

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

October 2016 - January 2017

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>Cabinet's response to recommendations of Scrutiny Review of Sittingbourne Town Centre Regeneration</p> <p>Cabinet's formal response to the recommendations brought forward by the Scrutiny Committee held on 31 August 2016.</p>	<p>Cabinet 5 October 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 Regeneration Emma Wiggins</p>
	<p>Swale Local Plan: Updated Local Development Scheme</p> <p>The Local Development Scheme is the programme for production of local planning documents and is statutorily required. The LDS update agreed at Council 23 September 2015 (Minute 239) now needs to be updated as a result of</p>	<p>Cabinet 5 October 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 Planning James Freeman</p>

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	the Local Plan Inspector's Interim Findings and recommendations at March 2016.					
	<p>Swale Local Plan: Refresh of delegated powers to Cabinet member for Plannign and Head of Planning Services to cover the remaining stages of the Examination in Public on the Local Plan</p> <p>These practical steps are needed to enable offices to meet the recommendations in the Inspector's Interim Findings; and enable the Council to respond quickly and effectively during the remainder of the Examination process, in accordance with the policy decisions on Main Modifications to the plan agreed at Cabinet on 25 May 2016 (Minute 684).</p>	Cabinet 5 October 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 Planning James Freeman</p>
	Complaints, Compliments and Comments Annual Report 2015/16	Cabinet 5 October 2016	<p>Non-Key This is not a key decision as it is for information</p>	Open		<p>Leader Carol Sargent</p>

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	Annual report for corporate comments, compliments and complaints for the period of 2015/16.		only.			
	<p>Promenade re-surfacing, The Leas, Minster</p> <p>Having successfully obtained funding from the Environment Agency, Swale has recently gone out to tender to obtain prices to carry out repairs and re-surfacing to the promenade at The Leas, Minster, east of Seaside Avenue. The design works have been undertaken through the East Kent Engineering Partnership, by Canterbury City Council, who will also be supervising the works.</p> <p>Unfortunately, none of the 5 contractors invited to tender returned a completed document, and as such a waiver is now being sought to issue the works to a local contractor.</p>	Cabinet 5 October 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 for the service or function to which the decision relates.	Open		Cabinet Member for Environment and Rural Affairs Mike Knowles

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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</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Alan Turner</p>

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			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..			
	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	Open		Cabinet Member for Planning James Freeman

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			more wards or electoral divisions in the area of the local authority.			
	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 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
	Proposal to move to a Single Employing Authority for the Mid Kent Environmental Health Service Co-located Meeting to be arranged. To consider adopting a single	Cabinet	Non-Key	Open		Cabinet Member for Environment and Rural Affairs Tracey Beattie

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	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>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>	Cabinet 9 November 2016	<p>Non-Key</p> <p>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>Zoe Kent</p>
	<p>Review of Fees and Charges</p> <p>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</p>	Cabinet 9 November 2016	<p>Key</p> <p>It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>

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	Council. Charges will take effect from 1 April 2017.		are, significant having regard to the local authority's budget for the service or function to which the decision relates.			
	<p>Adoption of Biodiversity Action Plan and Swale Green Grid Strategy</p> <p>Swale Green Grid Partnership, comprising statutory environment agencies, has refreshed strategies to reflect current environment framework including legislative changes.</p> <p>The key documents can be used to support the Local Plan as well as support planning and external funding applications by local organisations.</p>	Cabinet 7 December 2016	<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>	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Lyn Newton</p>
	<p>Stray Dog Kennel and Re-homing Contract</p> <p>The current stray dog kennel and re-homing Contract ends</p>	Cabinet 7 December 2016	<p>Key</p> <p>It is likely to result in the Council incurring expenditure above £100,000</p>	Open		<p>Cabinet Member for Safer Families and Communities</p> <p>Alister Andrews</p>

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	in 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.		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>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	<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>	Open		<p>Cabinet Member for Safer Families and Communities</p> <p>Alister Andrews</p>
	<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</p>	Cabinet 7 December 2016	<p>Non-Key</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by</p>	Open		<p>Cabinet Member for Planning</p> <p>Gill Harris</p>

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	considered and decided by Full Council		full Council.			
	<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		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<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		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	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	Open		<p>Cabinet Member for Planning</p> <p>James Freeman</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.			
	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 comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Regeneration Dave Thomas
	Treasury Management Strategy Statement and Investment Strategy 2017/18 This report sets out and seeks approval of the proposed	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

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	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.					
	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 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
	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.	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
	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	Open		Cabinet Member for Regeneration Dave Thomas

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			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>Minutes of the Local Development Framework Panel on 9 February 2017</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 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
	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	Open		Cabinet Member for Localism, Sport, Culture and Heritage James Freeman

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			in an area comprising two or more wards or electoral divisions in the area of the local authority.			