

**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 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>Temporary Accommodation Report</p> <p>The report gives an update of the Council owned temporary and accommodation managed by the Housing Options Team and requests that a further property is purchased to be used as additional temporary accommodation.</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 Housing</p> <p>Amber Christou</p>
	<p>Formalisation of adoption of the Swale Local Development Scheme (April 2015) pursuant to the Swale Local Plan Examination in Public</p> <p>Council Minute 368 (November 2014) agreed Bearing Fruits 2031: The Swale Borough Local Plan and its supporting evidence and documentation for publication and submission to the Planning Inspectorate. Part of this documentation was an updated Local Development Scheme (in essence, the programme for production of local planning documents). However, recent experience at the Canterbury</p>	<p>Cabinet 7 October 2015</p>	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>			<p>Cabinet Member for Planning</p> <p>Gill Harris</p>

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	<p>Local Plan Examination in Public highlighted the need for a specific council minute adopting the LDS, which in the City Council's case had to be established after their examination had commenced. In order to make sure Swale has thoroughly and explicitly met this requirement, it is recommended that we establish a council minute specifically for the LDS.</p>					
	<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</p>	<p>Cabinet Delegated Decisions 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>

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	<p>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; 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</p>					
	<p>Complaints, Compliments and Comments Annual Report 2014/15</p> <p>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.</p>	<p>Cabinet 7 October 2015</p>	<p>Non-Key This is not a key decision as it is for information only.</p>			<p>Leader</p> <p>Dave Thomas davethomas@swale.gov.uk</p>
	<p>Faversham Recreation Ground - Proposed Heritage Lottery Fund Bid</p> <p>The purpose of this report will be to seek Members agreed to a draft masterplan and bid to the</p>	<p>Cabinet 6 January 2016</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000</p>	<p>Open</p>		<p>Cabinet Member for Environmental and Rural Affairs</p> <p>Graeme Tuff</p>

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	Heritage Lottery Fund for approximately £1.6m to improve Faversham Recreation Ground.		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.			
	Tender award for Front Brents Flood Defence Bund project in association with the Environment Agency The tender is in relation to works to construct a bund to prevent flooding of the type that occurred in December 2013.	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.	Part exempt		Leader

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	<p>Stationery supplier - extension of existing contract This report asks members to approve the recommendation to extend the existing stationery contract for nine months until October 2016.</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>Open</p>		<p>Cabinet Member for Finance Anne Adams</p>
	<p>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.</p>	<p>Cabinet 7 October 2015</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Finance Anne Adams</p>
	<p>The Meads Community Centre Asset Transfer This report seeks approval for the transfer of The Meads Community Centre to The Meads Community</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</p>	<p>Open</p>		<p>Cabinet Member for Localism, Sport, Culture and Heritage Charlotte Hudson</p>

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	Centre Trust.		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.			
	Mid Kent Planning Support Review 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.	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 Planning James Freeman

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	<p>Minutes of the Local Development Framework Panel held on 17 September 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>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 Gill Harris</p>
	<p>Swale's Playing Pitch Strategy</p> <p>A draft playing pitch strategy for Swale has been developed out for consultation.</p>	<p>Cabinet 2 December 2015</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>Cabinet Member for Localism, Sport, Culture and Heritage Len Mayatt</p>
	<p>Health and Safety Policy Review</p> <p>The report will present a revised health and safety policy for Cabinet approval.</p>	<p>Cabinet 4 November 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>Cabinet Member for Finance Emma Larkins</p>

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			in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	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 Buttfield
	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 nickvickers@swale.gov.uk
	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	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk

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			authority's budget for the service or function to which the decision relates.			
	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 kelliemackenzie@swale.gov.uk
	Financial Management Report: April to September 2015	Cabinet 2 December 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	Minutes of the Local Development Framework Panel held on 3 December 2015 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.	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
	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 Buttfield

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	<p>Treasury Management Strategy Statement and Investment Strategy 2015/16</p> <p>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.</p>	<p>Cabinet 3 February 2016</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</p> <p>Nick Vickers nickvickers@swale.gov.uk</p>
	<p>Medium Term Financial Plan and 2016/17 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for 2016/17 Budget.</p>	<p>Cabinet 3 February 2016</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</p> <p>Nick Vickers nickvickers@swale.gov.uk</p>
	<p>Financial Management Report: April - December 2015</p> <p>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.</p>	<p>Cabinet 2 March 2016</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Finance</p> <p>Nick Vickers nickvickers@swale.gov.uk</p>
	<p>Minutes of the Local Development Framework Panel held on 11 February 2016</p> <p>Non-Key – This is not a key</p>	<p>Cabinet 2 March 2016</p>	<p>Non-Key This is not a key decision as the making and</p>	<p>Open</p>		<p>Cabinet Member for Planning</p> <p>Gill Harris</p>

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	decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.		adoption of the LDF will ultimately be considered and decided by full Council.			
	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 kelliemackenzie@swale.gov.uk
	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