

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

October 2017 - January 2018

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 Gerry Lewin – Deputy Leader and Cabinet Member for Planning

Councillor Duncan Dewar-Whalley - Cabinet Member for Finance and Performance

Councillor Mike Cosgrove - Cabinet Member for Regeneration

Councillor David Simmons – Cabinet Member for Environment and Rural Affairs

Councillor Alan Horton – Cabinet Member for Safer Families and Communities

Councillor Ken Pugh – Cabinet Member for Housing and Wellbeing

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
	Property Acquisition To seek approval for a property acquisition.	Cabinet 6 September 2017	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.	Part exempt		Cabinet Member for Finance and Performance Nick Vickers
	Scrutiny Committee report on Housing Services The report contains the findings of a Task and Finish Group's scrutiny review of Housing Services. The report has been adopted by the Scrutiny	Cabinet 6 September 2017	Non-Key	Open		Cabinet Member for Housing and Wellbeing Bob Pullen

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	<p>Committee and it contains a number of recommendations for Cabinet's consideration.</p> <p>The report is being submitted to Cabinet to note at this stage, with a request that Cabinet consider and respond to the recommendations at a subsequent Cabinet meeting.</p>					
	<p>Award of contract - Swale House lift refurbishment and maintenance</p> <p>This report seeks approval from Cabinet to enter into a contract for the refurbishment and maintenance of the lifts in Swale House.</p>	Cabinet 6 September 2017	<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</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>David Brown</p>

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			function to which the decision relates.			
	Managed Services for Temporary Agency Resources Tender Report	Cabinet 6 September 2017	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.	Fully exempt		Dena Smart
	Discretionary Business Rate Relief The Government has set-up	Cabinet 6 September 2017	Key It is likely to result in the Council	Open		Cabinet Member for Finance and Performance Zoe Kent

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	a new discretionary Business Rate relief for businesses whose rateable value is less than £200k and whose rates have increased more than 12.5%. The Council must design a scheme to decide what businesses falling under this criteria will be given relief.		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. 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..			

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	<p>Financial Management Report: April - June 2017</p> <p>This report shows the revenue and capital projected outturn for 2017/18 as at the end of period 3, covering the period from April to June 2017.</p>	Cabinet 6 September 2017	Non-Key This is not a key decision as it is for information only.	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Swale Open Spaces and Play Strategy 2017-2022</p> <p>This report updates Members on the progress on the Open Spaces and Play Strategy following consultation in 2016. It summaries the key findings of the assessment report and how these have been turned into strategic outcomes. It asks permission to put the draft document out to public consultation prior to final adoption later this year.</p>	Cabinet 4 October 2017	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		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Martyn Cassell</p>

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	<p>Proposed new lease for Isle of Sheppey Sailing Club</p> <p>This report recommends that Cabinet enters into a new 125 year lease with the Isle of Sheppey Sailing Club.</p>	Cabinet 4 October 2017	<p>Non-Key</p> <p>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.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Kent Parker</p>
	Minutes of the Local Development Framework Panel held on 21 September 2017	Cabinet 4 October 2017	<p>Non-Key</p> <p>This is not a key decision as the making</p>	Open		<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
			and adoption of the LDF will ultimately be considered and decided by full Council.			
	Minutes of the Swale Joint Transportation Board meeting held on 11 September 2017	Cabinet 4 October 2017	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	Open		Cabinet Member for Regeneration

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			area of the local authority.			
	<p>Visitor Economy Strategy</p> <p>This sets-out priority actions for the tourism sector in Swale from 2017 to 2020.</p>	<p>Cabinet</p> <p>8 November 2017</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>	Open		<p>Cabinet Member for Regeneration</p> <p>Lyn Newton</p>
	<p>Review of Fees and Charges</p> <p>The report invites Cabinet to consider the proposals for</p>	<p>Cabinet</p> <p>8 November 2017</p>	<p>Non-Key</p> <p>This is not a key decision as it will be considered</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>

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	the level of fees and charges to be levied for the next financial year 2018/19 for submission to Council. Charges will take effect from 1 April 2018.		and decided by full Council.			
	Minutes of the Local Development Framework Panel meeting held on 30 November 2017	Cabinet 6 December 2017	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
	Financial Management Report April to September 2017 This report shows the revenue and capital projected outturn for 2017/18 as at the end of period 6, covering the period from April to September 2017.	Cabinet 6 December 2017	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance Nick Vickers

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	<p>Medium Term Financial Plan and 2018/19 Budget</p> <p>This report sets-out the Council's Medium Term Financial Plan and proposals for the 2018/19 Budget.</p>	Cabinet 6 December 2017	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	Minutes of the Swale Joint Transportation Board meeting held on 18 December 2017	Cabinet 10 January 2018	<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</p>	Open		Cabinet Member for Regeneration

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	<p>Treasury Management Strategy Statement and Investment Strategy 2018/19</p> <p>This report sets-out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2018/19. It will be proposed to Council at the meeting on 21 February 2018.</p>	Cabinet 7 February 2018	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Medium Term Financial Plan and 2018/19 Budget</p> <p>This report sets-out the Council's Medium Term Financial Plan and proposals for the 2018/19 Budget.</p>	Cabinet 7 February 2018	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>

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	<p>Financial Management Report: April - December 2017</p> <p>This report shows the revenue and capital projected outturn for 2017/18 as at the end of period 9, covering the period from April to December 2017.</p>	Cabinet 7 March 2018	<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>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	Minutes of the Local Development Framework Panel held on 8 February 2018	Cabinet 7 March 2018	<p>Non-Key</p> <p>This is not a key decision as the making</p>	Open		<p>Cabinet Member for Planning</p> <p>Gill Harris</p>

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			and adoption of the LDF will ultimately be considered and decided by full Council.			