

# Public Document Pack

## AGENDA

### SCRUTINY COMMITTEE MEETING

Date: Wednesday, 9 September 2015

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Mike Baldock, Andy Booth (Chairman), Lloyd Bowen (Vice-Chairman), Derek Conway, Mike Dendor, Mick Galvin, Mike Henderson, Ken Ingleton, Samuel Koffie-Williams, Peter Marchington, Prescott, Ben Stokes and Roger Truelove

Quorum = 4

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	Pages
1. Apologies for Absence and Confirmation of Substitutes	
2. Minutes	
To approve the Minutes of the Meeting held on 21 July 2015 (Minute Nos. 111 - 119) as a correct record.	
3. Declarations of Interest	
Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.	
The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:	
(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.	
(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.	
<b>Advice to Members:</b> If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Director of Corporate Services as Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.	

## Part One - Substantive Items

### 4. Call-ins

Cabinet considered the Financial Outturn Report 2014/15 at its meeting on 15 July 2015. The Scrutiny Committee noted that the Cabinet had made the following resolution:

***(4) that the further revenue service rollovers from 2014/15 and the setting up of new reserves, as set out in Table 4 of Appendix I be approved.***

However, the Scrutiny Committee identified two items within the resolution which they wanted the Cabinet to reconsider, as follows, and for the relevant Cabinet Members and officers to consider alternative options:

**Appendix I, Table 4; £20,000 – to fund S106/Community Infrastructure Levy Monitoring Software in 2015/16.** The Scrutiny Committee have questioned whether this software is needed. They would like to discuss this further and receive more information about the software and why the money should be spent on it.

**Appendix I, Table 4; £23,947 – Members' Localism Grants – Budget underspend.** 47 awards have already been approved but final paperwork is awaited to finalise all grants. The item requested approval to distribute the carry forward equally between Members. The Scrutiny Committee have suggested an alternative proposal that the carry forward is only distributed to those Members who have fully spent their Localism grant last year and to new Members.

The following Members and Officers have been invited to attend for this item:

Cabinet Member for Finance; Cabinet Member for Planning; Cabinet Member for Localism; Head of Finance; Head of Planning; Head of Economy and Communities.

### 5. Financial Management Report

1 - 14

The Committee is asked to consider the Financial Monitoring Report for Quarter 1 2015/16 (April – June 2015).

The Cabinet Member for Finance and the Head of Finance have been invited to attend.

## Part Two - Business Items

### 6. Reviews at Follow-up Stage and Log of Recommendations

15 - 16

The Committee is asked to review the updated log of recommendations (attached).

7. Review Plans

The Committee is invited to consider the scope of proposed reviews on:

- Housing Services
- Planning Services
- Tourism and Leisure.

8. Other Review Progress Reports

The Committee is asked to consider updates on other reviews.

9. Committee Work Programme

17 - 18

The Committee is asked to review and discuss the Committee's Work Programme (attached) for the remainder of the year.

10. Cabinet Forward Plan

19 - 30

The Committee is asked to consider the Forward Plan with a view to identifying possible items for pre-decision scrutiny.

**Issued on Tuesday 1 September 2015**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Scrutiny Committee, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

**Director of Corporate Services, Swale Borough Council,  
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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<b>Cabinet</b>		<b>Agenda Item: 8</b>
<b>Meeting Date</b>	<b>2 September 2015</b>	
<b>Report Title</b>	<b>Financial Management Report – April – June 2015</b>	
<b>Cabinet Member</b>	<b>Cllr Duncan Dewar-Whalley, Cabinet Member for Finance</b>	
<b>SMT Lead</b>	<b>Nick Vickers, Head of Finance</b>	
<b>Head of Service</b>	<b>Nick Vickers, Head of Finance</b>	
<b>Lead Officer</b>	<b>Phil Wilson, Chief Accountant</b>	
<b>Key Decision</b>	<b>Yes</b>	
<b>Classification</b>	<b>Open</b>	
<b>Forward Plan</b>	<b>Reference number:</b>	
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. To note the projected revenue underspend on services of £319,390.</li> <li>2. To note the capital expenditure of £119,800 to end of period 3.</li> </ol>	

## 1. Purpose of Report and Executive Summary

1.1 This report shows the revenue and capital projected outturn for 2015/16 as at the end of period three, covering the period April to June 2015. The report is based on service activity up to the end of June 2015, and is collated from monitoring reports from budget managers.

1.2 The headline figures are:

- total forecast revenue underspend of £319,390; and
- capital expenditure of £119,800 to end of period 3.

## 2. Background

2.1 The Council operates a monthly budget monitoring process at Head of Service level, with reports each month to the Strategic Management Team.

2.2 Financial monitoring reports are presented to Cabinet on a quarterly basis, as well as to Scrutiny Committee.

## 3. Proposal

### Revenue Outturn

3.1 Table 1 shows the projected outturn position by service, with most services showing an underspend. The line-by-line variations are explained in Table 2.

