

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

**December 2014 - March 2015**

**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
	Household Recycling & Waste Collection Policy The Household Recycling and Waste Policy confirms the Councils approach to recycling and collection of waste. It is intended to form the protocol that council officers will follow on behalf of the Council when liaising with residents.	Cabinet 3 December 2014	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 Environmental and Rural Affairs  Alan Turner (Cleansing Services Manager)
	Swale Fisherman's Association - Lease Proposal to offer Swale Fisherman's Association a twenty year lease for the moorings and quayside for the Fisherman's Quay at Queenborough.	Cabinet 3 December 2014	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		Leader  Len Mayatt (Commissioning and Open Spaces Manager)

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	Thistle Hill Pitch Asset Transfer To agree the Asset Transfer of the Thistle Hill Pitch.	Cabinet 3 December 2014	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.	Open		Cabinet Member for Finance  Charlotte Hudson (Economy and Community Services Manager)
	Award of Markets Service Contract to 2018 To consider the Award of Markets Service Contract to 2018 following a procurement process for the three town markets in Sittingbourne, Faversham and Sheerness.	Cabinet 3 December 2014	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	Fully exempt		Cabinet Member for Regeneration  Lyn Newton (Economy and Community Services Manager)

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			relates.			
	<p>Medium Term Financial Plan and 2015/16 Revenue and Capital Budgets</p> <p>Cabinet is asked to consider the Council's Medium Term Financial Plan and the Revenue and Capital Budget proposals for 2015/16.</p>	<p>Cabinet 3 December 2014</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  Nick Vickers (Head of Finance)</p>
	<p>Revenues and Benefits Service Debt Recovery Policy</p> <p>In a previous internal audit it was recommended that the Revenues and Benefits service should have its own debt recovery policy in addition to the corporate policy. A policy has therefore been written to ensure that residents and especially vulnerable persons are treated equally and fairly when collecting debt. The policy outlines how debts will be collected covering the processes and possible methods of collection.</p>	<p>Cabinet 3 December 2014</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 Finance  Zoe Kent (Revenues and Benefits Assistant Manager)</p>

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	Disposal of land at Sheppey Court Marshes, Sheerness To consider the potential disposal of surplus land at Sheppey Court Marshes, Sheerness.	Cabinet 3 December 2014	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.	Part exempt		Cabinet Member for Finance
	Financial Management Report Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.	Cabinet 3 December 2014	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance  Nick Vickers (Head of Finance)
	Minutes of the Swale Rural Forum held on 18 November 2014.	Cabinet 3 December 2014	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs

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	Minutes of the Local Development Framework Panel held on 4 December 2014.	Cabinet 7 January 2015	Non-Key	Open		Cabinet Member for Planning
	Minutes of the Swale Joint Transportation Board meeting held on 8 December 2014.	Cabinet 7 January 2015	Non-Key	Open		Cabinet Member for Localism, Sports, Culture and Heritage
	Medium Term Financial Plan and 2015/16 Revenue and Capital Budgets Cabinet is asked to consider the Council's Medium Term Financial Plan and the Revenue and Capital Budget proposals for 2014/15.	Cabinet 4 February 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 (Head of Finance)
	Local Engagement Forum Update To receive an update on the quarterly Local Engagement Forum.	Cabinet 4 February 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage
	Minutes of the Swale Rural Forum held on 10 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs
	Local Development Framework Panel held on 12 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Planning

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	Financial Management Report Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.	Cabinet 11 March 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance  Nick Vickers (Head of Finance)
	Minutes of the Swale Joint Transportation Board meeting held on 9 March 2015.	Cabinet 15 April 2015	Non-Key	Open		Cabinet Member for Localism, Sport, Culture and Heritage