

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

April 2018 - July 2018

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>Use of Affordable Housing Commuted Sums</p> <p>This report provides options for spending the affordable housing commuted sum available on the delivery of new affordable housing in Swale.</p>	<p>Cabinet 30 May 2018</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 Housing and Wellbeing</p> <p>Rebecca Walker</p>
	<p>Shellness Local Council Tax Discount</p> <p>The Hamlet of Shellness is not covered by the planning restrictions restricting occupation of holiday sites through the winter months which allow the Council to exempt properties from paying Council Tax whilst occupation is prohibited.</p> <p>The hamlet is not suitable for permanent occupation 12 months of the year so it is proposed to award a local discount to the hamlet during the winter months to recognise that this area is only suitable to be used as holiday</p>	<p>Cabinet 30 May 2018</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</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>Zoe Kent</p>

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	accommodation.		in the area of the local authority.			
	Minutes of the Swale Joint Transportation Board meeting held on 19 March 2018	Cabinet 30 May 2018	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
	Swale Open Spaces and Play Strategy 2018-2023 This report updates Members on the progress on the Open Spaces and Play Strategy following consultation on the final draft. it summaries the key findings of the assessment report and how these have been turned into Strategic outcomes. it asks Cabinet for final	Cabinet 30 May 2018	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	Open		Cabinet Member for Environment and Rural Affairs Mike Marsh

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	adoption of the Strategy.		local authority.			
	Minutes of the South Thames Gateway Building Control Joint Committee held on 15 March 2018	Cabinet 30 May 2018	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
	Debt Recovery Policy The Council has a duty to ensure that all revenue due to the Council is collected efficiently and effectively for the benefit of all council tax payers. The policy will ensure that a standardised system is in place for both financial stewardship and audit purposes.	Cabinet 30 May 2018	Non-Key	Open		Cabinet Member for Finance and Performance Zoe Kent

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	The policy will detail the Revenues and Benefits Service's approach to recovery. Best practice will be applied to all debt collection activities within appropriate legal powers.					
	Discretionary Housing Payment Policy Discretionary Housing Payments are provided to top up the difference between Housing Benefit /Universal Credit Housing Costs and rent costs. They are used to alleviate poverty, encourage and sustain people in employment and to prevent homelessness. The policy was last updated in 2013.	Cabinet 30 May 2018	Non-Key	Open		Cabinet Member for Finance and Performance Zoe Kent
	Digital Strategy The Swale Borough Council Digital Strategy describes how digital technologies will impact on our organisation's approaches to delivering services and contribute to strategic priorities.	Cabinet 30 May 2018	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 Finance and Performance

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			in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Swale Strategic Air Quality Action Plan 2018 - 2022 A review and quantitative assessment has been made of the proposed measure put forward in the current Interim Air Quality Action Plan.</p> <p>The measures have been reviewed and endorsed by the Air Quality Steering Group and now require Cabinet approval before being submitted to Defra. These measures provide the basis on which Swale intends to improve air quality within the declared Air Quality Management Areas and the wider district. It identifies the actions Swale and its partners can take to achieve this improvement within the context of other strategic tools.</p>	Cabinet 30 May 2018	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 Environment and Rural Affairs Tracey Beattie
	<p>Council Leisure Centres contract extension and investment proposals The report will summarise the research undertaken over the last 18 months on the current and</p>	Cabinet 30 May 2018	Key It is likely to result in the Council incurring expenditure above £100,000	Part exempt		Cabinet Member for Housing and Wellbeing Mike Marsh

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	future requirements for Leisure centre provision. It recommended options future contracts and facility developments.		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.			
	Minutes of the Local Development Framework Panel held on 27 June 2018	Cabinet 11 July 2018	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 James Freeman
	Minutes of the Local Development Framework Panel held on 31 May 2018	Cabinet 11 July 2018	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 James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 25 June 2018	Cabinet 11 July 2018	Non-Key	Open		Cabinet Member for Regeneration

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	Minutes of the South Thames Gateway Building Control Joint Partnership held on 19 June 2018	Cabinet 11 July 2018	Non-Key	Open		Cabinet Member for Planning James Freeman
	Minutes of the Local Development Framework Panel held on 20 September 2018	Cabinet 26 September 2018	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 James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 10 September 2018	Cabinet 26 September 2018	Non-Key	Open		Cabinet Member for Regeneration
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 20 September 2018	Cabinet 26 September 2018	Non-Key	Open		Cabinet Member for Planning James Freeman
	Minutes of the Local Development Framework Panel held on 29 November 2018	Cabinet 12 December 2018	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 James Freeman

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	Minutes of the South Thames Gateway Building Control Joint Partnership held on 6 December 2018	Cabinet 12 December 2018	Non-Key	Open		Cabinet Member for Planning James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 17 December 2018	Cabinet 6 February 2019	Non-Key	Open		Cabinet Member for Regeneration
	Minutes of the Local Development Framework Panel held on 31 January 2019	Cabinet 6 February 2019	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 James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 18 March 2019	Cabinet 20 March 2019	Non-Key	Open		Cabinet Member for Regeneration
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 14 March 2019	Cabinet 20 March 2019	Non-Key	Open		Cabinet Member for Planning James Freeman