3.2 The main areas of underspend are as follows (items over £50,000 not attributable to grants):

- Waste contract – Refuse & recycling underspend £74,060
- “ “ – Street Cleansing underspend £39,170
- “ “ – Enabling payments additional income £53,900
- “ “ – Garden Waste brown bins additional income £101,250
- Grounds Maintenance Contract
  - Sports Facilities and Open Spaces underspend £42,170

**Table 1: Underspend by Service**

	Service Manager	Working Budget	Projected Outturn 2015/16	Projected Variance
		£	£	£
Chief Executive	A. Kara	258,450	248,030	(10,420)
Policy	D. Clifford	204,010	199,290	(4,720)
Economy & Communities	E. Wiggins	2,092,760	2,092,760	0
Communications	S. Toal	254,920	254,920	0
Resident Services	A. Christou	1,468,620	1,468,620	0
Planning	J. Freeman	876,210	876,210	0
Commissioning & Customer Contact	D. Thomas	5,799,640	5,481,150	(318,490)
Director of Corporate Services & Director of Regeneration	M. Radford / P. Raine	335,650	335,650	0
Information Technology	A. Cole	1,038,270	1,038,270	0
Audit	R. Clarke	155,520	155,520	0
Environmental Health	T. Beattie	470,900	474,650	3,750
Finance	N. Vickers	1,398,940	1,397,790	(1,150)
Human Resources	D. Smart	339,110	339,110	0
Legal	J. Scarborough	347,790	347,790	0
Democratic Services	K. Bescoby	820,230	843,230	23,000
Property	A. Adams	527,550	504,190	(23,360)
Variances to be met from underspend		0	12,000	12,000
Minimum Revenue Provision		655,180	655,180	0
Corporate Items		882,250	882,250	0
<b>SERVICE EXPENDITURE</b>		<b>17,926,000</b>	<b>17,606,610</b>	<b>(319,390)</b>
<b>Financed by:</b>				
Revenue Support Grant		(2,929,000)	(2,929,000)	0
Business Rates		(5,053,000)	(5,053,000)	0
Collection Fund Surplus		(176,200)	(176,200)	0
New Homes Bonus		(2,811,000)	(2,811,000)	0
Council Tax Freeze Grant		(159,000)	(159,000)	0
Council Tax Requirement		(6,855,800)	(6,855,800)	0
<b>NET EXPENDITURE</b>		<b>(58,000)</b>	<b>(377,390)</b>	<b>(319,390)</b>
Contribution to General Fund		58,000	58,000	0
<b>NET EXPENDITURE</b>		<b>0</b>	<b>(319,390)</b>	<b>(319,390)</b>

**Table 2: Main Variations by Service**

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of June 2015</b>		
<b>Service – Cabinet Member (Head of Service)</b>		
	<b>£'000</b>	<b>Explanation</b>
<b>CHIEF EXECUTIVE – Cllr A. Bowles (Abdool Kara)</b>		
Chief Executive & Corporate Costs	(10)	Mainly a projected underspend on special projects.
Policy	(5)	Projected underspend on salaries.
<b>TOTAL</b>	<b>(15)</b>	
<b>ECONOMY AND COMMUNITIES – Cllrs M. Cosgrove, M. Whiting &amp; K. Pugh (Emma Wiggins)</b>		
Environmental Initiatives	1	Loss of income re graffiti cleaning to Third Party property.
Pest Control	(1)	Additional income.
<b>TOTAL</b>	<b>0</b>	
<b>COMMUNICATIONS – (Sara Toal)</b>		
Communications	0	No variance reported.
<b>TOTAL</b>	<b>0</b>	
<b>RESIDENT SERVICES – (Amber Christou)</b>		
Housing Development and Strategy	0	No variance reported.
Private Sector Housing	0	No variance reported.
Stay Put Scheme	0	No variance reported.
Housing Options	0	No variance reported.
Revenues & Benefits	0	No variance reported.
<b>TOTAL</b>	<b>0</b>	
<b>PLANNING – Cllr G. Lewin (James Freeman)</b>		
Building Control	0	No variance reported.
Development Control	0	No variance reported.
Development Services	0	No variance reported.
Local Land Charges	0	No variance reported.
Local Planning & Conservation	0	No variance reported.
Planning Mid Kent Planning Service (MKPS)	0	No variance reported.
<b>TOTAL</b>	<b>0</b>	

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of June 2015</b>		
<b>Service – Cabinet Member (Head of Service)</b>		
	<b>£'000</b>	<b>Explanation</b>
<b>COMMISSIONING &amp; CUSTOMER CONTACT – (Dave Thomas)</b>		
Grounds Maintenance Contract	(37)	Savings on reduced area/no. of sports pitches £20k, open spaces £5k and cemeteries £12k.
Cleansing	(34)	Savings on salaries, reduced hours £24k and officers not in pension scheme £10k.
Public Conveniences	(13)	Savings from retendered hygiene contract £11k and closed PC's £2k.
Recycling & Waste Minimisation	(155)	Additional income from Garden Waste brown bins £101k and 'Enabling Payments' £54k. (Under the new Waste contract, 'Enabling Payments' have compensated SBC for the income previously received from KCC re Recycling Credits.)
Refuse Collection / Street Cleansing	(104)	Waste contract savings (including Street Cleansing) £113k largely due to negative indexation, additional income Special Collections £25k, overspend for additional wheeled bins (not covered by waste contract) £20k and other net minor overspends £14k. £100k to be committed to a major communication programme to improve recycling rates.
Minor net variances	24	Overspend re disabled parking bays & other highway maintenance £10k, ex-contract grounds maintenance on closed churchyards £10k and other net overspend on minor items £4k.
<b>TOTAL</b>	<b>(319)</b>	
<b>DIRECTOR OF CORPORATE SERVICES – (Mark Radford)</b>		
Corporate Costs	0	No variance reported.
Licensing	0	Additional staff resource is being deployed but this will be funded from the Performance Fund.
<b>TOTAL</b>	<b>0</b>	
<b>EMERGENCY PLANNING – (Della Fackrell)</b>		
Emergency Planning	0	No variance reported.
<b>TOTAL</b>	<b>0</b>	
<b>DIRECTOR OF REGENERATION – (Pete Raine)</b>		
Strategic Directors	0	No variance reported.
<b>TOTAL</b>	<b>0</b>	
<b>IT SERVICES – Cllr D. Dewar-Whalley (Andy Cole)</b>		
IT MKIP	0	No variance reported.
GIS	0	No variance reported.



