

AGENDA

SCRUTINY COMMITTEE MEETING

Date: Wednesday, 3 October 2018

Time: 7.00 pm

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

Membership:

Councillors Mike Baldock, Bobbin, Lloyd Bowen (Chairman), Roger Clark, Derek Conway, Mike Dendor (Vice-Chairman), Mick Galvin, Mike Henderson, Ken Ingleton, George Samuel, Ben Stokes, Lynd Taylor and Roger Truelove.

Quorum = 4

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 4 July 2018 (Minute Nos. 89 - 101) 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. Sittingbourne Town Centre Regeneration Update 1 - 6

The Kent County Councillor Cabinet Member for Planning, Highways, Transport and Waste, Swale Borough Council's Cabinet Member for Regeneration, the Director of Regeneration, the Sittingbourne Town Centre Scheme Manager and Huber Car Park Systems have been invited to attend for this item.

6. Financial Management Report 7 - 24

The Committee is asked to consider the Financial Management Report.

The Cabinet Member for Finance and Performance and the Chief Financial Officer have been invited to attend for this item.

Part Two - Business Items

7. Other Review Progress Reports

The Committee is asked to consider updates on other reviews:

Regeneration (other than Sittingbourne Town Centre); and
Development Management.

8. Cabinet Forward Plan

25 - 36

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

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The Committee is asked to note the Committee's Work Programme (attached) for the remainder of the year.

Issued on Monday, 24 September 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

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

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Sittingbourne Town Centre Regeneration Scheme

Update to Scrutiny Committee 3rd October 2018

	Update
Construction	<ul style="list-style-type: none">• All three retail units (The Food Warehouse, Home Bargains & Costa Drive Through) are trading successfully on Princes Street Retail Park. There are some snagging items remaining which Spirit are chasing Mitchells to complete.• There are still several snagging items to complete in the Forum car park as well as the installation of the electricity meter and connection to the Distribution Network Operators (DNO) supply to energise the new lighting columns.• Following Practical Completion of St. Michael's Road car park on 31st July the land swap with the small Network Rail car park in front of the station completed on 24th August.• The Phase 2 roadworks continue to progress with asphalt base and binder courses now in place for the new carriageway between St. Michael's Road and Milton Road, including the new taxi rank area. In Dover Street, the new retaining wall has started to be constructed as well as remedial works to the existing retaining wall. The sub-base material in Dover Street has been installed to the new formation levels and the drainage and the new kerb lines are currently being constructed. The adopted footways are also being prepared for their asphalt surface course to enable the station forecourt paving to be constructed.• PDR, the contractor who will be constructing the Leisure Quarter are now lined up to commence on site in October once the Stopping Up Notice has been approved by KCC and traffic is on the new route.• Huber, the contractor for the multi-storey car park started erection of the main steel frame on 3rd September following completion of the East and West stair core and lift shafts.
Planning	<ul style="list-style-type: none">• Spirit continues to work with the Planning Team for the pre-commencement conditions relating to the Leisure site.

<p>Utility Services</p>	<ul style="list-style-type: none"> • Spirit continues to work with UKPN and Southern Water regarding the provision of their services to enable the completion of Phase 2 Highways. • Vodafone completed their outages on weekend of 15th/16th September to connect their new diversion route in front of the station building.
<p>Risks</p>	<ul style="list-style-type: none"> • Spirit is maintaining the Developers risk register through all phases of the scheme. • The SBC specific Risk Register continues to be updated to reflect the current project risks.
<p>Communications</p>	<ul style="list-style-type: none"> • Spirit's communication team continue to field and respond to enquiries regarding the scheme on a daily basis. • Spirit's communication team is currently developing an 'open for business' campaign linked to the completion of Phase 2 works.
<p>SBC Team and Governance</p>	<ul style="list-style-type: none"> • The appointed QS/Employers Agent for the MSCP from Ian Sayer & Co continues to take responsibility for the regular meetings during the construction phase. • Spirit have now issued future meeting dates so that the Councils monitoring surveyor from Ward Williams Associates can evaluate progress and provide regular updates on the Highways & Leisure Quarter Works to the Head of Finance. • Cushman & Wakefield continue to assist with the Managing Agent duties for the Retail Park. • Board meetings, Key Officer Group meetings and Internal Officer Group meetings continue.



15th May - Site hoarding completed



15th May - Offices and welfare facilities in place on the West of the site



24th May - Excavations to disconnect existing street lighting



24th May - Reduced dig of metalled road surfaces



24th May - Fire escape route from the Forum in place from day 1 (1st May)



24th May - Reduced dig adjacent to the Forum building



24th May - Uncovering foundations from the Forum within the footprint of the MSCP



24th May - Stockpiling of excavation material on site



31st May - Formation of the piling mat



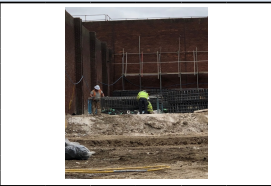
13th June - Excavation of formation for the drainage attenuation crates



