

## AGENDA

### SCRUTINY COMMITTEE MEETING

Date: Wednesday, 18 April 2018

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Andy Booth (Chairman), Lloyd Bowen (Vice-Chairman), Derek Conway, Mike Dendor, Mick Galvin, June Garrad, Mike Henderson, Ken Ingleton, Nigel Kay, Samuel Koffie-Williams, Ben Stokes and Roger Truelove.

Quorum = 4

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Pages

#### 1. Fire Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

#### 2. Apologies for Absence and Confirmation of Substitutes

3. Minutes

To approve the Minutes of the Meeting held on 22 March 2018 (Minute Nos. 561 - 571) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

**Advice to Members:** If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

**Part One - Substantive Items**

5. Presentation by the Waste Team

1 - 2

The Cabinet Member for Environmental and Rural Affairs and the Head of Commissioning and Customer Contact have been invited to attend for this item.

**Part Two - Business Items**

6. Reviews at Follow-up Stage and Log of Recommendations

3 - 6

The Committee is asked to review the updated log of recommendations (attached).

7. Other Review Progress Reports

The Committee is asked to consider updates on other reviews.

8. Cabinet Forward Plan

7 - 18

The Committee is asked to consider the Forward Plan with a view to identifying possible items for pre-decision scrutiny.

9. Urgent Business Requests

The Committee is asked to consider any requests from Committee Members to commence a review.

10. Committee Work Programme

The Committee is asked to note the Committee's Work Programme for the remainder of the year:

- proposed review of infrastructure.

**Issued on Monday, 9 April 2018**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Scrutiny Committee, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

**Chief Executive, Swale Borough Council,  
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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## **Scrutiny Update 18 April 2018 – Recycling rates in the Borough**

Members previously discussed recycling rates in the Borough following sight of a corporate performance report and wanted to know the detail behind what affects the rate and how this links with communications messages.

During this Scrutiny meeting, officers will present information on the national and regional picture, the current structure of the Swale waste and recycling contract, detail the changes in recycling rates over the last few years, compare with other local district neighbours and outline current and future campaigns.

There is a large national focus on recycling at the moment given the recent television programme Blue Planet. The government is driving a number of new initiatives to reduce waste and increase recycling.

There are a number of organisations involved in the county operation of waste and recycling. The County Council is responsible for waste disposal, whilst districts and Borough are responsible for waste collection both at the kerbside and through street cleansing. The Kent Resource Partnership consists of all Districts and Boroughs along with Kent County Council. The private sector also play important roles in collection and disposal.

Swale Borough Council is part of a waste partnership with Maidstone and Ashford Borough Councils and Kent County Council (the Mid Kent Joint Waste Partnership). The three lower tier authorities have a joint contract with Biffa to undertake their waste collection service.

A number of changes to the service when the contract started in 2013 have brought about positive improvements and recycling rates have seen a steady increase. However Swale has a lower rate than some other Kent authorities and there is more work to be done in order to meet the 2020 targets laid out by government.

Education on recycling is an on-going requirement. The Council has undertaken large communications campaigns since 2013. Officers are currently drafting a Waste Communications Strategy which will drive forward our efforts to continue the increase in recycling in the Borough over the next few years.

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**OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS**



Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
Scrutiny	STC Regeneration	3	That a monthly update to questions, in a format to be agreed in conjunction with the Scrutiny Committee Chairman and Policy and Performance Officer, be provided by the Cabinet Member for Regeneration to all Members in the form of a bulletin.	Accepted	E.Wiggins	Ongoing	Cabinet's response was: "Cabinet agree on the principle of regular updating to members, in a standard 'bulletin' format to be agreed. However, monthly updating is not considered reasonable, and instead reporting every two months, shortly after the STC Project Board meeting, is considered to be more practicable. These can be timed to coincide with the regular face-to-face updates for Group Leaders that the Cabinet Member has agreed to continue." Updates provided to Scrutiny Committee - alternatively in person and through a written report at each meeting. The next written update to the Scrutiny Committee will be on 22 March 2018. An all Member briefing on Phase 2 of the Highways Works is being arranged.
Scrutiny	Leisure and tourism	1	Promotion and marketing - to commit a minimum of £25,000 to the tourism base budget to allow for substantial marketing and promotion of Swale as a tourist destination	Implemented	C.Hudson	Complete	Visitor Economy Framework adopted by Cabinet on 7 February 2018. £250,000 for framework implementation has been identified from shared business rates pool. Marketing and Promotion is one of the key outcomes of the framework, it is envisaged a minimum of £25,000 will be utilised on this outcome.
Scrutiny	Leisure and tourism	2	Promotion and marketing - to agree an objective of growing Swale tourism by 5 – 10% over the next four years	Accepted	C.Hudson	Ongoing	Six priorities for business development and growth identified within Framework. Action Plan in development as part of ECS Service Planning. Annual performance monitoring through Scrutiny, monthly Covalent updates and monthly individual performance scheduled once Service Plan agreed. A target of 11.5% has been set out the 5 year period of the framework.
Scrutiny	Leisure and tourism	3	Promotion and marketing - to consider as part of the future tourism plans the best forms of branding of Swale	Accepted	C.Hudson	Ongoing	To be included as part of the work to be undertaken on the Visitor Economy Framework and through partnership working with Visit Kent and other local partnerships
Scrutiny	Leisure and tourism	4	Visitors and local infrastructure - SBC should identify and provide sufficient coach parking in convenient locations to meet the demands of all visitors to Swale	Accepted	C.Hudson	Ongoing	Internal discussions with parking team underway on this critical issue
Scrutiny	Leisure and tourism	5	Visitors and local infrastructure - SBC should work closely with tourist attractions to ensure the Borough has a comprehensive coverage of up to date "brown tourist signs", including on strategic routes	Accepted	C.Hudson	Ongoing	Technical help is provided to visitor attractions through Visit Swale and Visit Kent using national visitor guidance and will continue
Scrutiny	Leisure and tourism	6	Visitors and local infrastructure - provision of more local signs	Accepted	C.Hudson	Ongoing	Signage forms part of the Visitor Economy Framework Action Plans.
Scrutiny	Leisure and tourism	7	Visitors and local infrastructure - consideration given to whether the funding of these signs could be supported by SBC, either through a new fund, Member grants, Section 106 grants or a combination of these	Accepted	C.Hudson	Ongoing	Signage forms part of the Visitor Economy Framework Action Plans.
Scrutiny	Leisure and tourism	8	Visitors and local infrastructure - SBC should make sustained efforts to influence KCC Highways and Highways England to fulfil their responsibilities to keep roads clean, and do the same with Network Rail in relation to the approaches to local stations	Accepted	C.Hudson	Ongoing	Establish high level tourism stakeholder group to monitor Visitor Economy Framework including external drivers impacting on tourism, leisure and hospitality
Scrutiny	Leisure and tourism	9	Working with the local tourism sector - that SBC facilitates the establishment of collaborative groups preferably led by the private sector and/or voluntary sector	Pending	C.Hudson	Ongoing	This is a model that has worked well in other LA areas where Visitor Economy Strategies and/or Destination Management Plans have been developed. The Council is working with the industry lead body in Faversham - Visit Faversham - (Tourism Committee) and has an 'observer' role. Visit Faversham is no longer a member of Visit Kent and all liaison and work for Faversham is managed through Visit Swale with input and support from Faversham Town Council's Tourism Officer. This has addressed one of the concerns of the industry that there was duplication within the area with regard to Visit Kent. Discussions with Sheppey Matters regarding Visit Sheppey continue and include agreeing a way forward for the management of the website and social media which is likely to result in establishing improved links to Visit Swale website and support along similar lines to that of Visit Faversham. Work to establish a similar vehicle for Sittingbourne will not commence until matters relating to Sheppey have been concluded which is likely to be September 2018. The heritage sector (Borough-wide) has now concluded its work and has received charitable status and become a Community Interest Organisation (CIO) which will improve their access to external funding and increase their independence and operational flexibility. This work has been professionally facilitated by a heritage consultant and with the support of both the Council and the South East Museums Development Network which in turn is funded by Arts Council England