<b>Projected Net (Under)/Overspend / Income Shortfall as at end of June 2015</b>		
<b>Service – Cabinet Member (Head of Service)</b>		
	<b>£'000</b>	<b>Explanation</b>
<b>TOTAL</b>	<b>0</b>	
<b>ENVIRONMENTAL HEALTH – Cllr. D. Simmons (Tracey Beattie)</b>		
Cemeteries & Closed Churchyards	4	Projected overspend on funeral costs.
<b>TOTAL</b>	<b>4</b>	
<b>INTERNAL AUDIT – Cllr D. Dewar-Whalley (Rich Clarke)</b>		
Audit Services	0	No variance reported.
<b>TOTAL</b>	<b>0</b>	
<b>FINANCE – Cllr D. Dewar-Whalley (Nick Vickers)</b>		
Financial Services	(1)	Net interest from funds.
<b>TOTAL</b>	<b>(1)</b>	
<b>HUMAN RESOURCES – (Dena Smart)</b>		
Organisational Development	0	No variance reported.
<b>TOTAL</b>	<b>0</b>	
<b>LEGAL – (John Scarborough)</b>		
External Legal Fees	0	No variance reported.
Legal MKLS	0	No variance reported.
<b>TOTAL</b>	<b>0</b>	
<b>DEMOCRATIC SERVICES – (Katherine Bescoby)</b>		
Democratic Process	23	Increased National Insurance on members travel following changes in HMRC taxation legislation as reported in the 3 <sup>rd</sup> quarter 2014/15 monitoring report to Cabinet.
<b>TOTAL</b>	<b>23</b>	
<b>PROPERTY – (Anne Adams)</b>		
Property Management	(23)	Additional depot rental income.
<b>TOTAL</b>	<b>(23)</b>	
<b>OTHER VARIANCES</b>		
Remembrance & Commemoration	12	Commemorations in respect of the 30,000 <sup>th</sup> Last Post (large-scale participative event re the Last Post – blown on 9 July 2015 under the Menin Gate in Ypres).
<b>TOTAL</b>	<b>12</b>	
	<b>(319)</b>	<b>NET EXPENDITURE (Projected Variance)</b>

## Sensitivity Analysis

3.3 The Council has a small number of large and volatile budgets which will be the main cause of any significant variation in the Council's final outturn.

**Table 3: Sensitivity Analysis**

Budget Head	2015/16 Working Budget	Current Forecast	Current Projected Variance (as per table 2)	Range of Variance Options (increased/ decreased cost or income)		Notes
				Min	Max	
	£'000	£'000	£'000	£'000	£'000	
Car Park Income	(1,498)	(1,498)	0	0	(57)	Additional income
PCN Income	(475)	(475)	0	0	(16)	Additional income
Planning Fees Income	(754)	(754)	0	20	(120)	Loss of income/ additional income (see note (i) below)
Bed & Breakfast costs	127	127	0	0	150	Additional expenditure (see note ii below)
Housing Benefits Costs	56,840	56,840	0	(100)	100	Reduced expenditure/ additional expenditure (see note iii below)

- (i) Planning Fees – We have currently received slight increase above forecast but budget subject to income from small number of major applications and S106 contributions received;
- (ii) Bed & Breakfast - There is potentially an increased risk to this volatile budget due to the known increases in homelessness and the announced welfare reform changes for housing benefits for under 21 year olds;
- (iii) Housing Benefits - This is an extremely volatile budget and could vary by +/- £100,000 at year-end on a gross budget of £57m.

## Business Rates

3.4 The headline figures for total Business Rates income are:

2014/15 NNDR3 (outturn)	£45,056,000
2015/16 Budget	£44,960,000
2015/16 NNDR1 (Forecast)	£46,494,000

This shows a strong growth in projected business rates.

- 3.5 The Council retains about 10% of total business rates and 40% of any growth over the 1 April 2013 base position. The Council has agreed to budget a year in arrears for business rates growth and any surplus goes into the Business Rates Volatility Reserve. The reserve currently stands at £1.1m.
- 3.6 The Council also has set aside £4.7m for business rates appeals.
- 3.7 At this early point in the financial year we do expect to over-achieve the 2015/16 budget figure but the very high level of appeals does introduce a large degree of uncertainty. In the six-month monitoring report we will present more detailed information on the performance.