15th June - Installation of the attenuation crates and shingle



27th June - Piling taking place on site



10th July - Steel fabricators on site building the foundation cages



10th July - Formation of the pile cap foundations



17th July - Steel cages installed for left and stair core foundation



17th July - Some foundations poured throughout the site



24th July - Construction of the Eastern precast concrete stair core



31st July - Final lifts being carried out for the Eastern stair core



31st July - Precast units stair core units ready to be installed



31st July - Foundations for the South West corner of the MSCP complete



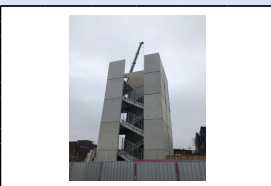
7th August - Assembly of the Western stair/lift core



7th August - Eastern Stair Core complete



14th August - Continued assembly of the Western Stair Core and Lift Shaft



22nd August - Last floor of Western stair core being installed



4th September - Assembly of the CCTV/Facilities Room



4th September - Erection of the main steel frame in progress



12th September - Continuation of the main steel frame erection



18th September - Erection of the first of the steel floor beams



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7th June - Carriageway widening for the diversion route ahead of the start of Phase 2



11th June - Yellow box junction installed in West Street/Station Street for the diversion route



13th June - Area in front of the station hoarded off to the public



13th June - Site clearance works underway



15th June - Installation of the toilet & mess room cabins, offices, meeting room for Erith



15th June - The bus turnaround area off of Station Street in operation



15th June - Excavation of existing road layout



20th June - Clancy Docwra installing new water mains



20th June - Excavation for the new crossing island at the end of Dover Street



21st June - Installation of a new surface water manhole and pipework in front of the station



4th July - Sheet piling/trench boxes used to support the ground for deeper excavations



4th July - Kerbing installed for the new pedestrian crossing island at the end of Dover Street



10th July - New kerb line installed for the taxi rank area in front of the station



10th July - New kerb line installed in Dover Street



10th July - Installation of tactile paving and traffic light pole sockets



24th July - Excavation for the new retaining wall between Dover Street & Fountain Street



31st July - Formation of the roundabout in front of the car park entrance and Lang's Cocktail Bar



31st July - New kerb line installed for Dover Street



6th August - sub-base being installed in the new taxi rank area



13th August - sub-base being installed to join new road layout to existing St. Michael's Road



14th August - sub-base being installed at the exit to the new taxi rank area



22nd August - Asphalt base & binder courses being laid



23rd August - Asphalt base & binder courses being laid



4th September - Construction of the bus stop/stand area in St. Michael's Road



6th September - Material build up for the new carriageway level in Dover Street



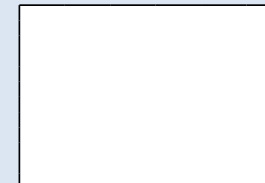
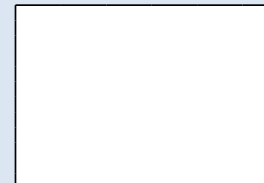
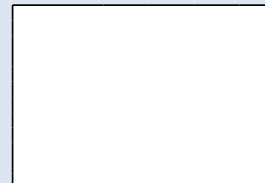
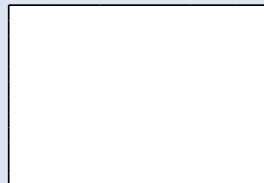
13th September - Asphalt base course being laid in St. Michael's Road



17th September - Asphalt binder course being laid on the new roundabout



18th September - new blockwork retaining wall being prepared for facing brickwork



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Scrutiny Committee Meeting	
Meeting Date	3 October 2018
Report Title	Financial Management Report – April – June 2018
Cabinet Member	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance & Performance
SMT Lead	Nick Vickers, Chief Financial Officer
Head of Service	Nick Vickers, Chief Financial Officer
Lead Officer	Phil Wilson, Financial Services Manager / Caroline Frampton, Principal Accountant
Key Decision	Yes
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. Note the projected revenue underspend on services of £54,000 (Table 1 refers). 2. Note the capital expenditure of £3,275,438 to end of June 2018 (Paragraph 3.13 and Table 4 Appendix I refers). 3. Note the participation of the Council in an application to be a business rate pilot in 2019/20, subject to confirmation of the scheme with a delegation to the Leader and Cabinet Member for Finance and Performance in consultation with the Chief Financial Officer to agree the application.

1. Purpose of Report and Executive Summary

- 1.1 This report shows the revenue and capital projected outturn activity for 2018/19 as at the end of June 2018. The report is based on service activity up to the end of June 2018 and is collated from monitoring returns from budget managers.
- 1.2 The headline figures are:
 - Total forecast revenue underspend of £54,000;
 - Capital expenditure of £3,275,438.

2. Background

- 2.1 The Council operates a monthly budget monitoring process for budget managers, with regular reports to the Cabinet Member for Finance & Performance and the Strategic Management Team.
- 2.2 Financial monitoring reports are presented to Cabinet on a quarterly basis, as well as to Scrutiny Committee.

3. Proposals

Revenue Outturn

- 3.1 As at the end of June the forecast revenue underspend projected to 31 March 2019 is £54,000.

