

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

September 2016 - December 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 Gerry Lewin – Deputy Leader and Cabinet Member for Planning

Councillor Duncan Dewar-Whalley - Cabinet Member for Finance and Performance

Councillor Mike Cosgrove - Cabinet Member for Regeneration

Councillor David Simmons – Cabinet Member for Environment and Rural Affairs

Councillor Alan Horton – Cabinet Member for Safer Families and Communities

Councillor Ken Pugh – Cabinet Member for Housing and Wellbeing

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>Government Four Year Efficiency Plan</p> <p>In the local Government Financial Settlement for 2016/17 the Government introduced the concept of assurance on local authority funding in return for submitted a Four Year Efficiency Plan by 14 October 2016.</p>	<p>Cabinet 7 September 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 Finance and Performance</p> <p>Nick Vickers</p>
	<p>Asset Transfer of Iwade Recreation Ground and associated features to Iwade Parish Council</p> <p>This report requests permission to transfer the recreation ground and facilities to Iwade Parish Council on a 125 year lease.</p> <p>Swale Borough Council will receive the land from the</p>	<p>Cabinet 7 September 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 Finance and Performance</p> <p>Martyn Cassell</p>

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	<p>housing developer and look to transfer over to the Parish Council.</p> <p>The report sets out the reasons and head of terms to start the process.</p>		<p>in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>			
	<p>Limited Liability Partnership (LLP)</p> <p>To seek Cabinet approval to create a Limited Liability Partnership (LLP) between Swale Borough Council and Public Sector Plc to be used as a vehicle to unlock regeneration, assist the Council's asset management, offer an alternative to normal market disposal, and other potential individual asset arrangements enabling the Council to share in development profit, provide an additional option for its assets and land holdings, and maximise the Council's capital and revenue funding streams. The report is presented in two parts. The public report incorporates all the information that is considered appropriate to place in the public domain in</p>	<p>Cabinet 7 September 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. 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>Part exempt</p>		<p>Cabinet Member for Finance and Performance</p> <p>Mark Radford</p>

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	<p>order to inform the decision of members. The exempt report is considered necessary to deal with certain matters on a confidential basis in order to maintain commercial confidentiality. Once the partnership is established it would look for opportunities to pursue property related projects in the borough. The LLP itself is not a developer of property but a facilitator, acting as a forum to bring together expertise and ideas about the potential use of property assets, and then through agreed procedures approving projects to proceed.</p>					
	<p>Improvements to the A2500 Lower Road</p> <p>To agree the principle of contributing financially to improvements to the A2500 Lower Road, on the Isle of Sheppey.</p>	<p>Cabinet 7 September 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</p>	<p>Open</p>		<p>Cabinet Member for Regeneration Kieren Mansfield</p>

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			the decision relates.			
	<p>Adoption of the Voluntary Code of Conduct for Street Entertaining and Busking in Swale</p> <p>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.</p>	Cabinet 7 September 2016	<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>Cabinet Member for Housing and Wellbeing</p> <p>Lyn Newton</p>
	<p>4 Year Efficiency Plan</p> <p>The Government have introduced this as part of last year's Settlement Submitting a plan should give a higher degree of assurance about the level of RSG funding which will be received.</p>	Cabinet 7 September 2016	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</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
	<p>Financial Management Report: April - June 2016</p> <p>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.</p>	<p>Cabinet 7 September 2016</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 and Performance</p> <p>Nick Vickers</p>
	<p>Proposal to move to a Single Employing Authority for the Mid Kent Environmental Health Service</p> <p>Co-located Meeting to be arranged.</p> <p>To consider adopting a single employing authority for the Mid Kent Environmental Health Service (MKEH) to provide an effective platform for future service development whilst retaining existing two site model. It summarises the range of benefits of moving to a single employer and considers how this supports the priorities of Mid Kent Improvement Partnership.</p>	<p>Cabinet</p>	<p>Non-Key</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Tracey Beattie</p>

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	<p>Award of Merchant Services Contract</p> <p>To seek authorisation from Cabinet to agree award of the Merchant Services contract after a tendering exercise.</p>	<p>Cabinet 5 October 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 and Performance</p> <p>Nick Vickers</p>
	<p>Public Conveniences Cleaning and Minor Maintenance Contract Renewal</p> <p>The report contains a proposal to retender the public conveniences cleaning and minor maintenance contract.</p>	<p>Cabinet 5 October 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. It is significant in terms of its effect on communities</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Alan Turner</p>

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			living or working in an area comprising two or more wards or electoral divisions in the area of the local authority..			
	Business Rate Pooling To seek cabinet agreement to participate in a business rate pool for 2017/18.	Cabinet 5 October 2016	Non-Key	Open		Cabinet Member for Finance and Performance Nick Vickers
	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

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
	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 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 Regeneration Dave Thomas
	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	Non-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	Cabinet 9 November 2016	Key It is likely to result in the Council incurring	Open		Cabinet Member for Finance and Performance Nick Vickers

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	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.		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>Stray Dog Kennel and Re-homing Contract</p> <p>The current stray dog kennel and re-homing Contract ends in 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.</p>	Cabinet 7 December 2016	Non-Key	Open		<p>Cabinet Member for Safer Families and Communities</p> <p>Alister Andrews alisterandrews@swale.gov.uk</p>
	<p>Contract for the provision of a pest control service within Swale</p> <p>The current pest control contract ends on 31 December 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.</p>	Cabinet 7 December 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 authority's budget	Open		<p>Cabinet Member for Safer Families and Communities</p> <p>Alister Andrews alisterandrews@swale.gov.uk</p>

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			for the service or function to which the decision relates.			
	<p>Minutes of the Local Development Framework Panel on 1 December 2016</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council</p>	Cabinet 7 December 2016	Non-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
	<p>Financial Management Report - April to September 2016</p> <p>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.</p>	Cabinet 7 December 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance Nick Vickers
	<p>Medium Term Financial Plan and 2017/18 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.</p>	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 and Performance Nick Vickers

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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 Regeneration Dave Thomas

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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</p> <p>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>	Cabinet 1 February 2017	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance Nick Vickers
	<p>Medium Term Financial Plan and 2017/18 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.</p>	Cabinet 1 February 2017	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance Nick Vickers
	<p>Financial Management Report: April - December 2016</p> <p>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 9, covering the period</p>	Cabinet 15 March 2017	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance Nick Vickers

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	from April to December 2016.					
	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 Regeneration Dave Thomas
	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	Non-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

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	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 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 James Freeman