

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

January 2015 - April 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 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>Corporate Plan 2015-2018 The Corporate Plan is the overarching statement of the Council's strategic objectives for the period April 2015 to March 2018. It sets out the organisation's high-level priorities and objectives, articulating both local political aspirations and the Council's response to anticipated changes in its wider operating environment. The plan's primary purpose is to ensure that council resources are coherently allocated in support of agreed priorities. The objectives established in the plan will thus determine the focus of the Council's activities and expenditure for the duration of the plan, although they are intended to cover areas for change and development rather than encompassing everything that the Council does. They are supported by more detailed action-planning and budgeting processes, including the medium-term financial plan, strategies for tackling individual issues, and the annual budget-setting and service-planning rounds.</p>	<p>Cabinet 4 February 2015</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 (Policy and Performance Manager)</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
	Minutes of the Swale Joint Transportation Board meeting held on 8 December 2014.	Cabinet 4 February 2015	Non-Key	Open		Cabinet Member for Localism, Sport, Culture and Heritage
	Building Control Partnership: Business Plan 2015-2018 and agreement in principle to Canterbury City Building control joining the Partnership To consider the Building Control Partnership: Business Plan 2015-2018 and agreement in principle to Canterbury City Building Control joining the Partnership.	Cabinet 4 February 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 Planning James Freeman (Head of Planning)
	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)

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>Necessity Test and TEEP Assessment</p> <p>The report sets out the Council's position with regard to The Waste (England & Wales) Regulations. Regulation 13 deals with the collection of glass, metals, plastic and paper. Regulation 13 states that from 1 January 2015 these four streams should be collected separately, but may be collected on a different basis where it can be shown that it is technically, economically or environmentally practicable to do so.</p>	<p>Cabinet 4 February 2015</p>	<p>Key</p> <p>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 Environmental and Rural Affairs</p> <p>Alan Turner (Cleansing Services Manager)</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 4 February 2015</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 in the area of the local authority.</p>	<p>Open</p>		<p>Cabinet Member for Finance</p> <p>Zoe Kent (Revenues and Benefits Assistant Manager)</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
	Thistle Hill Pitch Asset Transfer To agree the Asset Transfer of the Thistle Hill Pitch.	Cabinet 4 February 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 (Economy and Community 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 4 February 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	Open		Leader Len Mayatt (Commissioning and Open Spaces Manager)

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
			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.			
	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
	Guidance on policy/strategy development, consultation and adoption This guidance is aimed at officers who have been asked to write a council policy or strategy. It offers advice on the most appropriate routes through the Council's sometimes complex decision-making processes, as well as establishing a standard Council approach to external consultation on new policies and strategies.	Cabinet 11 March 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	Open		Leader David Clifford (Policy and Performance Manager)

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 authority.			
	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
	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)
	Treasury Management Services Contract To advise Members of the results of the Treasury Management Services tender evaluations and to make decisions as to which of the offered options should be accepted.	Cabinet 15 April 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	Fully exempt		Cabinet Member for Finance Nick Vickers (Head of Finance)

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
			relates.			
	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