

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

**June 2016 - September 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](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>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>Cabinet Member for Performance  Dena Smart</p>
	<p>Minutes of the Swale Joint Transportation Board meeting held on 7 March 2016.</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>Cabinet Member for Localism, Sport, Culture and Heritage</p>

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			in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Outside Bodies Nominations to be made by Cabinet Cabinet are asked to appoint Members to outside bodies for the 2016/17 Municipal Year.	Cabinet 25 May 2016	Non-Key	Open		Leader  Philippa Davies philippadavies@swale.gov.uk
	Minutes of the South Thames Gateway Building Control Joint Committee held on 17 March 2016	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 Planning  James Freeman

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	<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. We will be required to go out to consultation on our proposed scheme from June 2016.</p>	<p>Cabinet 25 May 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 Finance  Zoe Kent</p>
	<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 tenent to complain to an independent person if they are not happy with the service they have received.</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 in an area comprising two or more wards or electoral divisions in the area of the</p>	<p>Open</p>		<p>Cabinet Member for Housing  Phil Garland</p>

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	<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>		<p>local authority.</p>			
	<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>	<p>Cabinet  25 May 2016</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 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 Housing  Phil Garland</p>

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	<p>Bank Contract To seek authorisation from Cabinet to extend the current bank contract with Lloyds Bank to 2020.</p>	<p>Cabinet 25 May 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 nickvickers@swale.gov.uk</p>
	<p>Award of Insurance Contract To seek authorisation from Cabinet to agree award of the insurance contract after a tendering exercise.</p>	<p>Cabinet 15 June 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 nickvickers@swale.gov.uk</p>

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	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 15 June 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 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 Localism, Sport, Culture and Heritage  Graeme Tuff

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>MKIP Governance Co-located Cabinet Meeting to be arranged.</p> <p>The report will set out proposed changes to the MKIP collaboration agreement from a fixed term one to an indefinite agreement, to include termination arrangements that can be triggered by one or more authorities. The report will also address governance issues to reflect previous experience and the establishment of the permanent MKS Director post.</p>	<p>Cabinet 15 July 2016</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 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>Leader  Abdool Kara abdoolkara@swale.gov.uk</p>
	<p>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.</p> <p>This report presents those locations for consideration for decommissioning or movement, based upon the findings of this review and consultation.</p>	<p>Cabinet 13 July 2016</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 Community Safety and Health  Steph Curtis</p>



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	<p>Great Easthall Construction Packages Tender This report seeks approval to award contract for the Great Easthall construction package tenders.</p>	<p>Cabinet 15 June 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 Localism, Sport, Culture and Heritage  Charlotte Hudson</p>
	<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</p>	<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 bobbpullen@swale.gov.uk</p>

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	<p>to the need to:</p> <ol style="list-style-type: none"> <li>1. eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;</li> <li>2. advance opportunity between people who share a protected characteristic and those who do not; and</li> <li>3. foster good relations between people who share a protected characteristic and those who do not.</li> </ol>					
	<p>Minutes of the South Thames Gateway Building Control Joint Committee held on 9 June 2016</p>	<p>Cabinet 15 June 2016</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 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 James Freeman</p>

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
	Financial Management Report - Financial Outturn report 2015/16 Cabinet is asked to consider this report which shows the revenue and capital outturn for 2015/16 and to approve rollovers into 2016/17.	Cabinet 13 July 2016	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 20 June 2016	Cabinet 13 July 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 Localism, Sport, Culture and Heritage  Dave Thomas davethomas@swale.gov.uk

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	Financial Management Report: April - June 2016 This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 3, covering the period from April to June 2016.	Cabinet 7 September 2016	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 South Thames Gateway Building Control Joint Committee held on 22 September 2016	Cabinet 5 October 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 Planning  James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 12 September 2016	Cabinet 5 October 2016	Non-Key This is not a key decision because is it not likely to result in the local authority incurring	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Dave Thomas davethomas@swale.gov.uk

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			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.			
	Minutes of the Local Development Framework Panel on 22 September 2016 This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council.	Cabinet 5 October 2016	Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Cabinet Member for Planning  Gill Harris
	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 2017/18 for submission to Council. Charges will take effect from 1 April 2017.	Cabinet 9 November 2016	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	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.			
	Minutes of the Local Development Framework Panel on 1 December 2016 This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council	Cabinet 7 December 2016	Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Cabinet Member for Planning  Gill Harris
	Financial Management Report - April to September 2016 This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 6, covering the period from April to September 2016.	Cabinet 7 December 2016	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
	Medium Term Financial Plan and 2017/18 Budget This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.	Cabinet 7 December 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 nickvickers@swale.gov.uk

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	Minutes of the South Thames Gateway Building Control Joint Committee held on 8 December 2016	Cabinet 11 January 2017	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 Planning  James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 19 December 2016	Cabinet 11 January 2017	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	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Dave Thomas davethomas@swale.gov.uk

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			comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Treasury Management Strategy Statement and Investment Strategy 2017/18  This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2017/18. It will be proposed to Council at the meeting on 15 February 2017.</p>	<p>Cabinet  1 February 2017</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 Finance   Nick Vickers  nickvickers@swale.gov.uk</p>
	<p>Medium Term Financial Plan and 2017/18 Budget  This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.</p>	<p>Cabinet  1 February 2017</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 Finance   Nick Vickers  nickvickers@swale.gov.uk</p>
	<p>Financial Management Report: April - December 2016  This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 9, covering the period from April to December 2016.</p>	<p>Cabinet  15 March 2017</p>	<p>Non-Key  This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Finance   Nick Vickers  nickvickers@swale.gov.uk</p>



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	Minutes of the Swale Joint Transportation Board meeting held on 6 March 2017	Cabinet 15 March 2017	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, Sport, Culture and Heritage  Dave Thomas davethomas@swale.gov.uk
	Minutes of the Local Development Framework Panel on 9 February 2017 This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council	Cabinet 15 March 2017	Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Cabinet Member for Planning  Gill Harris
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 16 March 2017	Cabinet 24 May 2017	Non-Key This is not a key decision because is it not likely to result in the local	Open		Cabinet Member for Localism, Sport, Culture and Heritage  James Freeman

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			<p>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>			