Table 1: Projected Variance by Service

		Working Budget £	Projected Outturn £	Projected Variance £
Chief Executive	M. Radford	408,050	398,050	(10,000)
Policy	D. Clifford	223,320	210,320	(13,000)
Economy & Communities	C. Hudson	2,072,740	2,041,740	(31,000)
Communications	P. Sutcliffe	270,060	270,060	0
Resident Services	A. Christou	1,349,660	1,401,660	52,000
Planning	J. Freeman	875,190	846,190	(29,000)
Commissioning & Customer Contact	M. Cassell	5,450,390	5,386,390	(64,000)
Director of Regeneration/ Emergency Planning	E. Wiggins	261,130	261,130	0
Information Technology	C. Woodward	1,161,070	1,161,070	0
Audit	R. Clarke	176,160	176,160	0
Environmental Health	T. Beattie	531,090	523,090	(8,000)
Finance (incl Data Protection)	N. Vickers	3,190,070	3,208,070	18,000
Human Resources	B. Sandher	364,050	364,050	0
Legal	P. Narebor	434,280	434,280	0
Democratic Services	K. Bescoby	991,750	959,750	(32,000)
Property	A. Adams	564,060	572,060	8,000
Corporate Items		254,930	309,930	55,000
NET REVENUE SERVICE EXPENDITURE		18,578,000	18,524,000	(54,000)
Financed by:				
Revenue Support Grant		0	0	0
Business Rates		(8,441,000)	(8,441,000)	0
New Homes Bonus		(2,046,000)	(2,046,000)	0
Collection Fund Surplus		(178,000)	(178,000)	0
Council Tax		(7,913,000)	(7,913,000)	0
TOTAL FINANCING		(18,578,000)	(18,578,000)	0
NET EXPENDITURE		0	(54,000)	(54,000)

Table 2: Projected Variance by Directorate

		Working Budget £	Projected Outturn £	Projected Variance £
Chief Executive		408,050	398,050	(10,000)
Mid Kent Services		2,666,650	2,658,650	(8,000)
Commissioning & Customer Contact		5,450,390	5,386,390	(64,000)
Policy & Performance		223,320	210,320	(13,000)
Corporate Services		4,790,290	4,784,290	(6,000)
Regeneration		4,784,370	4,776,370	(8,000)
Corporate Items		254,930	309,930	55,000
NET REVENUE SERVICE EXPENDITURE		18,578,000	18,524,000	(54,000)

3.2 Table 1 in Appendix I details the significant service movements by type of variance.

3.3 Table 2 in Appendix I details the line-by-line service variations.

Business Rates

- 3.4 The Council is due to collect £48m of business rates in 2018/19. After the complicated system of levies and tariffs has been accounted for, the Council is forecast to receive £8.4m.
- 3.5 Council has previously agreed to the establishment of a Business Rates Volatility Reserve, in order to assist the Council in managing the anticipated volatility in business rate income resulting from the introduction of business rate localisation from 2013/14. There are a number of causes of this volatility, such as new businesses opening, existing business growing or closing, rating appeals, and collection rates. The balance on the reserve is currently £3.5m.
- 3.6 The Council has set aside £8.5m for business rate appeals. This indicates how business rate income can vary greatly as a result of a decision made on business rate appeals.
- 3.7 The Council is participating in the pilot full localisation of business rates as one of 11 pilots being run nationally. As previously reported in the budget report, Swale will benefit significantly from this and in the budget we allowed for an additional £250,000 of income. Initial monitoring suggests that this figure will be exceeded. Work has already started on a bid for pilot status in 2019/20. The Government recently announced that the 2019/20 pilots will be based upon 75% rather than 100% of local business rate retention. Nonetheless, the initial discussions between Kent Councils still indicate support across the board for another application.

Improvement and Regeneration Funds

- 3.8 Table 3 below details the position on a number of reserve funds. Total budget not committed is £1,215k.
- 3.9 Cabinet in July approved the topping up of funds as detailed in the table below.
- 3.10 Table 3 in Appendix I details the approvals from the Improvement and Regeneration Funds during 2018/19. These total £69k.

Table 3: Improvement and Regeneration Funds

Funds	Balance as at 1 April 2018	Topping up of funds in 2018/19	Budget Committed as at 1 April 2018	Budget Committed (refer to Appendix I) 2018/19	Budget Not Committed
	£'000	£'000	£'000	£'000	£'000
Performance	316	300	(277)	(22)	317
Pension & Redundancy	205	0	0	0	205
Regeneration	350	300	(251)	(47)	352
Communities	111	75	(45)	0	141
Local Loan Fund	200	0	0	0	200
TOTAL	1,182	675	(573)	(69)	1,215

Capital Expenditure

3.11 This section of the report details actual capital expenditure and highlights any variations between the revised 2018/19 capital budget and the projected outturn.

3.12 A reconciliation between the original and revised capital budgets is set out below:

Table 4: Reconciliation of Original to Revised Capital Budget

	£
Original Budget	33,717,120
2017/18 rollovers (Minute 112/07/2018)	1,935,872
Leisure Centres (Minute 40/05/2018)	1,000,000
Queenborough Causeway (Minute 104/07/2015)	60,000
Former Bus Depot, East Street (Minute 198/09/2017)	1,111,194
Revised Budget	37,824,186

3.13 Actual expenditure to end of June 2018 is £3,275,438 (Table 5 below refers). This represents 9% of the revised budget. An overspend of £112k is forecast for the year. Further details by Head of Service are set out in Table 4 in Appendix I.