### Improvement and Regeneration Funds

- 3.8 Table 4 below details the balance as at the end of June 2015 on the Improvement and Regeneration Funds:

**Table 4: Improvement and Regeneration Funds**

	<b>Balance Unallocated as at 1 April 2015</b>	<b>Transfers from reserve in year</b>	<b>Balance Unallocated as at 30 June 2015</b>
<b>Funds:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Performance	519,208	34,000	485,208
Regeneration	347,647	47,000	300,647
Localism	39,027	28,068	10,959
Transformation	193,338	0	193,338
Local Loan Fund	250,000	0	250,000
<b>TOTAL</b>	<b>1,349,220</b>	<b>109,068</b>	<b>1,240,152</b>

- 3.9 Further details of the approved allocations to the end of June 2015 are available in Appendix I.

### Capital Expenditure

- 3.10 This report details the latest position on the 2015/16 capital programme and highlights any variations between the revised 2015/16 capital budget and expenditure to the end of June 2015.
- 3.11 Actual expenditure to end of June 2015 is £119,803. This represents 6.4% of the revised budget. Further details are set out in Appendix II.
- 3.12 At Cabinet on 15 July Members approved a number of capital rollover requests totalling £319,550 to be spent in 2015/16 to be released from the underspend of 2014/15.

## Funding of the 2015/16 Capital Programme

3.13 The 2015/16 capital programme expenditure to end of June 2015 is to be funded as set out in Table 5.

**Table 5: Capital Programme Funding**

	<b>2015/16 Revised Budget</b>	<b>2015/16 Actual to end of June 2015</b>
	<b>£</b>	<b>£</b>
Use of partnership funding (including S106 Grants) to fund capital expenditure	1,284,740	85,477
Use of earmarked reserves to fund capital expenditure	15,000	0
Use of long term debtors / third party loans to fund capital expenditure	0	14,175
Use of capital receipts to fund capital expenditure	563,680	20,151
<b>Total Funded</b>	<b>1,863,420</b>	<b>119,803</b>

## Payment of Creditors

3.14 The latest monitoring position is shown in Table 6.

**Table 6: Invoice payment**

	<b>Target 2015/16</b>	<b>Cumulative year to date</b>	<b>June 2015</b>	<b>June 2014</b>
Invoices paid in 30 days	97.00%	98.91%	99.48%	97.82%

## Debtors

3.15 Tables 7, 8 and 9 analyse the debt outstanding.

3.16 The debt over six years old relates to charges on property, i.e. where the debt cannot be collected until the property concerned is sold. It should be noted that the number of debts raised is increasing as we are now required to formally raise debts for all of our grants receivable from Kent County Council, NHS etc.

3.17 As can be clearly seen, on the measure of collectable debt less than two months old, the position has improved substantially.

**Table 7: Debt outstanding by due date (not including Rent Deposit Scheme)**

	<b>June 2015</b>	<b>June 2014</b>
	<b>£'000</b>	<b>£'000</b>
0-2 Months	299	166
2-6 Months	175	243
6-12 Months	36	18
1-2 Years	15	21
2-3 Years	4	15
3-4 Years	10	25
4-5 Years	24	13
5-6 Years	11	4
6 Years +	15	28
Total	589	533
<b>Total over two months</b>	<b>290</b>	<b>367</b>
<b>% Total over two months</b>	<b>49%</b>	<b>68%</b>

**Table 8: Debt outstanding by due date (including Rent Deposit Scheme)**

	<b>June 2015</b>	<b>June 2014</b>
	<b>£'000</b>	<b>£'000</b>
0-2 Months	303	164
2-6 Months	176	206
6-12 Months	44	37
1-2 Years	18	43
2-3 Years	15	21
3-4 Years	15	51
4-5 Years	47	258
5-6 Years	186	4
6 Years +	15	28
Total	819	812
<b>Total over two months</b>	<b>516</b>	<b>648</b>
<b>% Total over two months</b>	<b>63%</b>	<b>79%</b>

**Table 9: Debt outstanding (including Rent Deposit Scheme) by Head of Service**

	<b>June 2015</b>	<b>June 2014</b>
	<b>£'000</b>	<b>£'000</b>
Rent Deposit Scheme	231	279
Commissioning & Customer Contact	32	232
Property	196	164
Residents Services	66	51
Legal (MKLS)	2	36
Economy & Communities	12	30
Planning	20	14
Regeneration	45	0
Communications	1	0
Environmental Health	4	0
Finance	0	9
Policy	3	0
Other	207	(3)
Total	819	812
<b>Total over two months</b>	<b>516</b>	<b>648</b>
<b>% Total over two months</b>	<b>63%</b>	<b>79%</b>

#### **4. Alternative Options**

4.1 None identified – this report is largely for information.

#### **5. Consultation Undertaken or Proposed**

5.1 Heads of Service and Strategic Management Team have been consulted in preparing this report.

#### **6. Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	Good financial management is key to achieving our Corporate Plan priority of being “A council to be proud of”
Financial, Resource and Property	As detailed in the report
Legal and Statutory	None identified at this stage
Crime and Disorder	None identified at this stage
Sustainability	None identified at this stage
Health & Wellbeing	None identified at this stage
Risk Management and Health and Safety	None identified at this stage
Equality and Diversity	None identified at this stage

#### **7. Appendices**

7.1 The following documents are published with this report and form part of the report:

Appendix I – Improvement and Regeneration Fund allocations as at end of June 2015;

Appendix II – Capital Programme – Projected outturn as at end of June 2015.