Scrutiny	Leisure and tourism	10	Working with the local tourism sector - that SBC establishes a challenge fund of £3,000 to support new activities or events	Pending	C.Hudson	Ongoing	Resources will be allocated to the six priorities agreed and adopted within the Visitor Economy Framework. A working programme of key actions is currently being agreed between different service areas and resources for year 1 will be prioritised and allocated for expenditure in year 1. It is not envisaged that a separate Challenge Fund will be created as many new activities and events have and will continue to be supported through both heritage and culture grants (£10K in each pot) and those projects which add value to the visitor economy can be highlighted.
Scrutiny	Leisure and tourism	11	Research and intelligence - to conduct a full economic assessment of tourism in Swale. It is understood that this has been arranged to cover 2015 using "Destination Research". This should be repeated strictly every three years which has not recently been met	Implemented	C.Hudson	Complete	Model has been run based on 2015 data and the Visitor Economy Strategy will contain performance measures including volume and value data: noted requirement for performance monitoring every three years
Scrutiny	Leisure and tourism	12	Research and intelligence - additionally extra information should be sought from useful reports available on the tourism market	Accepted	C.Hudson	Ongoing	Council is in membership of Visit Kent and British Destinations Association and has access to tourism research and data on demand. The services of these and other agencies will be used to gather new intelligence informing marketing strategies
Scrutiny	Leisure and tourism	13	Research and intelligence - to make contact with several other similar Boroughs to develop a benchmarking programme to seek the best ways of increasing the economic and cultural effects of tourism. A minimum of £2,000 pa should be set aside for research	Accepted	C.Hudson	Ongoing	Districts meet twice a year through Visit Kent and the matter can be considered through this Forum
Scrutiny	Leisure and tourism	14	Financial and other support to the sector - SBC to proactively assist local tourist organisations to find and bid for grants to increase tourism	Accepted	C.Hudson	Ongoing	One of the outcomes in the Visitor Economy Framework is for business support to the sector, this will take many forms but will include access to grants.
Scrutiny	Leisure and tourism	15	Financial and other support to the sector - consider the creation and promotion of a challenge fund worth around £5,000, subject to future review, which local tourism businesses could bid for	Pending	C.Hudson	Ongoing	State Aid rules may apply and a review will be undertaken to see how/if this might be best achieved. The industry will have access to a 'Welcome Programme' currently in development which will offer access to business support and a suite of training programmes to enhance business performance. All research and development undertaken will be uploaded to Invest in Swale and accessible by the industry. Tourism sectors will inform and prioritise research and development opportunities to support growth and development of industry. Those businesses in sector accessing service provision will be tracked using performance management system 'Evolutive' so the Council can provide a 'whole life' service
Scrutiny	Leisure and tourism	16	Financial and other support to the sector - that SBC increases the availability of officer time to ensure the best possible potential achievement of all the recommendations made by the Scrutiny Committee	Implemented	C.Hudson	Complete	Officer resource has been increased 2 x FTE to deliver the Visitor Economy Framework as documented in the Cabinet report of 7 February 2018.
Scrutiny	Housing Services	1	Cabinet should consider what more the Council can do to help housing associations to provide more affordable and social housing in Swale	Accepted	A.Christou	Ongoing	Cabinet's response: Agreed. The council works in close partnership with these key organisations, meeting regularly, and supporting funding bids for their homes with the Homes and Communities Agency National Affordable Housing Programme. As the scrutiny committee review report confirms, the operating landscape of social housing providers is changing, and it has become more challenging for them to provide the level of affordable rented housing that is needed within the borough. Housing association Boards are now taking difficult decision to focus more greatly on shared ownership housing, than rented housing, due to viability of house building schemes and the requirement of the lenders. This does not accord with Swale local plan requirements, or the needs of local residents and this will be fully considered within the development of the upcoming housing and homelessness strategy for Swale.
Scrutiny	Housing Services	2	Cabinet should consider ways to provide housing associations a closer role in planning applications for housing developments, e.g. by routinely consulting them	Accepted	A.Christou	Ongoing	Cabinet's response: Agreed. Housing associations partners are engaged in the development of the local plan, and consulted in all relevant planning policies as well as discussions on a site by site basis, as housing developments come forward. We will continue to seek additional ways to provide a closer role where possible and appropriate.
Scrutiny	Housing Services	5	That the Housing Team, supported by the Cabinet Member for Housing and Wellbeing, bid for capital funding should any empty properties become available that owners agree to let the Council use	Accepted	A.Christou	Ongoing	Cabinet's response: Agreed. The Council supports owners and landlords to secure cost-effective loans to renovate properties to bring back to use with some success. If and when such properties become available, the council will take a proactive approach, including where possible bidding for funds to make best use of the property to meet local needs.
Scrutiny	Housing Services	6	Cabinet should consider whether the residency criteria (i.e. living in Swale for four years out of five) in Swale's housing allocations policy is a help or hindrance towards helping those in housing need, and if the latter, whether the policy should be reviewed	Accepted	A.Christou	Ongoing	Cabinet's response: Agreed. With the soon to be implemented Homelessness Reduction Act, and recent case law affecting Reasonable Preference requirements the allocations policy does require a full review, and this will begin by May 2018.



