

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

September 2018 - December 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 Alan Horton – Deputy Leader and Cabinet Member for Housing and Safer Communities

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 Sarah Aldridge – Cabinet Member for Health 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>Management of Homelessness Update This report provides an update on progress, and makes proposals moving forward for spend as a result of that work.</p>	<p>Cabinet 26 September 2018</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 Housing and Safer Communities Roxanne Sheppard</p>
	<p>CCTV Future Service Delivery Options This report is to seek approval from Cabinet on options to modernise the aged Public Space CCTV Service and equipment to ensure it is suitable to meet the Councils, local communities' and other key stakeholders needs.</p>	<p>Cabinet 26 September 2018</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 Housing and Safer Communities Steph Curtis</p>
	<p>Cabinet Delegated Decision - Shellness Local Council Tax Discount Cabinet Delegated Decision – date to be confirmed. 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</p>	<p>Cabinet</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</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance Zoe Kent</p>

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	<p>exempt properties from paying Council Tax whilst occupation is prohibited.</p> <p>The Cabinet Member for Finance and the Revenues and Benefits Manager have visited the site and have ascertained that 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 accommodation.</p>		<p>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 Delegated Decision Mid Kent Food Service Plan 2018 - 20 Cabinet Delegated Decision – 7 August 2018.</p> <p>The Food Service Plan 2018 – 20 sets out the demands and priorities for Swale B C’s food safety responsibility delivered by Mid Kent Environmental Health Service. The plan outlines the range of businesses in the district, looks back on achievements over the last 3-4 years and the initiatives we need to consider going forward to meet the challenges posed by Brexit and GDPR.</p>	<p>Cabinet</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 Environment and Rural Affairs Tracey Beattie</p>

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	<p>Swale Draft Heritage Strategy and Action Plan: Consultation Draft</p> <p>The report will seek approval for public consultation to be undertaken on the draft heritage strategy and an associated action plan.</p>	<p>Cabinet 26 September 2018</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>
	<p>Minutes of the Local Plan Panel held on 20 September 2018</p>	<p>Cabinet 26 September 2018</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Planning James Freeman</p>
	<p>Financial Management Report: April - June 2018 This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 3,</p>	<p>Cabinet 26 September 2018</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 Nick Vickers</p>

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	covering the period from April to June 2018.					
	Health and Safety Policy V5 To agree the Health and Safety Policy V5. This policy is reviewed every 3 years.	Cabinet 31 October 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 Finance and Performance Emma Larkins
	Warden Bay Land (junction Imperial Drive and Cliff Drive), Community Asset Transfer This report seeks approval for the community asset transfer of land located on the junction of Imperial Drive and Cliff Drive, Warden Bay to the Warden Bay Parish Council.	Cabinet 31 October 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	Open		Cabinet Member for Finance and Performance Sophia Ramm

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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>Draft Swale Cycling and Walking Framework</p> <p>The report is to seek approval from Cabinet to launch an eight week consultation on cycling and walking in Swale, seeking ways to promote this form of transport and suggestions to develop appropriate facilities in the Borough. The results of the consultation will then be used to develop a new Cycling and Walking Framework.</p>	<p>Cabinet 31 October 2018</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 Regeneration Charlotte Hudson</p>

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	<p>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 2019/20 for submission to Council. Charges will take effect from 1 April 2019.</p>	<p>Cabinet 31 October 2018</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 and Performance Nick Vickers</p>
	<p>Complaints, compliments and comments annual report 2017/2018 Summary of complaints, compliments and comments received by Swale Borough Council during the year of April 2016-March 2017</p>	<p>Cabinet 31 October 2018</p>	<p>Non-Key</p>	<p>Open</p>		<p>Leader Carol Sargent</p>
	<p>IT Strategy The IT strategy will lay out the objectives, priorities and mission for Mid-Kent IT over the next 5 years (2018-2023).</p>	<p>Cabinet 31 October 2018</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>Fully exempt</p>		<p>Cabinet Member for Finance and Performance Chris Woodward</p>

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	Minutes of the Local Plan Panel held on 29 October 2018	Cabinet 12 December 2018	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 Plan 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
	Financial Management Report: April to September 2018 This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 6, covering the period from April to September 2018.	Cabinet 12 December 2018	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance Nick Vickers
	Medium Term Financial Plan and 2019/20 Budget This report sets out the Council's Medium Term Financial Plan and proposals for the 2019/20 Budget.	Cabinet 12 December 2018	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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	<p>Medium Term Financial Plan and 2019/20 Budget This report sets out the Council's Medium Term Financial Plan and proposals for the 2019/20 Budget.</p>	<p>Cabinet 6 February 2019</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 and Performance Nick Vickers</p>
	<p>Corporate Plan 2019-2022 Adoption of the new Corporate Plan 2019-2022, which will replace the current plan "Making Swale a Better Place". The plan forms part of the Council's overarching policy framework, and adoption is therefore a matter for Full Council. Cabinet Members and officers will work on the Plan through the second half of 2018, and this will include consultation with all members via Policy Development and Review Committee and group leaders.</p>	<p>Cabinet 6 February 2019</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>Leader David Clifford davidclifford@swale.gov.uk</p>
	<p>Treasury Management Strategy Statement and Investment Strategy 2019/20 This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2019/20. It will be proposed to Council at the meeting on 20 February 2019.</p>	<p>Cabinet 6 February 2019</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 and Performance Nick Vickers</p>

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	Minutes of the Swale Joint Transportation Board meeting held on 17 December 2018	Cabinet 6 February 2019	Non-Key	Open		Cabinet Member for Finance and Performance
	Minutes of the Local Plan Panel held on 28 February 2019	Cabinet 20 March 2019	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
	Financial Management Report: April - December 2018 This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 9, covering the period from April to December 2018.	Cabinet 20 March 2019	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance Nick Vickers