#### **8. Background Papers**

8.1 The Budget 2015/16 and Medium Term Financial Strategy 2015/16 to 2017/18

**IMPROVEMENT AND REGENERATION FUND ALLOCATIONS (PERIOD 3)**

	<b>Amount £</b>
<b>Performance Fund</b>	
Fixed Penalty Notices pilot tackling anti-social behaviour	25,000
Cabinet Member ICT Equipment	9,000
<b>Total Approved as at June 2015</b>	<b>34,000</b>
<b>Regeneration Fund</b>	
Members Regeneration Grants	47,000
<b>Total Approved as at June 2015</b>	<b>47,000</b>
<b>Localism Fund</b>	
Swale Trustee Network Event 2015/16	4,400
Volunteers' Week Billboards 2015/16	1,168
Meads Community Centre Grant	22,500
<b>Total Approved as at June 2015</b>	<b>28,068</b>

	Funding SBC / P	2015/16 Original Budget £	Approved Rollovers £	Other Adjustments £	2015/16 Working Budget £	2015/16 Actual to End of period 3 £	2015/16 Variance to end of period 3 £
<b>SUMMARY</b>							
<b><u>PARTNERSHIP FUNDING SCHEMES</u></b>							
<i>Economy &amp; Communities</i>	<i>P</i>	0	0	4,870	4,870	12,143	7,273
<i>Commissioning &amp; Customer Contact</i>	<i>P</i>	0	129,810	0	129,810	0	-129,810
<i>Residents Services</i>	<i>P</i>	1,058,000	92,060	0	1,150,060	70,689	-1,079,371
<i>Property</i>	<i>P</i>	0	0	0	0	0	0
<b>TOTAL PARTNERSHIP FUNDING SCHEMES</b>	<b>P</b>	<b>1,058,000</b>	<b>221,870</b>	<b>4,870</b>	<b>1,284,740</b>	<b>82,832</b>	<b>-1,201,908</b>
<b><u>SWALE BOROUGH COUNCIL FUNDING SCHEMES</u></b>							
Commissing & Customer Contact	SBC	30,000	74,920	36,000	140,920	15,351	-125,569
Economy & Communities	SBC	15,000	0	0	15,000	0	-15,000
Residents Services	SBC	0	0	0	0	16,820	16,820
Finance	SBC	0	22,760	0	22,760	4,800	-17,960
Regeneration	SBC	0	0	400,000	400,000	0	-400,000
<b>TOTAL SBC FUNDING SCHEMES</b>	<b>SBC</b>	<b>45,000</b>	<b>97,680</b>	<b>436,000</b>	<b>578,680</b>	<b>36,971</b>	<b>-541,709</b>
<b>TOTAL CAPITAL PROGRAMME</b>		<b>1,103,000</b>	<b>319,550</b>	<b>440,870</b>	<b>1,863,420</b>	<b>119,803</b>	<b>-1,743,617</b>



	Funding SBC / P	2015/16 Original Budget £	Approved Rollovers £	Other Adjustments £	2015/16 Working Budget £	2015/16 Actual to End of period 3 £	2015/16 Variance to end of period 3 £
<b>REGENERATION - P RAINE</b>							
The Mill Project, Sittingbourne Skate Park	SBC	0	0	200,000	200,000	0	-200,000
Faversham Creek Basin Regeneration Project	SBC	0	0	200,000	200,000	0	-200,000
<b>TOTAL REGENERATION</b>		<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	<b>0</b>	<b>-400,000</b>
<b>ECONOMY &amp; COMMUNITIES - E.WIGGINS</b>							
CCTV - Repairs & Renewals Reserve	SBC	15,000	0	0	15,000	0	-15,000
<i>Kemsley Community Facilities - S106</i>	<i>P</i>	<i>0</i>	<i>0</i>	<i>4,870</i>	<i>4,870</i>	<i>4,866</i>	<i>-4</i>
<i>Easthall Farm Community Centre</i>	<i>P</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>7,277</i>	<i>7,277</i>
<b>TOTAL ECONOMY &amp; COMMUNITIES</b>		<b>15,000</b>	<b>0</b>	<b>4,870</b>	<b>19,870</b>	<b>12,143</b>	<b>-7,727</b>
<b>COMMISSIONING &amp; CUSTOMER CONTACT - D.THOMAS</b>							
Cemeteries - Capital Receipts	SBC	0	22,040	0	22,040	0	-22,040
Milton Creek Footpath & Viewing platform - Capital Receipts	SBC	0	5,190	11,000	16,190	0	-16,190
High Risk Tree Works - Capital Receipts	SBC	30,000	7,690	0	37,690	0	-37,690
Medium Risk Tree Works - Capital Receipts	SBC	0	0	0	0	15,351	15,351
Customer Service Centre telephony system	SBC	0	40,000	25,000	65,000	0	-65,000
<i>Thistle Hill Community Woodland - Trim Trail - S106</i>	<i>P</i>	<i>0</i>	<i>35,000</i>	<i>0</i>	<i>35,000</i>	<i>0</i>	<i>-35,000</i>
<i>New Play Area - Iwade Schemes - S106</i>	<i>P</i>	<i>0</i>	<i>92,200</i>	<i>0</i>	<i>92,200</i>	<i>0</i>	<i>-92,200</i>
<i>Faversham Recreation Ground Improvements- S106</i>	<i>P</i>	<i>0</i>	<i>2,610</i>	<i>0</i>	<i>2,610</i>	<i>0</i>	<i>-2,610</i>
<b>TOTAL COMMISSIONING &amp; CUSTOMER CONTACT</b>		<b>30,000</b>	<b>204,730</b>	<b>36,000</b>	<b>270,730</b>	<b>15,351</b>	<b>-255,379</b>