Table 5: Capital Programme Expenditure

	Revised Budget 2018/19	Actual to end of June 2018	Projected Full Year Variance 2018/19
	£'000	£'000	£'000
Commissioning & Customer Contact	2,384	102	38
Economy & Communities	32,537	2,851	0
Property	0	49	74
Environmental Services MKS	57	7	0
ICT MKS	103	0	0
Residents Services	2,743	266	0
Total Swale Borough Council funded	34,691	2,967	74
Total Partnership funded	3,133	308	38
Total Capital Programme	37,824	3,275	112
% spent to date compared to Revised Budget		9%	

3.14 The 2018/19 capital programme expenditure of £3,275,438 is funded as set out in Table 6 below. As yet the Council has not undertaken any external borrowing.

Table 6: Capital Programme Funding

Source of funding	Revised Budget 2018/19	Actual to end of June 2018	Projected Full Year Variance 2018/19
	£'000	£'000	£'000
Internal Borrowing	32,834	1,740	0
Partnership funding (including S106 Grants)	3,133	308	38
Earmarked Reserves	1,400	1,220	74
Capital Receipts	457	7	0
Total Funded	37,824	3,275	112

Payment of Creditors

3.15 The payment of creditors to end of June 2018 is 99.5% paid in 30 days against the target of 97%.

Debtors

3.16 Tables 5 and 6 in Appendix I analyse the sundry debt outstanding.

4. Alternative Options

4.1 None identified – this report is for information.

5. Consultation Undertaken or Proposed

5.1 Heads of Service and Strategic Management Team have been consulted in preparing this report.

6. Implications

Issue	Implications
Corporate Plan	Good financial management is key to achieving our Corporate Plan priority of being “A council to be proud of”.
Financial, Resource and Property	As detailed in the report.
Legal, Statutory and Procurement	None identified at this stage.
Crime and Disorder	None identified at this stage.
Environment & Sustainability	None identified at this stage.
Health & Wellbeing	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

7. Appendices

7.1 The following documents are published with this report and form part of the report:

- Appendix I: Financial Monitoring as at the end of June 2018;

8. Background Papers

8.1 [Budget 2018/19 and Medium Term Financial Plan 2018/19 to 2020/21](#)

Financial Monitoring Report – April – June 2018 (Quarter 1)

Table 1: Service Movements by Type

Service/Contract	Reason for Variance	Projected Variance (June 2018) £'000
Additional Income: (brackets in variance mean additional income)		
Parking Management	Additional parking income	(84)
Parking Management	Net income street parking	(66)
Planning	Additional planning income	(100)
Leisure	Central House utility costs	(11)
Refuse Collection/Street Cleansing/Public Conveniences	Additional income from sale of wheeled bins	(30)
Loss of Income:		
Temporary Accommodation	Benefit income recovery	261
Recycling & Waste Minimisation	Additional income brown bins	24
Development Control	S106 monitoring fees	20
Development Control	Pre-Application Planning Advice	13
Stay Put Scheme	Reduced income from Disabled Facilities Grants (DFG) fees	35
Total Net Income		62
Procurement /Shared Service Savings/Costs: (brackets in variance mean underspend)		
Refuse Collection/Street Cleansing/Public Conveniences	Contracts	(83)
Parking Management	Shared service	31
Building Control	Contract	(10)
Total Procurement/Shared Service Savings/Costs		(62)
Additional Costs:		
Leisure Centres	Consultancy costs	30
Sittingbourne Master Plan	Consultancy costs	55

Service/Contract	Reason for Variance	Projected Variance (June 2018) £'000
Parking Management	Car Parks – business rates	26
Parking Management	Car Parks – cash security and RingGo fees	48
Refuse Collection/Street Cleansing/Public Conveniences	Purchase of wheeled bins	50
Homelessness	Homeless housing	21
Total Additional Costs		230
Underspends: (brackets in variance mean additional underspend)		
Salaries		(106)
Temporary Accommodation	Landlord payments	(116)
Chief Executive	Corporate projects	(10)
Democratic Services	Members' allowances & travel	(27)
Markets	Business rates	(16)
Total Underspends		(275)
Total Variance		(45)
Other Net Underspends		(9)
Total Variance		(54)

**Table 2: Projected Net (Under)/Overspend / Income Shortfall
as at end of June 2018 by Service**

Service – Cabinet Member (Budget Manager)	£'000	Explanation
CHIEF EXECUTIVE – Cllr A. Bowles (Mark Radford)		
Chief Executive & Corporate Costs	(56)	(£39k) Underspend – net staff costs (£10k) Underspend – special project costs (£7k) Net Underspend
Transformation Project	46	£46k Additional costs – net staff costs due to extension of Project Team. This is offset by underspends in Revenues and Customer Service Centre
TOTAL	(10)	
POLICY – Cllr A. Bowles (David Clifford)		
Policy	(13)	(£14k) Underspend – net staff costs £1k Net additional costs