Scrutiny	Housing Services	7	That Cabinet can be encouraged to write to the Secretary of State for Communities and Local Government drawing attention to the severe pressure Swale was facing in housing homeless families	Accepted	A.Christou	Ongoing	Cabinet's response: Agreed.
<b>Key to status</b>							
			<b>Pending:</b> Awaiting cabinet decision on whether to accept or reject.				
			<b>Rejected:</b> Recommendation not accepted by cabinet.				
			<b>Accepted:</b> Recommendation accepted, still within target date for implementation.				
			<b>Implemented:</b> Recommendation accepted, implementation complete.				
			<b>Overdue:</b> Recommendation accepted, target date for implementation exceeded.				

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

**May 2018 - August 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
	Minutes of the Local Plan Panel held on 28 March 2018	Cabinet Delegated Decisions 16 April 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  James Freeman
	<p>Revision of Existing Housing Assistance policy</p> <p>Under the Regulatory reform (Housing Assistance)(England and Wales) order 2002 the council needs to publish a policy on how it intends to provide assistance. This reports seeks to amend and obtain approval for a revised Housing Assistance Policy to enable the use of increased Better Care Funding (disabled facilities grant funding) to facilitate assistance with delayed hospital discharge and assist in prevention of hospital admissions and to enable people to live independently at home for longer through the use of additional discretionary grants and loans subject to available BCF funding.</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		Cabinet Member for Housing and Wellbeing  Glyn Pritchard

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>Use of Affordable Housing Commuted Sums</p> <p>This report provides options for spending the affordable housing commuted sum available on the delivery of new affordable housing in Swale.</p>	<p>Cabinet 30 May 2018</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Housing and Wellbeing  Rebecca Walker</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 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</p>	<p>Cabinet 30 May 2018</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>Cabinet Member for Finance and Performance  Zoe Kent</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
	accommodation.		local authority.			
	<p>Swale Open Spaces and Play Strategy 2018-2023</p> <p>This report updates Members on the progress on the Open Spaces and Play Strategy following consultation on the final draft. It summaries the key findings of the assessment report and how these have been turned into Strategic outcomes. It asks Cabinet for final adoption of the Strategy.</p>	Cabinet 30 May 2018	<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>	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Mike Marsh</p>
	Minutes of the South Thames Gateway Building Control Joint Committee held on 15 March 2018	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</p>	Open		<p>Cabinet Member for Planning</p> <p>James Freeman</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
			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		Cabinet Member for Finance and Performance  Zoe Kent
	<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</p>	Cabinet 30 May 2018	Non-Key	Open		Cabinet Member for Finance and Performance  Zoe Kent

