

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

**November 2019 - February 2020**

**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 Roger Truelove** – Leader and Cabinet Member for Finance  
**Councillor Mike Baldock** – Deputy Leader and Cabinet Member for Planning  
**Councillor Richard Palmer** – Cabinet Member for Community  
**Councillor Monique Bonney** - Cabinet Member for Economy and Property  
**Councillor Tim Valentine** - Cabinet Member for Environment  
**Councillor Harrison** – Cabinet Member for Health and Wellbeing  
**Councillor Ben J Martin** – Cabinet Member for Housing

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>Sittingbourne Town Centre Regeneration Project</p> <p>To determine the future of the Council's relationship with the Spirit of Sittingbourne.</p>	<p>Cabinet 30 October 2019</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>Fully exempt</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Emma Wiggins</p>
	<p>Contract for the External Enforcement Agents for Mid-Kent Services</p> <p>In 2014 Maidstone Borough Council were the Lead Authority in the procedure of a panel of companies to provide</p>	<p>Cabinet 30 October 2019</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</p>	<p>Open</p>		<p>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Zoe Kent</p>

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	Enforcement Services for the collection of unpaid Council Tax, Non-Domestic Rates for the Revenues and Benefits Section and Penalty Charge Notices for Parking Services Departments. In 2016 an internal Enforcement team were set-up however some debts still need to be transferred to an external company. A procurement process has been carried out and the new contract is being put forward for approval.		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>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 2020/21 for submission to Council. Charges will take effect from 1 April 2020.</p>	Cabinet 30 October 2019	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		Councillor Roger Truelove - Cabinet Member for Finance  Nick Vickers
	Recommendations from the Local Plan Panel meeting held on 17 October 2019	Cabinet 30 October 2019	Non-Key This is not a key decision as the making and adoption of the	Open		Councillor Mike Baldock - Cabinet Member for Planning

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			LDF will ultimately be considered and decided by full Council.			
	<p>Warden Bay Land (Junction Imperial Drive and Cliff Drive) Community Asset Transfer</p> <p>This report seeks approval for the community asset transfer of land located on the junction of Imperial Drive and Cliff Drive, Warden Bay.</p>	<p>Cabinet 11 December 2019</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>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Sophia Ramm</p>
	<p>CCTV Control Move and System Upgrade Contract Award</p> <p>This report is to seek approval from Cabinet to award the CCTV Control Room Move and system upgrade contract.</p>	<p>Cabinet 11 December 2019</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</p>	<p>Open</p>		<p>Councillor Richard Palmer - Cabinet Member for Community</p> <p>Steph Curtis</p>

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			the local authority's budget for the service or function to which the decision relates.			
	Recommendations from the Swale Joint Transportation Board meeting held on 2 December 2018	Cabinet 11 December 2019	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		
	Financial Management Report April to September 2019  This report shows the revenue and capital projected outturn for 2019/20 as at the end of period 6, covering the period from April to September 2019.	Cabinet 11 December 2019	Non-Key This is not a key decision as it is for information only.	Open		Councillor Roger Truelove - Cabinet Member for Finance  Nick Vickers

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	<p>Medium Term Financial Plan and 2020/21 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2020/02 Budget.</p>	<p>Cabinet 11 December 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>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Fuel and Water Poverty Outreach Worker</p> <p>To get Cabinet's approval to go to tender for a third sector organisation to deliver fuel and water poverty advice to our most vulnerable residents</p>	<p>Cabinet 12 February 2020</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>Councillor Tim Valentine - Cabinet Member for Environment</p> <p>Janet Hill</p>
	<p>Staying Put Contractor Framework Procurement</p> <p>This is the retendering of the Staying Put frameworks which covers Disabled works including falls prevention and hospital discharge.</p>	<p>Cabinet 12 February 2020</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</p>	<p>Open</p>		<p>Councillor Ben J Martin - Cabinet Member for Housing</p> <p>Susan Hughes</p>

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			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>Treasury Management Strategy Statement and Investment Strategy 2020/21</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2020/21. It will be proposed to Council at the meeting on 26 February 2020.</p>	Cabinet 12 February 2020	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Councillor Roger Truelove - Cabinet Member for Finance  Nick Vickers
	<p>Medium Term Financial Plan and 2020/21 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2020/21 Budget.</p>	Cabinet 12 February 2020	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Councillor Roger Truelove - Cabinet Member for Finance  Nick Vickers

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	<p>Financial Management Report: April - December 2019</p> <p>This report show the revenue and capital projected outturn for 2019/20 as at the end of period 9, covering the period from April to December 2019.</p>	<p>Cabinet 18 March 2020</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Constitutional Review: Area Committees</p> <p>Meeting date to be confirmed. This report recommends cabinet to propose the establishment of area committees to council, as the first stage in the wider constitutional review.</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 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>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>David Clifford</p>
	<p>Council Beach Hut Policy</p> <p>The report sets out the future policies for the Council to support investment to increase beach hut provision in Swale, improved</p>	<p>Cabinet</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000</p>	<p>Open</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Martyn Cassell</p>



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	<p>localised infrastructure which will help grow our tourism offer and operational and charging policies for hut users.</p> <p>Decision date to be agreed.</p>		<p>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>Corporate Plan</p> <p>This report recommends cabinet to propose a new corporate plan to council focused on the political priorities of the coalition administration.</p> <p>Decision date to be confirmed.</p>	<p>Cabinet</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>Councillor Roger Truelove - Leader</p> <p>David Clifford</p>