Service – Cabinet Member (Budget Manager)	£'000	Explanation
TOTAL	(13)	
ECONOMY AND COMMUNITIES – Cllrs - All (Charlotte Hudson)		
Environmental	(1)	(£1k) Net savings salary costs
CCTV	0	Nil variance reported
Community Halls and Centres	0	Nil variance reported
Community Safety	(7)	(£7k) Net savings salary costs
Economy & Community Services, Cultural & Economic	(9)	(£9k) Net savings salary costs
Members' Grants	0	Nil variance reported
Economic Development	3	£3k Net salary overspend
Learning, Business & Skills	3	£3k Additional Licence cost
Tourism	2	£2k Net salary overspend
Arts Events & Activities	0	Nil variance reported
Markets	(16)	(£5k) Business rates saving Sittingbourne market (£11k) Business rates saving Faversham market
Sports Development	(6)	(£6k) Net savings salary costs
TOTAL	(31)	
COMMUNICATIONS, PRINTING, ADVERTISING & PROMOTION – Cllr A. Bowles (Philip Sutcliffe)		
Communications	0	Nil variance reported
TOTAL	0	
RESIDENT SERVICES – Cllrs A. Horton and D. Dewar-Whalley (Amber Christou)		
Homelessness Temporary Accommodation	141	(£116k) Landlord payments less than originally forecast (£4k) Additional income - contribution to rent by clients £261k Benefit income under recovery
Homelessness Temporary Houses	21	£17k Reduced income - rent received (reduced occupancy rate re ongoing refurbishments) £2k Additional costs - building maintenance – reactive costs £2k net other additional costs
Housing Advice / Options	0	Nil variance reported

Service – Cabinet Member (Budget Manager)	£'000	Explanation
Housing Development and Strategy	0	Nil variance reported
Private Sector Housing	(4)	(£4k) Additional income
Stay Put Scheme	35	£35k Reduced income - DFG fees income
Council Tax and Business Rates Collection	(73)	(£54k) net salaries savings (£19k) net other costs savings incl. £(25)k re postage N.B. Any underspend/overspend on salaries within Council Tax and Revenue Administration will be transferred to the ring fenced reserve to be used solely to offset lower grant received
Housing Benefit	0	Nil variance reported
Revenue Administration	(68)	(£51k) net salaries savings (£40k) net salary savings – to offset Transformation Team variance £23k Additional costs (vacancy allowance)
TOTAL	52	
PLANNING – Cllr G. Lewin (James Freeman)		
Building Control/ Dangerous Structures	(9)	(£9k) Underspend – contract costs
Development Control	2	(£100k) Additional income – planning fees £69k Additional costs - agency fees £20k Reduced income – S106 monitoring fees £13k Reduced income – Pre-Application Planning Advice
Development Services	(22)	(£22k) Net underspend on staff
Local Land Charges	0	Nil variance reported
Local Planning & Conservation	0	N.B. Any underspend on the local plan will be transferred to the ring fenced reserve to be used solely to fund Local Development Framework (LDF) associated work
Mid Kent Planning Service (MKPS)	0	Nil variance reported
TOTAL	(29)	
COMMISSIONING & CUSTOMER CONTACT – Cllr Horton & Cllr Simmons (Martyn Cassell)		
Highways SBC	0	Nil variance reported

Service – Cabinet Member (Budget Manager)	£'000	Explanation
Commissioning & Customer Contact, Client & Amenity Services, Customer Service Centre and Technical Services	(64)	(£53k) net saving staff and agency staff costs to offset Transformation Team variance (£11k) net savings
Seafront and Harbour & Quays	8	£8k Additional costs - building maintenance – reactive
Cemeteries and Closed Churchyards	22	£22k Additional costs - maintenance of grounds (not contract)
Leisure, Sports, Open Spaces, Parks, Countryside and Allotments	38	£10k additional tree maintenance costs £9k additional cesspool clearance costs £30k additional leisure centres consultancy costs (£11k) additional income - energy recharge
Parking Management	(44)	£31k Additional costs - MKS recharge £27k Additional costs – business rates £16k Additional costs - cash security costs for cash in transit £32k Additional costs - fees for cashless parking solutions (£84k) Additional income from swale car parks (net) (£66k) Net surplus on-street parking (see note below) N.B. Any surplus on street parking will be transferred to the ring fenced on-street parking account under Section 55 of the Road Traffic Act 1984
Grounds Maintenance	0	Nil variance reported
Contracts and Procurement	6	£7k Additional salary costs (£1k) Savings officers' subscriptions
Recycling & Waste Minimisation	24	£24k Reduced income - subscriptions to Brown Bin service
Refuse Collection / Street Cleansing/ Public Conveniences	(54)	(£83k) savings contract costs (£30k) additional income S106 contribution re: wheeled bins £6k additional promotion costs £50k additional wheeled bins costs 3k net other costs
TOTAL	(64)	

