

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

**May 2015 - August 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. The current Cabinet membership is listed below but this may change following the election on 7 May 2015:

**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>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 15 July 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 Finance  Zoe Kent</p>
	<p>Cabinet Delegated Decision - Guidance on policy/strategy development, consultation and adoption Cabinet Delegated Decision to be taken by the Leader.</p> <p>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</p>	<p>Cabinet 27 May 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</p>	<p>Open</p>		<p>Leader  David Clifford davidclifford@swale.gov.uk</p>

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	establishing a standard Council approach to external consultation on new policies and strategies.		in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Outside Body nominations to be made by Cabinet	Cabinet 27 May 2015	Non-Key			Leader  Philippa Davies philippadavies@swale.gov.uk
	Property Maintenance Term Contract Following a procurement exercise, this report will recommend award of the contract for Property Maintenance to start from 1 October 2015.	Cabinet 15 July 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.			Cabinet Member for Finance  Anne Adams
	Establishment of a shared debt recovery service To consider the establishment of a shared debt recovery service with a view to improving collection rates of Council Tax (CTax);	Cabinet 15 July 2015	Key It is likely to result in the Council incurring expenditure above £100,000			Cabinet Member for Finance  Zoe Kent

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	<p>National Non-Domestic Rates (NNDR) and Penalty Charge Notice (PCN) debt. The proposed service will sit within Mid Kent Services. The service will be paid for the by the collection of fees in accordance with Statutory Instrument: No.1 ENFORCEMENT, ENGLAND AND WALES, TAKING CONTROL OF GOODS, COMMERCIAL ARREARS RECOVERY, The Taking Control of Goods (Fees) Regulations. Arrangements will be put in place to protect existing local suppliers.</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>Information Commissioner's Office (ICO) Freedom of Information Act Publication Scheme Under the Freedom of Information Act 2000 the Council is required to produce a publication scheme, setting out what information we routinely make available to the public, how it can be obtained and whether there is a charge for it. Under the Act, the Information Commissioner has to approve councils' publication schemes, but the Commissioner can also produce a 'model scheme' which can be adopted wholesale by councils without further approval.</p>	<p>Cabinet 15 July 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</p>	<p>Open</p>		<p>Leader  Ian Mackenzie</p>

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	<p>Swale Borough Council has previously adopted the model scheme, but this has recently been updated by the Information Commissioner and now needs to be re-adopted in its revised format by the Council. The changes are intended to provide a harmonised approach to data transparency for local authorities, avoiding unnecessary duplication.</p>		<p>local authority.</p>			