	Funding SBC / P	2015/16 Original Budget	Approved Rollovers	Other Adjustments	2015/16 Working Budget	2015/16 Actual to End of period 3	2015/16 Variance to end of period 3
<b><u>RESIDENTS SERVICES - A. CHRISTOU</u></b>							
<i>DFG Mandatory Grants (CLG)</i>	<i>P</i>	1,058,000	92,060	0	1,150,060	70,689	-1,079,371
HRG - Housing Repair Grants Over 60	SBC	0	0	0	0	2,645	2,645
RHB2 - Decent Home Loans Owner Occupier	SBC	0	0	0	0	14,175	14,175
<b>TOTAL HOUSING</b>		<b>1,058,000</b>	<b>92,060</b>	<b>0</b>	<b>1,150,060</b>	<b>87,509</b>	<b>-1,062,551</b>
<b><u>FINANCE - N. VICKERS</u></b>							
Cash Receipting System Replacement - Capital Receipts	SBC	0	22,760	0	22,760	4,800	-17,960
<b>TOTAL FINANCE AND PERFORMANCE PORTFOLIO</b>		<b>0</b>	<b>22,760</b>	<b>0</b>	<b>22,760</b>	<b>4,800</b>	<b>-17,960</b>

OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS

Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
Scrutiny	Environmental enforcement	1	Members shadowing service units	Accepted	E. Wiggins	Ongoing	Limited take-up so far of opportunities to shadow service units. Will publicise opportunities in Members' weekly Despatch.
Scrutiny	Environmental enforcement	2	Clearer briefing on who provides which services	Implemented	M.Radford	Complete	A Guide to Services was incorporated into the new Induction Guide for New Councillors following the May 2015 elections.
Scrutiny	Environmental enforcement	3	Recognise good work of Environmental Response Team	Implemented	E. Wiggins	Complete	Opportunities regularly being taken to publicise work of ERT, eg. local journalist from Faversham Times shadowing an Environmental Warden for a day.
Policy	Mental health	1	SBC to work closely with CCGs and GPs on MH provision	Implemented	A.Christou	Complete	SBC now forms part of North Kent Mental Health Commissioning Group for mental health services. Mental health representative appointed to Swale health and Wellbeing Board.
Policy	Mental health	2	SBC to assess impact of its services on those with MH	Accepted	A.Christou	Ongoing	The pilot of a MH support worker has been in place for several weeks however Supporting People apparently have long waiting lists for support for applicants with MH needs and therefore at present our applicants are not receiving priority for support. This is being taken up with Supporting people, and a meeting with contract managers at the CCG and an assistant director at KMPT are taking place during August to discuss this recommendation further.
Policy	Mental health	3	Stress importance of MH through local partners, inc KCC	Implemented	A.Christou	Complete	Both Health and Wellbeing Boards monitor MH service provision commissioned by the CCGs and Kent Public Health. C&C CCG have a mental health sub-group. SBC will continue to influence through these.
Policy	Mental health	4	Tackle particular problems of young people with MH issues	Implemented	A.Christou	Complete	SBC continues to be aware of the problems of young people in Swale and the potential impacts on mental health. SBC will continue to seek to influence Kent Public Health and CCG commissioning intentions.
Policy	Mental health	5	SBC to support voluntary sector in tackling MH issues	Implemented	A.Christou	Complete	There are now representatives from Mental Health Matters and from Swale CVS on the Swale Health and Wellbeing Board.
Policy	Mental health	6	SBC to work with media and others to combat MH stigma	Implemented	A.Christou	Complete	This is a highly specialised role that we consider should be led by Kent Public Health, which SBC will support as appropriate. SBC organised two training sessions on dementia friendly communities for frontline staff this month.
Policy	Mental health	7	SBC to use its community advocate role to meet MH challenges	Implemented	A.Christou	Complete	SBC will continue to work with the local MPs and other stakeholders to press for adequate resources for mental health services on Swale.
Policy	Mental health	8	SBC to provide a costed model of supported housing	Rejected	A.Christou	N/A	Mental Health Matters have opened two wellbeing cafes for people in mental health crisis. One in Sittingbourne, open Friday and Saturday evenings and one in Sheerness, open Friday evenings and Sunday afternoons
Scrutiny	MKIP Governance and Communications	1	Greater opportunities for pre-scrutiny before consideration of new shared service proposals.	Accepted	A.Kara	Ongoing	Opportunities already exist for pre-scrutiny.
Scrutiny	MKIP Governance and Communications	2	That joint O&S task and finish groups should be convened to jointly review any major issues that arise in regard to shared service delivery.	Accepted	A.Kara	Ongoing	Oppportunities already exist for this.
Scrutiny	MKIP Governance and Communications	3	That the MKIP Board will notify the O&S functions of each authority when there are potential items of interest that a joint task and finish group could review on their behalf.	Rejected	A.Kara	N/A	It is for O&S to consider the potential items that it wishes to review, and it is not for Cabinet to presume what they might be. The Scrutiny Committee is welcome to review agenda and minutes of MKIP Board meetings.
Scrutiny	MKIP Governance and Communications	4	Creation of Mid Kent Services Director post should be considered favourably.	Accepted	A.Kara	Ongoing	This has been agreed in principle. Needs to be agreed formally by each council through the annual budget process for 2016/17.
Scrutiny	MKIP Governance and Communications	5	The role of the MKIP Programme Manager should be re-examined.	Implemented	A.Kara	Complete	An officer recruited under the Local Government Association's National Graduate Development Programme (NGDP) has been appointed to this role, to start in September 2015.