Service – Cabinet Member (Budget Manager)	£'000	Explanation
DIRECTOR OF CORPORATE SERVICES/REGENERATION – Cllrs D. Dewar-Whalley, A. Bowles and M. Cosgrove.		
Director of Regeneration	0	Nil variance reported
Emergency Planning	0	Nil variance reported
Licensing	0	Nil variance reported N.B. Any surplus on Hackney Carriage Licensing will be transferred to the ring fenced reserve to be used solely to fund Hackney Carriage related work
TOTAL	0	
IT SERVICES – Cllr D. Dewar-Whalley (Chris Woodward)		
IT MKS	0	N.B. Any variance at year-end on IT maintenance & software will be transferred to the ring fenced reserve to be used solely to fund IT related expenditure in future years
TOTAL	0	
INTERNAL AUDIT – Cllr D. Dewar-Whalley (Rich Clarke)		
Audit Services MKS	0	Nil variance reported
TOTAL	0	
ENVIRONMENTAL HEALTH – Cllr. D. Simmons (Tracey Beattie)		
Environmental Health MKS	(8)	(£8k) net underspends
TOTAL	(8)	
FINANCE – Cllr D. Dewar-Whalley (Nick Vickers)		
Financial Services	(1)	(£1k) Net savings
Data Protection	19	£19k Overspend – net salaries
TOTAL	18	
HUMAN RESOURCES – Cllr D. Dewar-Whalley (Bal Sandher)		
Human Resources	0	Nil variance reported
TOTAL	0	
LEGAL – Cllr D. Dewar-Whalley (Patricia Narebor)		
Legal MKLS	0	Nil variance reported
External Legal Fees	0	Nil variance reported
S106 Income	0	Nil variance reported
TOTAL	0	

Service – Cabinet Member (Budget Manager)	£'000	Explanation
DEMOCRATIC SERVICES – Cllr A. Bowles (Katherine Bescoby)		
Democratic Process	(26)	(£20k) Underspend – members' allowances (£7k) Underspend – members' travel £1k Net additional costs
Elections & Electoral Registration	(6)	(£6k) Underspend – net salaries
TOTAL	(32)	
PROPERTY SERVICES – Cllr D. Dewar-Whalley (Anne Adams)		
Administrative Buildings	3	£3k Net additional costs
Property Management	5	£5k Net additional costs
Building Maintenance	0	Any variance at year-end will be transferred to the Buildings Maintenance Fund for future years
TOTAL	8	
NON-SERVICE BUDGETS		
Sittingbourne Town Centre	55	£55k Anticipated additional fees and other costs
Corporate Items	0	Nil variance reported
TOTAL	55	
TOTAL NET REVENUE SERVICE EXPENDITURE	(54)	

**Table 3: Improvement & Regeneration Fund Allocations 2018/19
as at the end of June 2018**

Performance Fund	Amount £
Housing Register Apprentice	9,895
Best Companies b-Heard Survey 2018/19	12,000
Total Performance Fund Approved as at June 2018	21,895
Regeneration Fund	Amount £
Member Grants	47,000
Total Regeneration Fund Approved as at June 2018	47,000
Communities Fund	Amount £
Nil approvals to date	0
Total Communities Fund Approved as at June 2018	0
Total All Funds	Amount £
Total All Funds Approved as at June 2018	68,895

Table 4: Capital Programme 2018/19

	Original Budget 2018/19	Revised Budget 2018/19	Actual to June 2018	Projected Full Year Variance 2018/19	Notes
	£	£	£	£	
<u>Commissioning & Customer Contact - M. Cassell</u>					
New Play Area - Thistle Hill - S106	0	2,533	5,405	2,872	(a)
Play Area Refurbishment - Milton Recreation Ground - S106	0	0	35,190	35,190	(a)
Faversham Recreation Ground Improvements - External Grant	0	16,679	1,365	0	
Resurfacing Promenade, The Leas - External Grant	0	85,000	34	0	
Cemeteries - Bell Road - Reserves	0	41,000	0	0	
Milton Creek Access Road - Reserves	0	40,000	0	0	
Modular Toilet Kiosks - Reserves	0	30,000	0	0	
Gunpowder Works Oare Faversham - S106	0	9,000	0	0	
Nursery Close/Queenborough Lines Bridge Replacement - Reserves	0	0	400	400	(b)
Queenborough Causeway	0	60,000	60,000	0	
Leisure Centres – Internal Borrowing	1,000,000	2,000,000	0	0	
Open Spaces Play Equipment – S106	100,000	100,000	0	0	
Total Commissioning & Customer Contact	1,100,000	2,384,212	102,394	38,462	

