

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

May 2016 - August 2016

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>Workforce Strategy The Workforce Strategy is one of the council's key strategic documents to ensure it is able to deliver its priorities. The current strategy was developed in 2012 and no longer reflects the key challenges for the organisation. The proposed Workforce Strategy sets out the current context and future challenges for the Council in workforce matters and sets out the key areas for development.</p>	<p>Cabinet Delegated Decisions 17 May 2016</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 Performance Dena Smart</p>
	<p>Outside Bodies Nominations to be made by Cabinet Cabinet are asked to appoint Members to outside bodies for the 2016/17 municipal year.</p>	<p>Cabinet 25 May 2016</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>Leader Philippa Davies philippadavies@swale.gov.uk</p>

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			in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Outgoing post distribution - award of contract</p> <p>This report provides details of the current and proposed arrangements for outgoing post distribution from Swale House and recommends that members approve the proposal to enter into a contract with Whistl Ltd for a term of four years.</p>	<p>Cabinet 25 May 2016</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 Anne Adams</p>
	<p>Council Tax Support Scheme 2017/18</p> <p>We are required to review our Council Tax Support Scheme on an annual basis and to put a scheme in place by 31 January 2017. Across Kent the finance officers and benefit managers are working together to put forward proposals for the new scheme.</p>	<p>Cabinet 25 May 2016</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 Zoe Kent</p>

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	We will be required to go out to consultation on our proposed scheme from June 2016.					
	<p>The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to belong to a scheme etc.) (England) Order 2014</p> <p>Legislation has been introduced which means it is a legal requirement for all lettings agents and property managers in England to join one of three Government-approved redress schemes. It allows a tenant to complain to an independent person if they are not happy with the service they have received.</p> <p>The report requests Members to agree the level of penalty charge to apply under the Order, to agree the appeal procedure and to delegate powers of enforcement to the Head of Residential Services.</p>	Cabinet 25 May 2016	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 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 Housing Phil Garland

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	<p>The Smoke and Carbon Monoxide Alarm (England) Regulations The Smoke and Carbon Monoxide Alarm Regulations came into force on 1 October 2015. These regulations require that smoke alarms are provided in most privately rented housing, and where there is a solid fuel combustion appliance, a carbon monoxide alarm is required.</p> <p>The report requests Members to agree a Statement of Principles regarding enforcement and penalty charges under the Regulations and to delegate powers of enforcement to the Head of Residential Services.</p>	Cabinet 25 May 2016	<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 communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	Open		Cabinet Member for Housing Phil Garland
	<p>Bank Contract To seek authorisation from Cabinet to extend the current bank contract with Lloyds Bank to 2020.</p>	Cabinet 25 May 2016	<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</p>	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk

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			authority's budget for the service or function to which the decision relates.			
	Adoption of the Voluntary Code of Conduct for Street Entertaining and Busking in Swale To adopt the Voluntary Code of Conduct for Street Entertaining and Buskers in Swale following a period of consultation with a review within two years during the initial trial period.	Cabinet 25 May 2016	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 Community Safety and Health Lyn Newton
	Swale's Playing Pitch Strategy A draft playing pitch strategy for Swale has been developed out for consultation.	Cabinet 25 May 2016	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	Open		Cabinet Member for Localism, Sport, Culture and Heritage Graeme Tuff

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	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 Buttfield
	CCTV Effectiveness Review A review of all existing CCTV camera locations in the borough has been undertaken to determine their effectiveness, along with consultation having been undertaken with the community. This report presents those locations for consideration for decommissioning or movement, based upon the findings of this review and consultation.	Cabinet 15 June 2016	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 Community Safety and Health Steph Curtis

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	<p>Swale Borough Council Corporate Equalities Scheme 2016 - 2020 The four yearly Corporate Equality Scheme sets out how we propose to meet the general and specific duties of the Equality Act 2010. In particular the three aims of the general duty, in the exercise of our functions, have due regard to the need to:</p> <ol style="list-style-type: none"> 1. eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act; 2. advance opportunity between people who share a protected characteristic and those who do not; and 3. foster good relations between people who share a protected characteristic and those who do not. 	<p>Cabinet 15 June 2016</p>	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Cabinet Member for Performance Bob Pullen bobpullen@swale.gov.uk</p>