Scrutiny	MKIP Governance and Communications	6	That early consideration should be given to transferring the management of Planning Support and Environmental Health to the Mid Kent Service umbrella as soon as possible.	Rejected	A.Kara	N/A	These services are hosted/led by Maidstone BC and Tunbridge Wells BC respectively. The Planning Support service has been transferred to MKS, Environmental Health still under consideration.
Scrutiny	MKIP Governance and Communications	7	That a toolkit is created to assist managers in their role as internal clients of shared services.	Accepted	A.Kara	Ongoing	Already happening through the maturing of the Shared Service Boards and the role of the Mid Kent Service Director.
Scrutiny	MKIP Governance and Communications	8	Shared services create a service catalogue for their service that will help internal clients to better understand the extent of the service they provide.	Accepted	A.Kara	Ongoing	This process is formally followed each year as part of agreeing the annual Service Level Plan and Service Plan.
Scrutiny	MKIP Governance and Communications	9	That a joint Communication Plan is developed.	Accepted	MKIP Programme Manager	Ongoing	To be developed once the NGDP officer is in post.
Scrutiny	MKIP Governance and Communications	10	That the MKIP Board has responsibility for the effective implementation of an agreed Communication Plan and ensures its delivery is resourced appropriately.	Accepted	MKIP Programme Manager	Ongoing	To be considered once the Communications Plan has been developed and agreed.
Scrutiny	MKIP Governance and Communications	11	That communication should be improved between the newly created Shared Service Boards and MKIP Board regarding major service issues or options for change.	Accepted	A.Kara	Ongoing	Pathways for escalation of issues from Shared Service Boards to the MKIP Board, and vice versa, have been developed and implemented.
Scrutiny	MKIP Governance and Communications	12	That client representatives on the Shared Service Boards should ensure the outcomes of their meetings are effectively cascaded to relevant staff within each authority.	Accepted	A.Kara	Ongoing	Mark Radford provides a briefing note following each SSB meeting.
Scrutiny	MKIP Governance and Communications	13	That future MKIP Board meetings should be held and papers published in accordance with the appropriate local authority access to information regulations.	Rejected	A.Kara	N/A	MKIP papers will only be placed on the internal Intranet facility, not published via the Council's external website. At the time of update, there has not been an MKIP Board meeting since March 2015.

Key to status	
	<b>Pending:</b> Awaiting cabinet decision on whether to accept or reject.
	<b>Rejected:</b> Recommendation not accepted by cabinet.
	<b>Accepted:</b> Recommendation accepted, still within target date for implementation.
	<b>Implemented:</b> Recommendation accepted, implementation complete.
	<b>Overdue:</b> Recommendation accepted, target date for implementation exceeded.

## Scrutiny Committee work programme

Review title	Reviewers	Status	09 Sep	14-Oct	11-Nov	13-Jan	28-Jan	10-Feb	10-Mar
Quarterly budget monitoring	Committee	Live	2015/16 Quarter 1			2015/16 Quarter 2			
Quarterly performance monitoring	Committee	Live			2015/16 Quarter 1	2015/16 Quarter 2			
Scrutiny of 2016/17 Budget proposals	Committee	Live					2016/17 Budget scruriny		
Scrutiny of 2016/17 Fees and Charges proposals	Committee	Live			Fees and charges 2016/17				
Housing Services	Committee	Not scoped							
Planning Services	Committee	Not scoped							
Leisure and Tourism	Committee	Not scoped							
MKIP Planning Services	Task and Finish	To be decided							

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

**October 2015 - January 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 Kenneth Pugh** - Cabinet Member for Community Safety and Health