Table 4: Capital Programme 2018/19

	Original Budget 2018/19	Revised Budget 2018/19	Actual to June 2018	Projected Full Year Variance 2018/19	Notes
	£	£	£	£	
<u>Economy & Community Services – C. Hudson</u>					
Sittingbourne Town Centre - Retail Properties - Internal Borrowing	720,130	720,130	731,858	11,728	(c)
Sittingbourne Town Centre - Other Assets - Internal Borrowing	59,740	59,740	180,976	0	
Sittingbourne Town Centre - Multi Storey Car Park - Internal Borrowing	3,532,220	3,532,220	184,104	0	
Sittingbourne Town Centre - Regeneration - Internal Borrowing	26,521,830	26,521,830	642,718	(11,728)	(c)
Former Bus Depot, East Street	0	1,111,194	1,111,194	0	
CCTV - Reserves - Repairs & Renewals	15,000	15,000	0	0	
Easthall Farm Community Centre - S106	0	158,165	0	0	
The Mill Project, Sittingbourne Skate Park - Capital Receipts	0	200,000	0	0	
The Mill Project, Sittingbourne Skate Park - S106	0	19,017	0	0	
Faversham Creek Basin Regeneration Project (swing bridge) - Capital Receipts	0	200,000	0	0	
Total Economy & Community Services	30,848,920	32,537,296	2,850,850	0	
<u>Property - A. Adams</u>					
Swale House - Lifts Refurbishment - Reserves	0	0	48,793	74,000	(d)
Total Property	0	0	48,793	74,000	

Table 4: Capital Programme 2018/19

	Original Budget 2018/19	Revised Budget 2018/19	Actual to June 2018	Projected Full Year Variance 2018/19	Notes
	£	£	£	£	
Environmental Services MKS – T. Beattie					
Replacement of Air Pollution Monitoring Station – Capital Receipts	0	56,638	7,595	0	
Total Environmental Health	0	56,638	7,595	0	
ICT MKS - C. Woodward					
ICT infrastructure and equipment replacement – Reserves	103,400	103,400	0	0	
Total ICT	103,400	103,400	0	0	
Residents Services - A. Christou					
Disabled Facilities Grants - External Grant	1,664,800	2,742,640	258,796	0	
Home Repair Grants - Over 60	0	0	85	0	
Home Repair Grants - Winter Warmth Grants	0	0	1,925	0	
RHB2 Decent Home Loans Owner Occupier	0	0	5,000	0	
Total Residents Services	1,664,800	2,742,640	265,806	0	
Total Capital Programme Funded by Swale Borough Council	31,952,320	34,691,152	2,967,638	74,400	
Total Capital Programme Funded by Partners	1,764,800	3,133,034	307,800	38,062	
Total Capital Programme	33,717,120	37,824,186	3,275,438	112,462	

Notes

- (a) These revised costs will be funded from s106 grants
- (b) This is the balance left on an accrual from 2017/18
- (c) The Sittingbourne Town Centre Project is not forecast to vary to the overall budget for this project
- (d) This scheme is fully funded from the Building Maintenance reserve

Table 5: Debt Outstanding by Due Date

	June 2018 £'000	June 2017 £'000
Not Due (less than 1 Month)	222	94
1 – 2 Months	287	62
2 – 6 Months	73	44
6 – 12 Months	75	41
1 – 2 Years	24	24
2 – 3 Years	22	31
3 – 4 Years	25	34
4 – 5 Years	10	4
5 – 6 Years	0	3
> 6 Years	36	38
Total	774	375
Total Due	552	281
% Total Due	71%	75%

Note - Debt due 1 – 2 months includes £235k debt relating to S106 income. Excluding this debt, the total due is £317k.

Table 6: Total Debt (Including Not Due) by Head of Service

	June 2018 £'000	June 2017 £'000
Property	190	168
Residents Services	128	150
Commissioning & Customer Contact	68	21
Economy & Communities	51	11
Environmental Health	15	1
Planning	2	1
Legal MKLS	0	1
Finance	0	6
Other	320	16
Total	774	375

Note – Other debt includes £229k relating to S106 income. Property includes £114k relating to one company. Economy & Communities includes £37k income from Kent Policy & Crime Commissioner, where the debt has been raised but is not yet due.

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

October 2018 - January 2019

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 Alan Horton – Deputy Leader and Cabinet Member for Housing and Safer Communities

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 Sarah Aldridge – Cabinet Member for Health 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
	<p>CCTV Future Service Delivery Options</p> <p>This report is to seek approval from Cabinet on options to modernise the aged Public Space CCTV Service and equipment to ensure it is suitable to meet the Councils, local communities' and other key stakeholders needs.</p>	<p>Cabinet 26 September 2018</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 Housing and Safer Communities</p> <p>Steph Curtis</p>
	<p>Cabinet Delegated Decision - Shellness Local Council Tax Discount</p> <p>Cabinet Delegated Decision – date to be confirmed.</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 Cabinet Member for Finance and the Revenues and Benefits Manager have visited the site and have ascertained that the hamlet is not suitable for permanent occupation 12 months of the year so it is proposed to award a local</p>	<p>Cabinet</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 and Performance</p> <p>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
	discount to the hamlet during the winter months to recognise that this area is only suitable to be used as holiday accommodation.					
	<p>Swale Draft Heritage Strategy and Action Plan: Consultation Draft</p> <p>The report will seek approval for public consultation to be undertaken on the draft heritage strategy and an associated action plan.</p>	Cabinet 26 September 2018	<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>	Open		Cabinet Member for Planning James Freeman
	Minutes of the Local Plan Panel held on 20 September 2018	Cabinet 26 September 2018	<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>	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
	<p>Financial Management Report: April - June 2018</p> <p>This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 3, covering the period from April to June 2018.</p>	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
	<p>Management of Homelessness Update</p> <p>This report provides an update on progress, and makes proposals moving forward for spend as a result of that work.</p>	Cabinet 31 October 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 Safer Communities Roxanne Sheppard
	<p>Council Tax Support Scheme 2019/20</p> <p>We are required to review our Council Tax Support Scheme on an annual basis and to put a scheme in place by March 2019.</p>	Cabinet 31 October 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 Zoe Kent
	<p>Kent Joint Municipal Waste Management Strategy Refresh</p> <p>To provide an update on the recent refresh of the Kent Joint Municipal Waste Management</p>	Cabinet 31 October 2018	Key It is significant in terms of its effect on communities living or working in an area	Open		Cabinet Member for Environment and Rural Affairs Martyn Cassell