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
	homelessness. The Policy was last updated in 2013.					
	<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
	<p>Swale Strategic Air Quality Action Plan 2018 – 2022</p> <p>A review and quantitative assessment has been made of the proposed measures put forward in the current Interim Air Quality Action Plan.</p> <p>The measures have been</p>	Cabinet 30 May 2018	<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</p>	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Tracey Beattie</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
	<p>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>		<p>local authority.</p>			
	<p>Council Leisure Centres contract extension and investment proposals</p> <p>The report will summarise the research undertaken over the last 18 months on the current and future requirements for Leisure Centre provision. It recommended options, future contracts and facility developments.</p>	<p>Cabinet 30 May 2018</p>	<p>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.</p>	<p>Part exempt</p>		<p>Cabinet Member for Housing and Wellbeing  Mike Marsh</p>
	<p>Financial Management report - financial outturn report 2017/18</p> <p>Cabinet is asked to consider this report which shows the revenue</p>	<p>Cabinet 11 July 2018</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 Finance and Performance  Nick Vickers</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 capital outturn for 2017/18 and to approve rollovers into 2018/19.		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.			
	Minutes of the Local Plan Panel held on 27 June 2018	Cabinet 11 July 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  James Freeman
	Minutes of the Local Plan Panel held on 31 May 2018	Cabinet 11 July 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  James Freeman

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 25 June 2018	Cabinet 11 July 2018	Non-Key	Open		Cabinet Member for Regeneration
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 19 June 2018	Cabinet 11 July 2018	Non-Key	Open		Cabinet Member for Planning James Freeman
	Minutes of the Local Plan Panel held on 20 September 2018	Cabinet 26 September 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 James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 10 September 2018	Cabinet 26 September 2018	Non-Key	Open		Cabinet Member for Regeneration
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 20 September 2018	Cabinet 26 September 2018	Non-Key	Open		Cabinet Member for Planning James Freeman
	Financial Management Report: April - June 2018  This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 3,	Cabinet 26 September 2018	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance Nick Vickers

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
	covering the period from April to June 2018.					
	<p>Review of Fees and Charges</p> <p>The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2019/20 for submission to Council. Charges will take effect from 1 April 2019.</p>	Cabinet 31 October 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 Finance and Performance</p> <p>Nick Vickers</p>
	Minutes of the Local Plan Panel held on 29 November 2018	Cabinet 12 December 2018	<p>Non-Key</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Planning</p> <p>James Freeman</p>
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 6 December 2018	Cabinet 12 December 2018	Non-Key	Open		<p>Cabinet Member for Planning</p> <p>James Freeman</p>
	<p>Financial Management Report: April to September 2018</p> <p>This report shows the revenue and capital projected outturn for</p>	Cabinet 12 December 2018	<p>Non-Key</p> <p>This is not a key decision as it is for information only.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</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
	2018/19 as at the end of period 6, covering the period from April to September 2018.					
	<p>Medium Term Financial Plan and 2019/20 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2019/20 Budget.</p>	Cabinet 12 December 2018	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	<p>Medium Term Financial Plan and 2019/20 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2019/20 Budget.</p>	Cabinet 6 February 2019	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	<p>Treasury Management Strategy Statement and Investment Strategy 2019/20</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2019/20. It will be proposed to Council at the meeting on 20 February 2019.</p>	Cabinet 6 February 2019	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	Minutes of the Swale Joint Transportation Board meeting held on 17 December 2018	Cabinet 6 February 2019	Non-Key	Open		Cabinet Member for Regeneration

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 Local Plan Panel held on 31 January 2019	Cabinet 6 February 2019	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  James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 18 March 2019	Cabinet 20 March 2019	Non-Key	Open		Cabinet Member for Regeneration
	Financial Management Report: April - December 2018  This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 9, covering the period from April to December 2018.	Cabinet 20 March 2019	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 14 March 2019	Cabinet 20 March 2019	Non-Key	Open		Cabinet Member for Planning  James Freeman