<p>Open</p>		<p>Cabinet Member for Planning    Gill Harris</p>

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			local authority.			
	Minutes of the Swale Rural Forum held on 23 February 2016	Cabinet 2 March 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Environmental and Rural Affairs  Kellie MacKenzie
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during February/March 2016. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 25 May 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Brooke Butfield