

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

**March 2018 - June 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](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>Housing Benefit, Council Tax and Council Tax Support Penalties</p> <p>The Council has a duty to ensure that all revenue due to the Council is collected efficiently and effectively for the benefit of all council tax payers. It may impose a penalty of £70 where a person fails to notify or supply information to the Council on a matter which affects entitlement to a discount or exemption.</p> <p>The Revenues and Benefits Section is looking to impose the penalty on residents who do not report changes without reasonable excuse from 1 April 2018.</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>Zoe Kent</p>
	<p>Shellness Local Council Tax Discount</p> <p>The Hamlet of Shellness is not covered by the planning restrictions restricting occupation of holiday sites through the winter months which allow the Council to exempt properties from paying Council Tax whilst occupation is prohibited.</p> <p>The hamlet is not suitable for permanent occupation 12 months</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</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Zoe Kent</p>

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	of the year so it is proposed to award a local discount to the hamlet during the winter months to recognise that this area is only suitable to be used as holiday accommodation.		in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Swale Regeneration Framework The Council's new policy framework, setting out its priorities for regeneration in the Borough.	Cabinet 7 March 2018	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 Regeneration  Kieren Mansfield
	Approval of Active Lives Framework for consultation  The Active Lives Framework is the overarching document for Sport and Physical Activity in the borough to address the issues of inactivity and increase participation in sport and leisure.	Cabinet 7 March 2018	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	Open		Cabinet Member for Housing and Wellbeing  Russell Fairman

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			electoral divisions in the area of the local authority.			
	<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>
	<p>Swale Response to Consultation by Mayor of London: draft London Plan</p> <p>A response is needed to the Mayor's consultation on the Draft London Plan which introduces new strategic planning policies including increased housing targets and policies in respect of</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</p>	Open		<p>Cabinet Member for Planning</p> <p>Gill Harris</p>

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	the relationship between development and infrastructure in Greater London and the surrounding 'Wider South East' area. A holding officer level response will be met to meet the deadline of 2 March and Cabinet is asked to confirm the responses proposed in the item.		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>Adoption of the Statement of Community Involvement</p> <p>The report will outline the public consultation representations received on the Statement of Community Involvement (SCI) and the draft responses and proposed changes arising. Members will be recommended to agree the proposed changes to the SCI and adopt the SCI for use in both development management and planning policy consultations.</p> <p>The LDF Panel agreed a draft SCI for consultation in June 2017.</p> <p>This report will also be submitted to Council on 21 March 2018.</p>	Cabinet 7 March 2018	<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 Planning</p> <p>Natalie Earl</p>

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	Minutes of the Local Development Framework Panel held on 8 February 2018	Cabinet 7 March 2018	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
	Minutes of the Swale Joint Transportation Board meeting held on 19 March 2018	Cabinet 30 May 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 area of the local authority.	Open		Cabinet Member for Regeneration
	Minutes of the South Thames Gateway Building Control Joint Committee held on 15 March 2018	Cabinet 30 May 2018	Non-Key This is not a key decision because is it not likely to result in the local	Open		Cabinet Member for Planning  James Freeman

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			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>Debt Recovery Policy</p> <p>The Council has a duty to ensure that all revenue due to the Council is collected efficiently and effectively for the benefit of all council tax payers. The policy will ensure that a standardised system is in place for both financial stewardship and audit purposes.</p> <p>The policy will detail the Revenues and Benefits Service's approach to recovery. Best practice will be applied to all debt collection activities within appropriate legal powers.</p>	Cabinet 30 May 2018	Non-Key	Open		<p>Cabinet Member for Finance and Performance</p> <p>Zoe Kent</p>

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	<p>Discretionary Housing Payment Policy</p> <p>Discretionary Housing Payments are provided to top up the difference between Housing Benefit /Universal Credit Housing Costs and rent costs. They are used to alleviate poverty, encourage and sustain people in employment and to prevent homelessness. The policy was last updated in 2013.</p>	Cabinet 30 May 2018	Non-Key	Open		<p>Cabinet Member for Finance and Performance</p> <p>Zoe Kent</p>
	<p>Digital Strategy</p> <p>The Swale Borough Council Digital Strategy describes how digital technologies will impact on our organisation's approaches to delivering services and contribute to strategic priorities.</p>	Cabinet 30 May 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		Cabinet Member for Finance and Performance



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	<p>Swale Strategic Air Quality Action Plan 2018 – 2022</p> <p>A review and quantitative assessment has been made of the proposed measure put forward in the current Interim Air Quality Action Plan.</p> <p>The measures have been reviewed and endorsed by the Air Quality Steering Group and now require Cabinet approval before being submitted to Defra. These measures provide the basis on which Swale intends to improve air quality within the declared Air Quality Management Areas and the wider district. It identifies the actions Swale and its partners can take to achieve this improvement within the context of other strategic tools.</p>	Cabinet 30 May 2018	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>Tracey Beattie</p>
	<p>Council Leisure Centres contract extension and investment proposals</p> <p>This report seeks approval for an extension of the current Leisure Centres management contract between the Council and Swale Community Leisure and sets out investment proposals in the Centres' facilities.</p>	Cabinet 30 May 2018	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	Part exempt		<p>Cabinet Member for Housing and Wellbeing</p> <p>Martyn Cassell</p>

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			for the service or function to which the decision relates.			