**Councillor David Simmons** - Cabinet Member for Environmental and rural affairs

**Councillor Duncan Dewar-Whalley** - Cabinet Member for Finance

**Councillor John Wright** - Cabinet Member for Housing

**Councillor Mike Whiting** - Cabinet Member for Localism, Sport, Culture and Heritage

**Councillor Ted Wilcox** - Cabinet Member for Performance

**Councillor Mike Cosgrove** - Cabinet Member for Regeneration

**Councillor Gerry Lewin** - Deputy Leader and Cabinet Member for Planning

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>Cabinet Delegated Decision - Food Service Plan 2015-16 Cabinet Delegated Decision - 15 September 2015.</p> <p>The authority is required to produce a food service plan outlining how Swale Borough Council will meet the food law expectation from the Food Standards Agency. The plan summaries how we will deliver a service that is effective, risk based, proportionate and consistent with national expectations. This is a revision of the Food Service Plan 2013 and forms part of the Mid Kent Food Service Plan.</p> <p>Food service plans are an important part of the process of how national priorities and standards are addressed and delivered locally. The plan also identifies:</p> <p>The principles of good food regulation; focus on key delivery issues and outcomes; provide an essential link with corporate and financial planning; set objectives for the future, and identify major issues that cross service boundaries;</p>	<p>Cabinet Delegated Decision 15 September 2015</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 Environmental and Rural Affairs  Peter Lincoln</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
	provide a means of managing performance and making performance comparisons; and provide information on an authority's service delivery to stakeholders, including businesses and consumer					
	Complaints, Compliments and Comments Annual Report 2014/15 This report is the annual summary of complaints, compliments and comments received by Swale Borough Council during the year from April 2014 to March 2015.	Cabinet 7 October 2015	Non-Key, for information only			Leader  Dave Thomas
	Faversham Recreation Ground - Proposed Heritage Lottery Fund Bid The purpose of this report will be to seek Members agreed to a draft masterplan and bid to the Heritage Lottery Fund for approximately £1.6m to improve Faversham Recreation Ground.	Cabinet 7 October 2015	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 Environmental and Rural Affairs  Graeme Tuff

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>Tender award for Front Brents Flood Defence Bund project in association with the Environment Agency</p> <p>The tender is in relation to works to construct a bund to prevent flooding of the type that occurred in December 2013.</p>	<p>Cabinet 7 October 2015</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>Part exempt</p>		<p>Leader</p>
	<p>Stationery supplier - extension of existing contract</p> <p>This report asks members to approve the recommendation to extend the existing stationery contract for one year until January 2017.</p>	<p>Cabinet 7 October 2015</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</p>	<p>Open</p>		<p>Cabinet Member for Finance  Anne Adams</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
			comprising two or more wards or electoral divisions in the area of the local authority.			
	Property Asset Strategy - annual progress report This report provides Members with an update on progress against the Property Strategy Action Plan and reports the outcome of the annual Property Performance Indicators for 2014/15.	Cabinet 7 October 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance  Anne Adams
	The Meads Community Centre Asset Transfer This report seeks approval for the transfer of The Meads Community Centre to The Meads Community Centre Trust.	Cabinet 7 October 2015	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  Charlotte Hudson

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>Mid Kent Planning Support Review</p> <p>Following Tunbridge Wells Borough Council's decision to withdraw from the shared support service (subject to confirmation from Tunbridge Wells Borough Council Cabinet on 28 June 2015), the report will review options and way forward for Swale Borough Council.</p>	<p>Cabinet 7 October 2015</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 Planning</p> <p>James Freeman</p>
	<p>Minutes of the Local Development Framework Panel held on 17 September 2015</p>	<p>Cabinet 7 October 2015</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</p> <p>Gill Harris</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
	Swale's Playing Pitch Strategy A draft playing pitch strategy for Swale has been developed out for consultation.	Cabinet 4 November 2015	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 Localism, Sport, Culture and Heritage  Len Mayatt
	Health and Safety Policy Review The report will present a revised health and safety policy for Cabinet approval.	Cabinet 4 November 2015	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  Emma Larkins

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
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during September 2015. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 4 November 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Brooke Buttfeld
	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 2016/17 for submission to Council. Charges will take effect from 1 April 2016.	Cabinet 4 November 2015	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance  Nick Vickers
	Medium Term Financial Plan and 2016/17 Budget This report sets out the Council's Medium Term Financial Plan and proposals for the 2016/17 Budget.	Cabinet 2 December 2015	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 Finance  Nick Vickers

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 Rural Forum held on 17 November 2015	Cabinet 2 December 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Environmental and Rural Affairs  Kellie MacKenzie
	Financial Management Report: April to September 2015	Cabinet 2 December 2015	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 Finance  Nick Vickers
	Minutes of the Local Development Framework Panel held on 3 December 2015	Cabinet 6 January 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

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
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during December 2015. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 3 February 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Brooke Buttfeld
	Treasury Management Strategy Statement and Investment Strategy 2015/16 This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2016/17. It will be proposed to Council at the meeting on 17 February 2016.	Cabinet 3 February 2016	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance  Nick Vickers
	Medium Term Financial Plan and 2016/17 Budget This report sets out the Council's Medium Term Financial Plan and proposals for 2016/17 Budget.	Cabinet 3 February 2016	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance  Nick Vickers
	Financial Management Report: April - December 2015 This report shows the revenue and capital projected outturn for 2015/16 as at the end of period 9, covering the period from April to December 2015.	Cabinet 2 March 2016	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant	Open		Cabinet Member for Finance  Nick Vickers



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
			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 11 February 2016	Cabinet 2 March 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
	Minutes of the Swale Rural Forum held on 23 February 2016	Cabinet 2 March 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Environmental and Rural Affairs Kellie MacKenzie
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during February/March 2016. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 25 May 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage Brooke Buttfield

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