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
	Strategy (KJMWMS) and for the Council to consider formally adopting the Strategy up to 2020/21.		comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Health and Safety Policy V5</p> <p>To agree the Health and Safety Policy V5. This policy is reviewed every 3 years.</p>	Cabinet 31 October 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>Emma Larkins</p>
	<p>Warden Bay Land (junction Imperial Drive and Cliff Drive), Community Asset Transfer</p> <p>This report seeks approval for the community asset transfer of land located on the junction of Imperial Drive and Cliff Drive, Warden Bay to the Warden Bay Parish</p>	Cabinet 31 October 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</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Sophia Ramm</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
	Council.		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>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>
	<p>Complaints, compliments and comments annual report 2017/2018</p> <p>Summary of complaints, compliments and comments received by Swale Borough Council during the year of April 2016-March 2017</p>	Cabinet 31 October 2018	Non-Key	Open		<p>Leader</p> <p>Carol Sargent</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>Sale of Land at Gas Road, Milton Regis</p> <p>This report seeks approval for the sale of vacant open storage land.</p>	<p>Cabinet 31 October 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>Fully exempt</p>		<p>Cabinet Member for Finance and Performance</p> <p>Kent Parker</p>
	<p>Endorsement of the Kent Resource Partnership Waste Strategy</p> <p>To provide an update on the recent refresh of the Kent Joint Municipal Waste Management Strategy (KJMWMS) and for the Council to consider formally adopting the strategy up to 2020/21.</p>	<p>Cabinet 31 October 2018</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 Environment and Rural Affairs</p> <p>Martyn Cassell</p>
	<p>Air Quality Action Plan Consultation</p> <p>This report follows the update in July to Cabinet and asks for agreement to consult on the action plan following additional</p>	<p>Cabinet 31 October 2018</p>	<p>Non-Key</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Steve Wilcock</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
	transport modelling.					
	<p>Draft Swale Cycling and Walking Framework</p> <p>An eight week consultation was carried out between the 10 August and 5 October 2018 seeking public views on ways to improve cycling and walking in the borough and suggestions to develop appropriate facilities. This report will present a summary of the comments received and will ask Cabinet for approval to adopt the Swale Cycling and Walking Policy Framework 2018-2022.</p>	Cabinet 12 December 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 electoral divisions in the area of the local authority.	Open		Cabinet Member for Regeneration Charlotte Hudson
	<p>IT Strategy</p> <p>The IT strategy will lay out the objectives, priorities and mission for Mid-Kent IT over the next 5 years (2018-2023).</p>	Cabinet 12 December 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	Fully exempt		Cabinet Member for Finance and Performance Chris Woodward

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
			the local authority's budget for the service or function to which the decision relates.			
	Minutes of the Local Plan Panel held on 29 October 2018	Cabinet 12 December 2018	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 29 November 2018	Cabinet 12 December 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
	Financial Management Report: April to September 2018 This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 6, covering the period from April to September 2018.	Cabinet 12 December 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
	<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>Corporate Plan 2019-2022</p> <p>Adoption of the new Corporate Plan 2019-2022, which will replace the current plan "Making Swale a Better Place". The plan forms part of the Council's overarching policy framework, and adoption is therefore a matter for Full Council. Cabinet Members and officers will work on the Plan through the second half of 2018, and this will include consultation with all members via Policy Development and Review Committee and group leaders.</p>	Cabinet 6 February 2019	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Leader David Clifford

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>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 Finance and Performance
	Minutes of the Local Plan Panel held on 28 February 2019	Cabinet 20 March 2019	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

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>Financial Management Report: April - December 2018</p> <p>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.</p>	<p>Cabinet 20 March 2019</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 and Performance</p> <p>Nick Vickers</p>

Scrutiny Committee work programme - 2018/19

Review title	Reviewers	Status	03-Oct	07-Nov	15-Jan	23-Jan	27-Feb	21-Mar
Quarterly budget monitoring	Committee	Live	1st Qtr			2nd Qtr		
Quarterly performance monitoring	Committee	Live		1st Qtr	2nd Qtr			
Scrutiny of 2018/19 Budget proposals	Committee	Live				√		
Scrutiny of 2018/19 Fees and Charges proposals	Committee	Live		√				
STC update - Cabinet Member and officers present	Committee	Live	√		√			√
STC update - written report only	Committee	Live		√			√	
Development Management	Task and Finish Group	Live						
Non STC regeneration activity	Task and Finish Group	Live						
CCTV	Task and Finish Group	Not scoped						

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